INSTRUCTION WORKING GROUP
UC Boulder, University Libraries

Charge:
The Instruction Working Group will support the teaching, learning and information literacy missions of the UCB Libraries. The Instruction Working Group will facilitate community, knowledge building and advocacy in support of student learning and library related instruction. To do so, the IWG will encourage awareness of emerging and developing teaching and learning needs within higher education, the local campus, and the profession.

Membership Model:
One-three members from each of the following departments, ensuring participation of primary teaching professionals:
• Humanities
• Sciences
• Social Sciences
• Special Materials
• At-large member

The Instruction Working Group will actively work to coordinate with members of LIT, OIT, Reserves, and other departments on projects relevant to those groups.

The term of service will be 4 years, staggered. An effort will be made to select members from both faculty and staff. WG members should not be part of the Management Team.

There will also be a Management Team Liaison, chosen from among the departments listed above. The working group will invite members of other departments or working groups (Business services, Instruction, Promotions, etc) as needed.

Leadership Model:
The WG Coordinator will be elected by the standing membership, in keeping with the Libraries’ Working Group model, and will serve a 4 year renewable term. The Coordinator cannot be a member of the Management Team.

Examples of Decisions and/or Responsibilities:
The Instruction Working Group will support the theory, practice, and iterative improvement of teaching at the UCB libraries. The IWG will:
• enhance communication and sharing throughout the local teaching librarian community. For example:
  o create space for resource and material shares such as readings, lesson plans, assessment tools, emerging technologies etc.
  o facilitate idea generation, brainstorming and sharing opportunities.
• investigate the professional development needs of local teaching librarians through needs analysis and discovery.
• advocate for professional development needs of local teaching librarians, which may include off site trainings, locally hosted trainings, invited guests, online materials etc.

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investigate formative and summative assessment of teaching, which may include: peer coaching, peer evaluation, video recording etc.
recommend best practices for new librarian teacher orientation and development.
establish best practice documentation for various modalities and scenarios, for example: student learning assessment, online learning object construction, course integrated instruction, credit course offerings, etc.

The Instruction Working Group will provide valuable information and reports to support management team decision making. The IWG will:
- report instruction activities and updates to the management team.
- submit instruction related requests on behalf of teaching librarians to management team (space, technology, training, knowledge systems personnel, etc.).

The Instruction Working Group will facilitate the smooth operation of instruction activities through a variety of documents and communication strategies. The IWG will:
- maintain accurate lists of all teaching librarians within the UCB libraries.
- maintain an inventory of library instruction spaces.
- communicate technology and facility changes, updates, and needs
- create guidelines for instruction room use and other learning spaces.
- liaise with related service points and services.

The Instruction Working Group will track emerging and developing needs on both a micro and macro level. The IWG will:
- track and report on emerging issues in teaching and learning on campus, in higher education, and in the profession.
- promote librarian teaching expertise and partnership potential to campus community.
- identify emerging campus and community needs.

Scope of authority: The IWG reports to Management Team. The WG has decision-making authority in those areas noted above, with the understanding that it should consult widely with the library community and any affected library departments, units, or other working groups, as well as with campus departments or stakeholders, when necessary. Decisions involving personnel changes or financial investments should be referred to ExCom.