

**LIBRARY AND INFORMATION ASSOCIATION OF SOUTH AFRICA
RESEARCH, EDUCATION AND TRAINING INTEREST GROUP (RETIG)**

Minutes of a teleconference held on Monday 15 November 2004 at 11h00 between the newly elected committee of RETIG.

ATTENDANCE

Dennis Ocholla, University of Zululand, CHAIR

Narios Mpholefole, Tshwane Public Library, TREASURER

Jean-Maree Uys, University of Cape Town Libraries, SECRETARY

ABSENT: Portia Rakoma, Durban Institute of Technology, VICE-CHAIR

1. WELCOME

The Chair called the meeting to order and congratulated the committee on being appointed.

2. FINALIZING OF THE AGENDA

The agenda as circulated was accepted with the exception of one addition requested by the treasurer that the issue of student prizes be added to the agenda. This was added at item 10 moving item 10 to 11.

3. MATTERS ARISING FROM THE MINUTES

The minutes taken at the joint annual general meeting held on Wednesday 29 September 2004 at the LIASA Conference in Polokwane was circulated.

3.1 Proposed award for best article in LIS journal

It was decided that the Chair would draw up a set of criteria for this award and circulate to committee members. The Chair would consult with SAJLIS for a standardized set of criteria that could be used. It was decided that the award would be handed out during either the 2005/2006 LIASA national conference.

3.2 Proposed award for researcher of the year

It was decided that the Chair with the assistance of Andrew Kaniki (whom Dennis would approach) would draw up a set of criteria for this award and circulate to committee members. This award would be handed out during either the 2005/2006 LIASA national conferences.

3.3 3 years vs. 4 years training

It was felt that a workshop be held to discuss this issue and that all LIS school Heads be invited to attend so as to promote uniformity. It is only in such a forum that LIS issues can be addressed. It was felt by the committee that Peter Lor be co-opted to the committee to follow up on workshops such as this which deals

with issues relating to LIS. The Chair would approach Peter Lor to hear if he is willing to serve as a co-opted member of RETIG.

3.4 Recruitment

Article 5 of the Constitution states that: *The Executive Committee of the Interest Group shall be composed of the following elected members:*

- *Chairperson*
- *Vice-chairperson*
- *Secretary*
- *Treasurer*
- *Representatives of the 9 provinces*

It was felt that every effort be made to ensure that a committee of RETIG is in each province. This will result in a stronger drive to recruit membership. Presently there is a RETIG committee in Kwa-Zulu Natal, which needs a representative to serve on the National RETIG Exco. The secretary will follow up on this.

3.5 Communication

To improve communication it was felt that all exco minutes would be circulated to RETIG members and that the secretary would compile a newsletter to be sent to all members. LIASA-in Touch would be another method of ensuring that communication between the exco and members are improved.

4. **CO-OPTION TO THE COMMITTEE**

Article 5 of the Constitution states that: *The Executive Committee of the Interest Group shall be composed of the following elected members:*

- *Chairperson*
- *Vice-chairperson*
- *Secretary*
- *Treasurer*
- *Representatives of the 9 provinces*

It was for this reason that co-option would only take place when assistance is needed for workshops and activities of the group.

5. **CONSTITUTION**

The Chair proposed that all committee members and members of RETIG receive a copy of the Constitution so that we at all times work within the parameters of the Constitution. Because at the time of the teleconference a copy of the RETIG constitution had not been

available it was decided that the Chair would fax a copy to the Secretary who would in turn see that all members of RETIG receive a copy.

6. MEMBERSHIP

The Secretary reported that she had received 2 membership lists from Mariette van Dyck: Membership/Listserv Administrator for LIASA. Membership totals are: Primary members = 135 and Secondary members = 300. The secretary would divide these lists into province and send to committee members who would in turn follow up with these members as to ascertaining whether they are still members or whether they would be interested in forming a provincial group of RETIG.

7. WORKSHOPS

It was felt that the Vice-Chair would spearhead all the workshops. This would include drawing up a proposal, to be forwarded to the exco, consisting of the following:

- What topics the workshop will cover
- Where the workshop will take place
- Sponsorship
- Inform members and get their reaction

It was also decided that the workshops would take place in each province rather than a national workshop and that the organizing of each workshop would be co-operatively between the branch IG and the vice-chair. To cut costs it was decided that all workshops would be done in conjunction with another IG or organization.

7.1 NRF rating

It was felt that this would need to be done with the assistance of Andrew Kaniki or Eddie Maepa of the NRF. Topics, which need to be covered, are: Qualities of a LIS researcher and How to fill in the NRF form for rating. The timeframe for this would have to be before the 28 February 2005, which is the closing date for rating forms to be handed in.

7.2 Curriculum

This workshop needs to have as its focus group LIS Schools and someone from the job market who will expand on what the employer needs from students. Also mentioned was the fact that this workshop should aim at standardizing the names of LIS qualifications. A LIS continuing education guide compiled by the secretary will be made available to the exco.

The vice-chair would need to research the above proposal for a workshop either combining or singling out points 7.1 and 7.2 by mid-December so that a plan of action can be taken early next year.

7.3 Definition of Professional Librarian

It was decided that this would take the form of a debate and would be held at provincial level first and the findings of each province would be taken forward to the RETIG session at National Conference. The Secretary will be attending a panel discussion by the Western Cape HELIG (Higher Education Libraries Interest Group) concerning the academic status of librarians, which she will be reporting back on to the exco.

8. STUDENT PRECONFERENCE

The Vice-chair who is the caretaker of the Student's Interest Group was not present at the meeting and therefore no feedback was given regarding whether or not the papers presented by students at Conference had been placed on the LIASA website. An article was done by students of the University of Zululand regarding their experiences at Conference and was forwarded to LIASA IN-TOUCH for publication. Papers presented at conference by students will be forwarded to the vice-chair who will in turn forward them to the LIASA web administrator for publication on the LIASA website under RETIG/SIG. It is advised that to make the pre-conference more encompassing representatives from other universities be considered.

9. SAQA AND THE SGB

The chair advised that he had received a letter of concern from a colleague in the Western Cape regarding the progress of the SGB. The secretary being a member of the SGB gave feedback as to what occurred at a SGB meeting held on the 4th of November in Pretoria. It was felt that the secretary should forward Peter Lor's name to the SGB for consideration on his appointment to the SGB as a representative of RETIG. It was also decided that the secretary would respond to the Western Cape colleague's concern. It was felt that a memo be circulated to all members regarding the scope of the SGB.

10. STUDENT PRIZES

The treasurer reported on correspondence he had had with Ina Van Straaten regarding the outstanding prize monies for students who won prizes at the 2004 LIASA conference. This will be done in the form of cheques being given to all prizewinners before the end of the year. The treasurer was planning on meeting with the LIASA President to confirm this arrangement.

11. CLOSING AND DETERMINATION OF NEXT MEETING

The Exco would hold another meeting in December some time if the vice-chair's proposal necessitated one otherwise the next meeting would be held in the last week of February 2005 – date and time to be decided upon in the New Year. The chair closed the teleconference at 12h20.