

## Outreach & Engagement Committee

09/19/2023

### Minutes

**Attendees:** Celenia Graves, Heather Murphy, Rachel Miller-Haughton, Atoma Batoma, Jessica Ballard-Lawrence, Kirsten Feist, Siobhan McKissic, and Janis Shearer

**Absent:** Cindy Ingold and Sara Berthier

**Notetaker:** Celenia Graves

1. Welcome & Introductions
2. OEC Grant process
  - Janis and Celenia introduced the website, grant review timeline, and assignment for the grant
3. OEC Charge
  - EC, Claire Stewart LibNews email, requested to review bylaws/charges by October 1<sup>st</sup>
  - Kirsten brought up clarifying or updating charge to how we support Outreach and Engagement tasks outside of the Committee
  - Introduced new members to EUP tasks
  - Siobhan asked about the development and evolving definitions and where to find records of this information
  - Janis added that the OEC Charge was developed in 2020
4. Definition of quality engagement
  - Janis provided background for how previous OEC members organized
  - 2020 Survey was shared to give further context
  - What if a unit doesn't have an annual report? Ask the Unit for any kind of report they use for review and reflection. If that's unavailable, such as for a new Unit, then use data from DeskTracker and LibInsight
  - Opened the floor for Committee Members for feedback/comments over what is "quality engagement"
  - Jessica brought up that "quality" can differ for each unit
5. OEC Teams
  - Virtual Tour
6. Other items
  - a. Reading Group
    - The Committee will re-introduce the reading group and readings the next meetings as we develop a foundation with new members

7. Action items

Committee members will

- **September 22 Due Date:** Questions for the submitted grant
- **September 28 Due Date:** Charge and Membership details reviewed from the [OEC site](#)
- **Annual Report/Quality definition:** Agenda item for the upcoming committee meeting, no due date

8. Volunteer notetaker for next

- Thank you Kirsten Feist for volunteering

