

## **ALL-SIS Programs Committee Chair Handbook**

(Revised June 24, 2009 by Paul Moorman, 2008-2009 Programs Committee Chair)

### **April – May**

The Chair and members of the Programs Committee are usually appointed by the incoming ALL-SIS President before other committees so that members can begin work early. Ideally the Committee will consist of some returning members and some new blood. Depending on the charge given to the Committee special subcommittees might need to be formed. The Committee Chair should send a welcome message to Committee Members distributing everyone's contact information and introducing them to the work of the Committee (see sample below).

### **May – July**

Check to be sure that all ALL-SIS programs are listed correctly in the Preliminary Annual Meeting Program. Corrections can be made to the final program listing at this point. Publicity needs to be done for the upcoming ALL-SIS AMPC sponsored programs, ALL-SIS alternative programs and for the Program Planning Committee Meeting. You should try to coordinate these publicity efforts with the ALL-SIS Public Relations Committee. Plan to submit brief articles to the annual meeting blog or newspaper about AMPC programs but especially about Alternative Programs as they usually are not described in the Annual Meeting Program. Copies of any articles or descriptions can be left at the ALL-SIS table in the exhibit hall. Articles and announcements should be posted to listservs and blogs focusing on law libraries. AALL releases the Program Planner's Handbook in advance of the Annual Meeting. When it is released, the Committee Chair should send an e-mail to Committee Members asking them to become familiar with the process. It might be a good idea for the Committee Chair to set up a profile on the AMPC program proposal website and prepare a test program to see how the process works. The Committee Chair should be familiar with the Handbook and specifically how many programs will be put on by the AMPC and in what lengths and what the AMPC is looking for in programs.

### **Before and During the Annual Meeting**

A few months before the Annual Meeting, the Chair will receive notice from AALL about ordering signs and easels. We are responsible for signage of ALL-SIS sponsored alternative programs. ALL-SIS has a generic "ALL-SIS Presents" sign that can be used to help identify alternative programs." Make sure this sign is included in the list of signs that AALL will bring to the Annual Meeting. Before the Annual Meeting, print out signs with the name of the alternative programs" and tape them to the generic "ALL-SIS Presents" sign and place them on the easel before the program is scheduled to begin.

The Committee Chair may be called upon to give a report at the ALL-SIS Business Meeting. This is a good opportunity to publicize ALL-SIS programs at the current

meeting, to invite ALL-SIS members to attend the Committee Meeting and to encourage members to submit program ideas.

The Program Committee meeting has been used in past years to coordinate Committee business and to solicit ideas for programs. If the meeting will be used to solicit ideas it should be publicized as most conference attendees might assume it is for Committee Members only. A brainstorming session could be conducted at the meeting. While conducting the session, it may be useful for a Committee Member to write ideas on an easel pad and then e-mail a list of all ideas to Committee Members after the meeting. AMPC usually holds a question and answer session at the Annual Meeting. Someone from the Committee should attend to gain any insight into the process and ask any relevant questions.

### **The AMPC Liaison**

The Committee Chair should make contact with the AMPC Liaison soon after the Annual Meeting. The Liaison can answer any questions about the submission process and the workings of the AMPC. Shortly after voting ends the Committee Chair should send the Liaison a list of programs sponsored or co-sponsored by ALL-SIS and ask the Liaison to check the Committee's list against all programs submitted. This will ensure that the Committee knows about all programs submitted for ALL-SIS sponsorship. The AMPC Liaison will explain how the Committee's rankings will be taken into account and the date by which they are expected. After AMPC meets to select programs, the Liaison is usually able to provide the Committee Chair with a list of ALL-SIS sponsored or cosponsored programs accepted by AMPC.

### **Program Submission Process**

AMPC usually opens the program proposal website up before the Annual Meeting. The deadline for program proposals is usually around the middle of August. The Committee Chair should draft an e-mail message (see attached sample) asking for programs to be submitted for ALL-SIS sponsorship and briefly explaining how to submit a program sponsored or co-sponsored by ALL-SIS. Program proposers need to do two simple things to allow us to sponsor their proposal:

- 1) Indicate on the online submission form that they have ALL-SIS sponsorship or co-sponsorship.
- 2) Electronically share their program proposal with the Committee Chair using the online submission form. The Committee Chair should plan to send this instructional e-mail out several times before the AMPC deadline to encourage people to submit programs for sponsorship. As the deadline approaches it is also useful to send a reminder to those who have submitted proposals to make any final changes and to make sure they actually submitted their proposal and didn't accidentally leave it in the draft form. As the Committee Chair starts receiving e-mail links to program proposals submitted for

