Conference Call Agenda + Notes

10-11 AM Pacific /11 AM-Noon Mountain /Noon-1 PM Central /1-2 PM Eastern.

Call-in Instructions:
2. When prompted enter meeting ID (21069), then #
3. When prompted speak your name, then enter #

Members Present: Sarah, Bill, Sammie, Anne, Gordon, Sam, Morgan, Julie, Heather

Absent: Robin, Leah, Lisa

12/16
Present: Sarah, Lisa, Anne, Bill, Julie, Gordon, Robin, Heather

Notetaker: No notetaker necessary since we'll be working directly/collectively in our subgroup documents.

Getting Started:
● Welcome
● Roll Call
● Call for additions to the agenda

Announcements:
● Reminder of ALA 2017 Midwinter Meeting Details:
  ○ ALA Midwinter Meeting is Jan 20-24
  ○ Our meeting is scheduled for Sun, Jan 22, 10:30-11:30 and will be in the Piedmont Room at the Westin.
    ■ Directions: http://www.westinpeachtreeplazaatlanta.com/directions
● Winter Meeting times - Same schedule still work for everyone?
We’ll work through each subgroup’s section in order, striving mightily to discuss and resolve all comments and outstanding issues, aiming for a clean version of each of the document(s) representing each of the 3 sections by the end of our Friday, 12/16 conference call.

Each subgroup leader please organize someone in your subgroup to lead the discussion of your document(s) and someone to be the editor as we work through and resolve comments and issues.

We’re hoping, following the 12/16 conference call, to be able to stitch all of the current parts of our 2nd draft together into a single document for a final round of commenting and editing by the entire group between January 1 and January 13. **January 13** is our self-imposed deadline to publicly distribute a 2nd draft in advance of ALA Midwinter.

**SUBGROUP 1: Intro/Contextualizing**

Sarah (group lead), Anne, Robin, Heather  
Discussion leader: Sarah  
Document editor: Anne

**SUBGROUP 2: Learning Objectives**

Sammie (group lead), Leah, Julie, Bill  
Discussion leader: Sammie  
Document editor: Bill

**SUBGROUP 3: Annotated Bibliography**

Gordon (group lead), Sam, Lisa, Morgan  
Discussion leader: Gordon  
Document editor: Morgan

**LIST OF OTHER ANTICIPATED APPENDICES:**
- Glossary
- Learning objective examples

**Next Steps:**

**Nov-Jan Timeline:**

- Subgroups progress reports – **Friday, Nov 4**
• Subgroups have solid draft for sharing and comment by the larger group - by Nov 18
• Full JTF: Pull different sections of work together, and address lingering overarching to-dos - By Dec 16
• Full JTF: Next draft ready for full-group review - by Jan 6
• Send to ALA community in advance of Midwinter (Jan 20-24). – Jan 13
• JAN: Develop plan to send to academic/discipline/other affinity groups for comment.