

## **LILI Google Workshop Working Group**

### **Charge:**

In consultation with the Instruction Coordinators Planning Group and the campus Workshop Planning Group, the Google Workshop Working Group is focused on developing and maintaining the script and related instructional materials for the workshop(s) on using Google and its many resources for academic research. The group is charged with:

- Developing and maintaining the script and handouts used in the workshop
- Developing promotional materials for the workshop to use at faculty and student orientations
- Scheduling the workshops each semester, in consultation with Instruction Coordinators in libraries where the workshops will be taught

**Guidelines for Makeup of Group:** An instruction coordinator; interested staff from the LILI community who can represent the perspective of users in the humanities, social sciences and sciences.

### **Reporting on Group Activities and Sharing Resources:**

- At the end of the fall and spring semesters, the group will send the Instruction Coordinators Planning Group a brief summary highlighting its activities for the previous semester and listing any new initiatives it's considering for the upcoming one.
- The chair of the group will be a member of the Workshop Planning Group and will report on the working group's activities at the end-of-the-semester planning meeting of the Workshop Planning Group.
- If the group develops new resources or workshops during the course of the semester, it should send out a timely announcement to that effect on InfoLit.
- Resources developed for the classroom session should be sent to the campus LILI Office to be posted on the campus LILI staff Web site and in the LILI Clearinghouse.