

Agenda:

- I. May Institute results/findings
  - a. Lots of interest in lots of things
  - b. Lots of interest in discovering what folks need to know
  - c. Using nuts and bolts to create immediate, quick discovery
  - d. Determining what the core skills are that people need
    - i. Probably a more formal manner
    - ii. Lou W. suggested tackling only two or three things at once
    - iii. Do we touch all people – probably not
    - iv. We need to identify what the library accepted core competencies are
    - v. Self-assessments and other assessments
    - vi. New employee orientation skills—Clara will get the information for all team members
- II. Determine which Nuts & Bolts sessions to offer this summer
  - a. Topics are ongoing and not necessarily core skills, but to get people interested and talking
  - b. Pilot on our own group
  - c. Let's pick our topics
    - i. File space with Bill Sill
    - ii. PDF with Diane Kennedy
    - iii. UL@ND with Tom Lehman
    - iv. Hardware 101 with Sandi Collins
    - v. DCNS website with Sandi Collins
    - vi. Using LISTSERV with Andy Boze
    - vii. Calendar system with Pascal?
    - viii. Blogging with Derek
  - d. Let's schedule our dates between now and December
    - i. Lisbeth and Laura
    - ii. Need to be informed that we want to develop these on regular cycle
  - e. Before advertising, we need to determine session structure
    - i. Robin and Tom
    - ii. Take home exercise
    - iii. Resource list for additional information on the particular topic
  - f. Let's consider what overlap there might be with Orientation information and nuts and bolts and core skills
- III. Revisit our charge to get on track again
  - a. Are there central applications that need to be used in learning the core competencies
  - b. Is a self-assessment a means to discovery? Mandy will review Shiree's document again
  - c. What are some methods of self-assessment?
  - d. What are some external support for third party assessment? DCCs?

e. Subgroup formed: Andy, Mandy, Sandi, Clara