

ALL-SIS Faculty Services Committee  
Conference Call Minutes  
December 10, 2009

Present for the meeting: Toni Aiello, Chair, Suzanne Thorpe, Vice Chair, Julie Krishnaswami, Connie Lenz, Cynthia Lewis, Creighton Miller, Donna Nixon, Julieanne (Juju) Stevens

Unable to attend: Barbara Traub, Barbara Kallusky

The meeting began at 3:00 p.m. ET and ended at approximately 4:30 p.m. ET.

After introductions and a review of the new Committee charge, involving the development of a faculty services toolkit that would serve as a useful resource and benchmark for librarians involved in various aspects of faculty services, we developed a timeline and set up working groups for accomplishing the Committee's tasks as follows:

First Forum (listserv) Discussion:

- The discussion will take place January 26-27, 2010.
- The topic will be "Overcoming Challenges of Marketing Library Services & Resources to Faculty."
- Donna Nixon will prepare a summary of the topic and sample questions for us to review.
- Cynthia, Juju, and Donna will be planning and executing this forum; Cynthia will serve as coordinator of the discussion with assistance from Juju.
- Instructions and examples for coordinating a listserv discussion are included in the Faculty Services Committee Handbook for Committee Chairs at:  
<http://www.aallnet.org/sis/allsis/committees/faculty/fac-serv-handbook.pdf>

Faculty Services Toolkit:

- The ALL-SIS Board envisions this as a toolkit that would be useful to a librarian new to faculty services, and that will include materials and helpful links to illustrate and support many aspects of faculty services activities. The Committee is given latitude in pursuing this charge broadly and creatively. This will be a permanent, continuing charge for the Faculty Services Committee, with this year's Committee formulating an outline of contents and priorities, and completing at least two or three portions of the Toolkit, which would be expanded and updated in future years.
- Julie, Juju, Connie, and Suzanne will form a "Toolkit group" to work on this project
- The goal for the group is to have a working draft ready to discuss during the April conference call.

Updating the "Library Faculty Services Information on Law Library and Law School Websites" list on the Committee's web pages.

- Creighton will work on this project, which involves updating the material at <http://www.aallnet.org/sis/allsis/committees/faculty/materials/webinfo.asp>, last updated in March 2008.

- The goal is to have the pages updated for review by the committee during the April conference call.

#### Next Conference Call:

- The conference call will take place between April 6-8, 2010 (Toni will finalize up the date early in 2010). The agenda will include:
- Reviewing the first discussion forum
- Finalizing the topic and date for second discussion forum in early May
- Discussing the Faculty Services Toolkit draft
- Reviewing the faculty services information on websites pages--updating project
- Finalizing topics and setting up a working group for the Faculty Services Roundtable at the AALL Conference in July (possible topics discussed so far include: budget cuts as constraints to faculty services, dealing with digital needs of faculty for scholarship and instruction)

#### Second Forum Discussion:

- Scheduled for May 5-6, 2010

#### Article for ALL-SIS Newsletter:

- Article to be prepared by May (for June 2010 issue)
- Article to summarize work of the Committee and promote faculty services toolkit
- Toni will prepare article (could be same as report to ALL-SIS Chair)

#### Annual Report to ALL-SIS Chair:

- Report is due June 1
- Toni will prepare Annual Report

#### Faculty Services Committee Meeting (AALL Conference in Denver):

- Sunday, July 11 (noon – 1:15 pm)

#### Faculty Services Roundtable (in Denver):

- Monday, July 12 (noon – 1:15 pm)

#### Post Meeting Minutes and Roundtable Summary on Committee Website:

- Complete minutes and Roundtable Summary by August 10, 2010.
- Toni will arrange for posting on website.