



**Joint Committee and Interest Group Chairs Meeting
January 24, 2009 Denver, CO**

LITA Committee/IG Chairs Updates & Important Info

Serena Collage Content Management Training

- Collage Content Management classes take about 3 hours and cover what you need to know to create new content, update existing content, publish, and resolve shadow assets (dead links and missing items). E-mail <lgruenberg@ala.org> for information on upcoming classes providing your name, e-mail address, and ALA affiliation.

SYMPA: ALA's email discussion list server

- **How do I set up an email discussion list for my group?**
Contact the LITA staff liaison, Melissa Prentice, to request a discussion list for your committee or interest group
- **To subscribe to an existing list:**
 - send e-mail to: <sympa@ala.org>
 - Enter "subscribe lita-l" (lita-l is an example, insert the appropriate list name) in the subject line
 - Leave message body blank and send
 - Your email address will be picked up automatically
 - To post a message to after subscription send e-mail to the list address
- **To remove your email address from the list:**
 - send e-mail to: <sympa@ala.org>
 - Enter "unsubscribe lita-l" (lita-l is an example, insert the appropriate list name) in the subject line
 - Leave message body blank and send
 - Your email address will be matched from the header of the message so you must use the address from which you subscribed.
- **To access archive**, go to <<http://lists.ala.org/wws/arc/lita-l>> (lita-l is an example, insert the appropriate list name)

Online Communities overhaul:

- ALA Online Communities will be replaced with ALAconnect (all files from previous communities will be migrated) and will be available for Committee/IG work sometime in spring of 2009. Visit the ALA ITTS Blog <<http://itts.ala.org/update/category/alaconnect>> for the most up to date info regarding this tool.

LITA blog

- More volunteers are needed for covering the ALA conferences on the LITA blog: <http://litablog.org/>. Take a look at the schedule and if you see an event you'd like to cover, contact the BIGWIG co-chair. You do not need blogging experience to blog for LITA!

LITA wiki

- <http://wikis.ala.org/lita/> Please add committee/IG info, including your current projects, material or anything else you think might be relevant. Please contact the Web CC Chair you have questions or if you encounter any problems with the wiki.

Program Planning Process Reminders and Updates:

- Be sure to refer to LITA Manual sections 5 & 10 for detailed program planning information.
 - Section 5:
www.lita.org/ala/lita/aboutlita/org/litamanual/litamanualsection5.cfm
 - Section 10 (generic planning calendar; 2009/10 calendar is attached):
www.lita.org/ala/lita/aboutlita/org/litamanual/litamanualsection10.cfm
- If you wish to discuss your proposal with PPC during the 2009 Midwinter Meeting (Sunday, January 25, 2009 10:30 am - 12:00 pm Curtis Hotel, Red Light room), contact PPC Chair Jason Griffey.
- If you plan to record and/or podcast any programs or interviews, please have all speakers complete the general speaker release form, at the LITA table or available online www.ala.org/ala/lita/litamembership/litacommittees/litacommittees.cfm. Return all forms to Melissa Prentice.

Other Program Development Opportunities:

- Did you develop any programs for Annual Conference that would make great **Regional Institutes or Web courses**? If so, submit a proposal to the LITA Education Committee.

REMINDER: Submit your meeting reports to the appropriate Committee/IG web coordinator. You can find current committee and IG rosters at <http://www.lita.org/ala/mgrps/divs/lita/litamembership/litacommittees/litacommittees.cfm> by clicking on the appropriate committee or IG. Please contact Melissa Prentice should you find any errors.

Education Committee Co-Chairs: Mandy Havert mhavert@nd.edu and David Ward dhward@uiuc.edu

Program Planning Committee Chair: Jason Griffey, Jason-Griffey@utc.edu

BIGWIG 2008/09 co-chairs: Karen Coombs and Jonathan Blackburn, kacoombs@central.uh.edu; jblackbu@fsu.edu

LITA Staff Liaison: Melissa Prentice, LITA Programs and Marketing Specialist, 50 E. Huron St., Chicago, IL 60611; (312) 280-4268; mprentice@ala.org

**LITA Committee and Interest Group Chairs Calendar:
Annual 2009 (Chicago, IL) and Midwinter 2010 (Boston, MA)**

JANUARY

JANUARY 23-28, 2009 ALA Midwinter Conference, Denver, CO

****Updates to Annual Conference Program Descriptions for Preliminary Program due January 28; changes to description must be sent to LITA staff before you leave Denver: mprentice@ala.org or vedmonds@ala.org ****

FEBRUARY

First Week

- Deadline for notifying Valerie Edmonds (vedmonds@ala.org) of your meeting space and AV needs; **February 2**

Third Week

- Draft Annual Conference schedule of programs and meetings entered to date will be posted; **form goes down February 18 Changes to program titles, descriptions, and speakers will not be accepted after this date.**

Fourth Week

- Changes to AV requests sent to Valerie Edmonds (vedmonds@ala.org) by **February 23**

MARCH

****Changes to AV Requests will not be accommodated after March 1****

Annual Conference Meeting room assignments begin

NOTE: should you change your original conference room set up after **March 5**, we cannot guarantee that space will be available to accommodate the new set up

APRIL

Mid Month

- Schedule of Annual Conference meetings/programs with room assignments will be posted

July 9-15, 2009 Annual Conference, Chicago, IL

SEPTEMBER

- Send Midwinter meeting request to Valerie Edmonds (vedmonds@ala.org); include time, date, room set-up, and AV by **September 15**

OCTOBER

Third week

- First round changes to the Midwinter schedule are due to Valerie Edmonds (vedmonds@ala.org) before **October 15**

- Midwinter Meeting room assignments begin

NOTE: should you change your original conference room set up after **October 15**, we cannot guarantee that space will be available to accommodate the new set up.

- Changes to AV requests sent to Valerie Edmonds (vedmonds@ala.org) by **October 23**

NOVEMBER

**** Changes to AV Requests will not be accommodated November 1****

Third week

- Draft schedule of Midwinter meetings with room assignments will be posted.