

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 1st
 - 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