ALL-SIS sponsorship it is a good idea to keep the e-mails in one email folder. Proposals should be forwarded to Committee Members as they are received to keep everyone informed and to ask for feedback. The 2008-2009 Committee set up a Google Documents spreadsheet where information about all the programs was kept and comments about the proposals were made. All Committee Members will need to register with Google Documents for this to work although you do not have a Google account. We found this method to be an extremely efficient way to keep track of all the proposals and all the Committee Member's comments. As proposals start to come in, one Committee Member should be responsible for adding the programs to the Google Documents Spreadsheet. Another Committee Member should be responsible for checking all proposals for grammatical and spelling errors and completeness as defined by the Handbook. The Chair should watch to see that we sponsor programs from all ranges of time slots as this improves our chances of getting more programs chosen by the AMPC.

### **Workshops**

The process and criteria for selection works much the same way for workshops. The only major difference is that workshops are supposed to be financially self-sufficient. Workshop proposers should very developed programs and have thought about the budget for the program. They are also ranked separately by the Committee.

### **Ranking**

Ranking usually occurs quickly after the deadline for program submissions. For the 2009 Annual Meeting in D.C, we ranked all programs and workshops we sponsored even if another SIS or other entity sponsored it (i.e. co-sponsored). In prior years, AMPC has only asked ALL-SIS to rank proposals that they sponsored and not rank those they co-sponsored. The Committee Chair should verify AMPC's ranking process and policies before the Committee starts ranking. A method that seems to work well for ranking by the 2009 Committee and with prior Committees was to send each Committee Member a list of all sponsored proposals and to have them re-order the list from best to worst. One member of the committee should be appointed to receive all the rankings, tally up the votes with the program receiving the highest ranking and all others listed from most votes to least. Committee Members should be told not to rank programs they are involved with. Committee Members should remember that our chances of getting more programs selected will improve if we make sure we select programs from all time slots. The final ranked list of programs should be forwarded to our AMPC Liaison and the program coordinator of the highest-ranked program should be notified.

### **Alternative Programs**

The Committee works with the ALL-SIS Board to select alternative programs that are put on by ALL-SIS and run simultaneously with AMPC programming. In previous years we have selected these programs after we heard back from the AMPC on which of our sponsored programs were accepted. Committee Members then voted for two programs

from the original list of all programs sponsored by ALL-SIS (minus the ones chosen by the AMPC of course). This can be done again by ranking the programs from the list and sending the choices to one Committee Member who tallies the winners. The programs selected by the Committee were then forwarded to the ALL-SIS Board for approval. The original program coordinators are contacted and asked if they would be interested in putting their programs on. The Committee Chair should then contact the AALL Meeting Coordinator and inform him or her that we will be putting on some programs simultaneously with AMPC programming. Rooms and AV equipment will have to be reserved before AALL deadlines.

## **Samples**

### Initial Email to Committee Members:

Hello 2008-2009 ALL-SIS Programs Committee members! Thanks so much to all you for agreeing to help.

For those of you who don't know me, I'm Paul Moorman, Foreign and International Law Librarian at USC and this year's Chair of the committee.

As you may already know, the charge for our committee as outlined by Filippa is as follows:

- Solicit and submit program (and workshop) proposals for 2009 Annual meeting
- Solicit and select programs for the ALL-SIS program time slots
- Work with program coordinators to meet AALL deadlines
- Work with Public Relations Committee to promote programs to membership
- Submit one column to the ALL-SIS Newsletter describing the work of the committee during the current year

Since we'll be working closely with AMPC (AALL's Program Committee), we all need to familiarize ourselves with their process. The theme for next year's Annual Meeting is Innovate (see James Duggan announcement from May 20<sup>th</sup> at <http://www.aallnet.org/press/announce-20080520.asp>)

I also have to assign everyone homework.

In the next couple weeks, please take the time to familiarize yourself with the program proposal process by reading and listening to the following:

- 1) 2009 AALL Program Handbook at <http://www.aallnet.org/events/ProgramPlannersHandbook.pdf>.
- 2) ALL-SIS Programs Committee Handbook (written for the Chair, but I think everyone will find it useful) at <http://www.aallnet.org/sis/allsis/committees/programs/prog-plan-handbook.pdf>.

3) You might also find Jean Wenger's excellent article on the program proposal process in Spectrum interesting at

[http://www.aallnet.org/products/pub\\_sp0507/pub\\_sp0507\\_MB.pdf](http://www.aallnet.org/products/pub_sp0507/pub_sp0507_MB.pdf)

4) Finally, incoming AMPC Chair, Paul George, gave an excellent webinar on program proposals last week. For those who didn't have a chance to listen, it's been archived and is available at

<https://aall.webex.com/aall/lsr.php?AT=pb&SP=EC&rID=1021882&rKey=D0F17403ED5B22DD> and will soon be available on AALL's Member's Only section. (I'm attaching the powerpoint presentation that went along with it).

