

ASIST@UCLA Meeting Agenda
UCLA, GSEIS Second Floor Salon
Date: January 10, 2007, 12:30 pm

Officers Present: Matthew, Jill, Ashley, John, Monique, Shilpa, Grace, Andrea Lynch
Officers Absent: Lua, Tommy

1. Announcements

- * Welcome back from break, happy new year, happy new quarter.
- * Andrea Lynch, LACASIS Student Chapter liaison, is our guest!
- * Movie night had 15 attendees. Good show, lots of popcorn. Janet donated the DVD to the media library in the MIT Lab. You can check it out there if you couldn't make it.
- * Reminders to use UCLA-ASIST Google group and is-asist listservs for ASIST announcements as well as is-announce

2. Secretary-Treasurer's Report -

- * Still having problems opening the UCU bank account. Lua had sent out forms to ASIST HQ to be signed, but they weren't completed.
- * Lua will call to follow up with Dick Hill.
- * Rest-of-the-year budget needs to be drafted by Jan 19 for SGB/SSC approval. Spreadsheet will be going around for approval. Will need to apply for GSA discretionary funding so that we don't use up our allocated \$290
- * LACASIS has allocated \$100 for student chapter use. About half is still available.
- * Lua will submit draft budget to SGB financial chairs for SSC approval.
- * Requests for reimbursement for the movie night.

3. Assembly Reps' Report -

- * any issues with LACASIS board meetings?
- * Next board meeting is virtual (email-based) on 1/12
- * Andrea will suggest virtual chat meetings to the board

4. Webmasters' Report -

- * Shilpa and John archived fall qtr news and events
- * John said he and Shilpa would finish updating website next week
- * any issues with the website? updates, requests, suggestions? none at this time

5. Winter Programming (topic panels/journal group/workshops) -

- * Will need short bios, help with flyers,
- * arrangements for refreshments, parking, and room reservations.
- * Include an evaluation form for feedback-this will help with GSA discretionary funding & planning future events
- * Jill & Ashley will handle RSVPs so we have an idea of how much food to buy
- * Make announcements in informatics classes
- * Ashley will call panelists to confirm topics, help them refine topics

5. a. ERM panel scheduled for Jan 24 lunchtime.

- * Panelists:
 - * Angela Riggio and Anita Colby;
 - * Monti Lawrence, Katy McNally (MLIS grad at Symantec)
- * Reading:

5. b. Web 2.0 panel - possibly scheduled for Feb 13.

- * Possible Panelists:
 - * Rikke Ogawa, Emergent Technologies Coordinator at Biomed Lib. (maybe, Monique will follow up next week)
- * Need to refine our topic: possibly Web 2.0 technologies employed in libraries

- * Panelists don't need to be an expert, sometimes sharing challenges, obstacles, visions, "What would have worked" is just as valuable
- * Reading:

5. c. Open Source scheduled for Feb 20 at 6 pm

- * Panelists:
 - * Joe Shubitowski, head of Library Information Systems at Getty Research;
 - * Alla Zollers, Ph.D student
 - * Possible panelist: Erik Adams, Shepperd Mullin
- * Reading: GNU Manifesto <http://www.gnu.org/gnu/manifesto.html>, and part of Revolution OS (DVD)
- * Need to discuss details of this panel at a future meeting

5. d. T&T with Word and Excel -

- * Dates? presenters?
- * reservations, flyers

5. e. Creating Websites with CSS –

- * Tuesday night week 4
- * Week 8
- * Possible agenda: box model, CSS basics (div, class, id, span), positioning (float, absolute, relative), frozen vs. liquid layout
- * 45 min – 1 hr overview; 45 – 30 min time for students to work & ask questions

6. Spring Planning/Programming Ideas

- * Open Workshops/Working Groups
- * Resources - building an arsenal of resources for the website on topics we wish we could cover but can't or will want to cover in the future or just because.
- * Transition issues - helping next year's officers to plan programs,
- * Possible topic panels in spring?

7. Old Business?

- * Jotspot wiki
- * informatics wiki
 - Grace, Alessandra, Jill & Monique will meet to discuss whether Informatics wiki should be supported by IS dept. or ASIS&T

8. New Business?

- * anything else? better ways to project manage?
- * Course offerings to look out for... in other departments

Meeting adjourned: 2:02pm