

***The Final Report to the Japan Foundation from
The North American Coordinating Council on Japanese Library Resources (the NCC)
on the Training the Trainers (T-3) Workshops***

Overview of the Project Completed

The NCC is enormously grateful to the Japan Foundation for providing the lead funding which enabled it to offer the *T-3 (Training the Trainers) Workshops*. With the Japan Foundation's support the NCC offered intensive training to 33 Japanese and East Asian studies librarians in the best practices for offering hands-on information literacy instruction to faculty and students. The *T-3 Workshops* trained a new cohort of expert instructors from all parts of the U.S. and one from Canada who are now fully prepared to train faculty and student users of digital resources.

The first component of this project was a planning conference at Harvard in May 2004 which finalized the program and curriculum for the workshops. The May conference brought together a small core group of Japanese studies librarians who are especially talented trainers in the use of electronic materials joined by Emily Werrell, Coordinator of Training and Outreach for Duke University's Perkins Library System, who served as the chief information literacy expert for the project. In addition, Emily Werrell and Sharon Domier, East Asian Studies Librarian at the University of Massachusetts-Amherst served as the lead instructors for the workshops. The curriculum developed at the planning conference was designed in accordance with *Information Literacy Competency Standards for Higher Education* created by the Association of College and Research Libraries (ACRL), a division of the American Library Association (ALA).

The two *T-3 Workshops*, in August 2004 at UCLA and in January 2005 at Duke University, trained 15 and 18 librarians respectively, establishing a cohort of librarians expertly trained in the best practices for providing training to users of Japanese electronic materials within the context of ACRL's information literacy standards. The *T-3 Workshop* sessions were taught by the lead instructors in a computer classroom with librarian-trainees working each at a computer terminal. The workshops combined sessions focused on techniques for information literacy instruction, on ways to work with faculty in and out of the classroom, and encouraged instructors and participants to exchange information and report on successful techniques they have used. Instructional components were strengthened by the opportunity for participants to share experience and to draw upon the diversity of their backgrounds and the institutions from which they come. A pair of trainees presented a sample lesson that was individually critiqued by the lead instructors to help participants improve their instructional design (how to set objectives, organize material, assess learning) and pedagogical techniques (effective communication in the classroom; how to ask questions; use of active learning techniques) and to increase their confidence in offering digital instruction. (Please see a sample of one of the workshop schedules attached.)

Librarians trained in the *T-3 Workshops* are now working with the NCC to offer future *E-Resource Training Workshop* at co-sponsored seminars outside their campus or in programs at their own institution open to faculty and students from other institutions in their region as well as to local colleagues. By greatly expanding the number of librarians experienced in the best practices for offering such training these efforts will improve the ability of faculty and students in Japanese studies to make use of Japanese language electronic resources for their teaching, in

classroom assignments, and in their research, and in doing so, improving the information literacy of the field of Japanese studies as a whole.

During the grant year the NCC also developed a Regional Training Network (RTN) of librarians, faculty and staff at regional institutions to assist the NCC in co-sponsoring future training programs. Co-chaired by Michael Smitka of Washington and Lee University, a member of the NCC's Council and the President of the Virginia Consortium for Asian Studies, and Frank Chance, the Associate Director of the University of Pennsylvania's Center for Asian Studies and the current Chair of the AAS's Council on Conferences, the RTN is now helping the NCC to coordinate a series of workshops that will take place during Japan Foundation fiscal year 2005-06. The first of those workshops has already taken place on April 23, 2005 at the annual conference of the ASIANetwork, a national group of faculty who teach at small liberal arts institutions. The instructors for the first E-Resources Training Workshop at the ASIANetwork Conference were Hitoshi Kamada, Japanese Studies Librarian at the University of Arizona, and Yunshan Ye, East Asian Studies Librarian at Macalester College.

