**Evaluation Liaisons’ Teleconference**

July 22, 2008

Minutes

**Participants:**

Sue Hunter, Dale Prince, Jacqueline Leskovec, Karen Vargas, Nikki Dettmar, Maryanne Blake, Renee Bougard, Susan Barnes, Cindy Olney

1. **Irregular OARF scenarios**

Renee discussed a document that indicates how to enter OARF data for six irregular training scenarios. (this is linked from the Outreach section of the StaffWiki; the direct url is <https://staff.nnlm.gov/mwiki/images/9/94/Irregular_OARF_Scenarios.pdf>). In particular, the document attempts to identify the “organization conducting the activity” when more than one NN/LM organization is involved in the training session (e.g., an RML and the OERC). Renee is working with Angela to collect feedback about the scenarios and for eventual OARF revision. She requested that others forward any thoughts or comments about revising the OARF to her.

1. **The monthly evaluation liaison teleconferences**

Susan asked evaluation liaisons for recommendations for how to use the monthly evaluation liaison teleconferences in contract year 3.

* Maryanne, Karen, and Sue all said they would like to have more learning circles (every second or third teleconference).
* Maryanne and Dale both said they would like to eliminate the “round-robin” part of the teleconferences where evaluation liaisons talk about the evaluation activities in their regions. Karen said she likes knowing what other regions are doing, but did not think the “round-robin” should be included in each month’s agenda. Susan said she would contact others who were not on the call to see if they feel the same way.
* Maryanne suggested that individual evaluation liaisons could present evaluation problems they are having and the group could help with problem-solving. (She also suggested that evaluation liaisons submit their problems to the discussion list in advance.)
* Dale said he would rather someone present an evaluation project, rather than have everyone share activities.
* Karen suggested that the teleconference have three revolving formats: learning circles; problem-solving; and sharing.
* Sue suggested the group talk about evaluations that are national collaborations (like the Emergency Preparedness baseline assessment) or projects being conducted in all regions (like the site visit membership feedback form).

1. **RML site visits**

Cindy provided background about the membership feedback questionnaires being used by the RMLs and NNO to collect feedback for the Year 3 site visits. The feedback process is based on one that the Pacific Southwest Region used for their site visit in the 2001-2006 contract. As in the previous contract, RMLs will invite network members to participate in the site visit. However, because there is a limit to how many network members can attend the site visit, the membership feedback questionnaire will provide an opportunity for all network members to provide comments about their experiences with the RML. Network members are invited to complete as much of the form as they want. The feedback collection process does not require time-consuming follow-up – just three notices on the region’s discussion list over a six-week period and possibly some email or phone contact if demographics show that certain library types or states are not represented among respondents. So far, two regions (NER and GMR) have distributed the form, but feedback on the process is not yet available (because no site visits have been completed).

1. **Next conference call**

The next conference call is scheduled for August 28, 2008 at 2:30 pm.