Also, we have a meeting scheduled at AALL Portland from noon-1:15 on Monday, July 14. If everyone could let me know whether you are attending the Portland meeting and whether that time/date works for you, that will help me determine whether we should keep the meeting time or we need to reschedule.

Again, thanks to all of you for your help. I'm looking forward to working with on soliciting and selecting great programs for the 2009 Annual Meeting.

Cheers!

Paul

#### Call for Washington D.C. Annual Meeting Program Ideas:

Yes, it's that time of year again! The deadline for program proposals for the 2009 Annual Meeting in D.C. comes very quickly after the Portland meeting (August 15th to be exact). The theme for the 2009 meeting, "Innovate," truly lies at the heart of what we academic law librarians need to do to keep our profession strong and vibrant. It's a theme that will surely inspire many of you to come up with some great program proposals.

If you would like to have ALL-SIS sponsor your program, be sure to follow the directions for doing so in the 2009 Annual Meeting Program Planner's Handbook (<http://www.aallnet.org/events/ProgramPlannersHandbook.pdf>). Indicate on the form that ALL-SIS is a sponsor, and allow permission for Paul Moorman, Chair of the Committee, to be sent a copy of your proposal when you submit it. You can do this by hitting the "share" button and entering my email address ([pmoorman@law.usc.edu](mailto:pmoorman@law.usc.edu)).

In addition, we encourage you to attend the Annual Meeting Program Open Forum on Monday, July 14 from 12:00 to 1:15 in Room D133 of the Oregon Convention Center. I will be attending the Open Forum and will be available to answer any questions about ALL-SIS sponsorship.

If you have any questions, please contact me or any other member of the committee for assistance:

Paul Moorman (Chair) (213)740-2626

[pmoorman@law.usc.edu](mailto:pmoorman@law.usc.edu)

Darla Jackson (405)208-5915

[djackson@okcu.edu](mailto:djackson@okcu.edu)

Camilla Tubbs (203)432-7535

[camilla.tubbs@yale.edu](mailto:camilla.tubbs@yale.edu)

Kate Irwin-Smiler (413) 782-1459 (until July 18<sup>th</sup>)

[kate.irwin.jd@gmail.com](mailto:kate.irwin.jd@gmail.com)

Kathleen McLeod (336) 279-9206

[kmcleod4@elon.edu](mailto:kmcleod4@elon.edu)

Robert Nissenbaum (212)636-7609

[rnissenbaum@law.fordham.edu](mailto:rnissenbaum@law.fordham.edu)

Thanks!

Paul

Sample List of Programs for Ranking:

Please rank the following proposals by placing each program in order from best to worst (with the top program being your first choice, the second one being your last choice, etc.). Do the same for the two workshops. Send your proposals and workshops *in ranked order* back to me BEFORE Friday, August 20<sup>th</sup>. I'll will then compile and calculate everyone's rankings and come up with our committee's final ranked order before the AMPC deadline of Monday, August 25<sup>th</sup>. **Note: If you are involved in the proposal as either speaker or proposer, please do not include that program in your rankings.** Also, please try to keep Filippa's desire for "well-developed, thoughtful programs that are potentially interesting and that add to the information/literature/knowledge base of the profession" in mind when ranking the proposals. Please remember when ranking (especially for your top positions) that our first choice is automatically selected.

*Please rank the following programs (16 total):*

Preservation of Cultural Heritage: Moral Imperative and the Law

URL: <http://proposals.aallnet.org/share.asp?share=851473P90>

Beyond the Ivory Tower: Reaching Out to Practicing Attorneys and Law Firm Librarians to Improve Legal Research Instruction

URL: <http://proposals.aallnet.org/share.asp?share=793873P95>

FOIA & The Right to Know: The Presumption of Access and the Roadblocks of Exemptions

URL: <http://proposals.aallnet.org/share.asp?share=690138P26>

What We Learned from our SAILS: Institutional Review Boards, Information Literacy Assessment, and the Future of Measuring Law Student Research Skills

URL: <http://proposals.aallnet.org/share.asp?share=135196P91>

Understanding the Mean: How the Average Law Librarian Can Encourage Empirical Research Initiatives