During the 2005 AAS Meetings NCC Executive Director Victoria Bestor attended the meeting of the Council on Conferences and discussed possible co-sponsorship of other workshops with leaders of the regional groups in attendance. Currently plans are being made for workshops at the meetings of the New York Conference on Asian Studies, the Midwest Association for Asian Studies, the Mid-Atlantic AAS Meetings, and the Southeast Regional AAS Meeting. We are also working with the Association of Teachers of Japanese (ATJ) and the East Asian Academic Librarians of California (EAALC) to coordinate workshops with their constituencies. In addition co-sponsoring funding has been received from the Society for East Asian Anthropology for their meeting in conjunction with the annual AAA meetings and Harvard University's Reischauer Institute of Japanese Studies will co-sponsor at least two workshops during FY 2005-06. In addition other organizations have expressed interest in offering workshops either in the current year or in the future.

Immediate Project Results

This project has accomplished the first goals in this multi-year effort with the completion of the two *T-3 Workshops* which have established a growing cohort of Japanese and East Asian studies librarians educated in the special techniques for teaching hands-on workshops in the complexities of electronic resources with guidance from specialists in information literacy instruction.

Further, the Librarians trained in the *T-3 Workshops* have contributed lesson plans that they developed for the workshop which are currently being reformatted for mounting on the NCC's new E-Resources website. Joining these will be the updated and expanded AskEASL Guides <http://www.library.umass.edu/subject/easian/askeasl/askEASLguides.html>. Over the coming months the new E-Resources Initiative site will be designed and all lesson plans, keyed to the appropriate ACRL standards, will be linked and easily downloadable. The AskEASL Guides will also be relocated to the site and available in their revised format. The easy access to these lesson components will greatly benefit new librarians joining the Japanese and East Asian studies field, and will assist faculty and student users, and isolated scholars in institutions everywhere.

The successful completion of the *T-3 Workshop* series will greatly expand the number of Japanese and East Asian studies faculty and students receiving training from the 33 librarians who have been trained in the newest techniques of information literacy and teaching pedagogy at the *T-3 Workshops*.

Ongoing Evaluations

Those who complete the *T-3 Workshops* filled-out detailed program evaluations. The comments of the trainees in the first workshop helped the lead-instructors to further hone and organize their curriculum for the second workshop in January. T-3 trainees will in turn serve as instructors in the ongoing series of *E Resource Training Workshops* offered regionally and nationally, beginning in FY 2005-06.

The 33 librarians who have completed the *T-3 Workshops* will offer sessions to groups of faculty and students at their home institutions on a regular basis. Whenever possible the NCC will provide evaluation forms to be filled out by attendees which will be reviewed by the NCC to establish an ongoing process for updating and improving information on Japanese digital resources.

The evaluation questionnaires completed by attendees at local and regional workshops provide feedback on the relevance of materials, instructional techniques, and will help formulate future modification in the forms and formats of future workshops. T-3 trained instructors are continuing to provide advice on future developments including the E-Resources website which is being coordinated by Tokiko Bazzell of the University of Hawaii, a trainee in the first T-3 Workshop held at UCLA. Trained instructors are also advising on the development of future training programs for Japanese studies librarians, for faculty and students, and for non-specialist librarians who serve Japanese scholarly audiences. The electronic mailing list created by this project and the project-related web site will provide additional portals for ongoing evaluation, comment, and suggestions.

Further Dissemination

The results of this project are being widely disseminated in multiple forms. The 33 expert instructors have already begun offering hands-on workshops to users of electronic resources using the new skills they gained at *T-3*. These workshops will spread interest in learning these new techniques among fellow-faculty and students, through listservs, and via word-of-mouth. During the current fiscal year (2005-06) the series of workshops which began with the *E-Resource Training Workshop* offered at the conference of ASIANetwork on April 23, 2005 and the rest of the national series of workshops being coordinated by the NCC in collaboration with regional and disciplinary groups will expand awareness of this training in a ripple-fashion.

The NCC's E-Resources website will be another important venue for disseminating information about this project. The site will broadly disseminate the materials developed for the workshops, including the lesson plans created by trainees, and will provide ongoing support and updated information to the 33 T-3 trained instructors. This project is also developing an electronic mailing list which will include both instructors and users trained through these efforts. That list

will answer user's ongoing questions, offer regular updates on changing technology and new data sources as they emerge, and provide navigation tips and refreshers on major databases. The T-3 trainees will also be encouraged to publish further user's guides in electronic form (to be contributed to the AskeASL Guides) and to be reproducible in print format. All instructional materials contributed to the project will be published electronically on the NCC's website.

Once the website is fully developed further dissemination will take place through print media including NCC brochures, the *NCC Newsletter*, articles in the *AAS Newsletter* and in other publications within the field and through notices posted on a large number of professional listservs in the field (including H-Japan, Eastlib, Easianth, JAHF, and Shakai).

Sources of Matching and In-Kind Funding and That Received from the Japan Foundation

The Japan Foundation provided \$32,000 in lead funding to support this project. The Reischauer Institute of Japanese Studies at Harvard University provided \$5,000 to partially off set the expenses of the May 2004 planning conference, for other overall T-3 expenses, and to cover the costs of sending lead instructor Sharon Domier to ACRL Institute for Information Literacy Immersion Program, an intensive information literacy instructors training program, before the T-3 Workshops began. The two institutions that hosted the *T-3 Workshops*, UCLA in August 2004 and Duke University in January 2005, each provided on-site coordinators, facilities, a portion of the refreshments and meals, computer terminals, and software as in-kind contributions to the project.

Considerable in-kind support was also received from members of the T-3 Committee and from workshop co-hosts and their colleagues. The committee members attended the May 2004 Planning Workshop at Harvard, coordinated the application and screening process for trainees, assisted with the development of curriculum, and with the drafting of evaluation instruments. Local co-hosts and their colleagues arranged for facilities and technology, assisted with lodging arrangements, and advised the group on local vendors.

The NCC donated the equivalent of one month of the executive director's salary and a portion of the services of its four staff members to coordinate the overall programs and to administer the grant. Librarians selected to participate in the *T-3 Workshops* were asked to seek supplemental funding from their home institutions and to cover a portion of the costs from their own pockets.

Conclusions

The initiatives supported by this grant have created a large cohort of expertly trained librarian-instructors who will offer future workshops to users nationwide. In keeping with its commitment to serving the library and information needs of the field of Japanese studies the NCC thanks the Japan Foundation for its generous support in launching this important series of initiatives.

As the field of Japanese studies has continued to broaden geographically and thematically over the last several decades simultaneously an even more dramatic transformation has taken place in the forms and formats of Japanese information resources. Japanese studies librarians have increasingly become the gateway to this ever expanding body of digital information. Now thanks to the training provided by the *T-3 Workshops* a vastly larger number of Japanese and East Asian

studies librarians are familiar with the finer points of the rapidly expanding number of electronic resources and feel comfortable teaching others how to use and navigate those resources.

We are already well into the second year of this project, again with the Japan Foundation's visionary support. Our current efforts will provide ongoing training to faculty and students in the intricacies of new digital resources for teaching and research. The series of *Training the Trainers Workshops (T-3 Workshops)* offered during JF FY 2004-05 provided the means for offering these comprehensive and up-to-date instructions in the growing wealth of Japanese electronic resources. The Regional Training Network (RTN) created during the first year is forming the collaborative relationships which will implement future training in Japanese digital resources to better teach the current and future generations of Japanese studies specialists in North America and worldwide. None of these goals could have been realized without the Japan Foundation's support.

Please find attached a summary budget of this project, a list of T-3 trainees and their home institutions, lists of relevant committee members, and a copy of a workshop schedule and pre-conference assignments. Thank you again!