URL: <http://proposals.aallnet.org/share.asp?share=261560P99>

Are We Really Helping?: The Academic Law Library and the Pro Se Patron

URL: <http://proposals.aallnet.org/share.asp?share=464617P76>

Weed, Shelve or Store?: Making the Hard Decisions

URL: <http://proposals.aallnet.org/share.asp?share=761107P75>

The Extra Mile: A Current Awareness Showcase

URL: <http://proposals.aallnet.org/share.asp?share=572400P57>

FOIA Requests, Preservation, and the Law Library\*s Role in the Democratization of Information in the Digital Age

URL: <http://proposals.aallnet.org/share.asp?share=226453P164>

Innovations in Teaching Legal Research

URL: <http://proposals.aallnet.org/share.asp?share=835188P193>

Beyond Library Walls: Innovative Academic Law Library Outreach Strategies

URL: <http://proposals.aallnet.org/share.asp?share=118172P55>

Chat 2.0 Renovating Virtual Reference

URL: <http://proposals.aallnet.org/share.asp?share=860068P11>

Designing an Innovative Online Social Network for Your Institution

URL: <http://proposals.aallnet.org/share.asp?share=794552P209>

When worlds Collide: Designing Effective Collaborations Between Law Librarians and Legal Writing Instructors

URL: <http://proposals.aallnet.org/share.asp?share=699957P86>

Legal Research Questions on the Bar Exam: Preparing Our Students

URL: <http://proposals.aallnet.org/share.asp?share=84560P29>

Latest Trends in Library Automation: Building Creative and Inspiring Discovery Platforms

URL: <http://proposals.aallnet.org/share.asp?share=863286P4>

*Please rank the following workshops (2 total):*

From Novice to Knowledgeable: Newer Directors Tell What They Had to Learn

URL: <http://proposals.aallnet.org/share.asp?share=895537P98>

The Academic Law Library of 2015: Predicting the Future and Making It Happen

URL: <http://proposals.aallnet.org/share.asp?share=645031P96>

Sample Newsletter Article, e-mail message or blog post:

The ALL-SIS Programs Committee received an exciting selection of program proposals. Along with the Programs Committee Chair, Paul Moorman, the members of the committee, Kate Irwin-Smiller, Kathleen McLeod, Bob Nissenbaum, Camilla Tubbs, and I, carefully reviewed each of the proposals. The ALL-SIS Program Committee forwarded its recommendations to the AALL Annual Meeting Program Committee for Review. A total of eight ALL-SIS sponsored programs were accepted: five AALL programs, one AALL workshop, and two ALL-SIS programs.

**W-4: The Academic Law Library of 2015: Predicting the Future and Making It Happen**

**Date & Time:** Saturday, July 25, 8:30 a.m. - 5:00 p.m.

**Competency:** Library Management

**Audience:** Academic law library senior managers

Workshop participants collectively will work with facilitators to develop scenarios for the academic law library of 2015 in the context of the changing academic legal environment: increasing competition among law schools, changing faculty demographics, millennial students, increase in multidisciplinary legal scholarship, reallocation of library space, and the retirement of many current library directors. Participants will contribute their individual and institutional perspectives and explore possible scenarios collectively in highly interactive breakout sessions. “Think outside the box” participants will identify possible futures, as well as the action steps to achieve them.

**A-5: Legal Research Questions on the Bar Exam: Preparing Our Students**

**Date & Time:** Sunday, July 26, 1:30 - 2:45 p.m.

**Competency:** Teaching

**Audience:** Law library directors, legal research instructors, private law librarians, reference librarians

The President of the National Conference of Bar Examiners, Erica Moeser, will join a group of academic law librarians and two law library directors in discussing the issue of legal research questions on the bar exam. The group will also explore the best method of preparing law students for legal research bar exam questions.

**B-4: Understanding the Mean: How the Average Law Librarian Can Encourage Empirical Research Initiatives**

**Date & Time: Sunday, July 26, 3:00 - 4:00 p.m.**

**Competency:** Reference, Research and Patron Services

**Audience:** Librarians interested in conducting empirical research and implementing support programs for empirical research

This program will provide an introduction to empirical research methods and assist librarians in understanding how two academic law libraries and a law and legal studies librarian at an academic library have supported empirical legal research initiatives. Speakers will discuss their experiences in supporting empirical legal research initiatives and provide advice on the types of support law librarians can provide. Speakers will also suggest avenues for law librarians to develop a greater familiarity with empirical research methods.

**C-3: Latest Trends in Library Automation: Building Creative and Inspiring Discovery Platforms**

**Date & Time: Sunday, July 26, 4:15 - 5:15 p.m.**

**Competency:** Information Technology

**Audience:** Librarians who want their patrons to use their information resources effectively and innovatively

This program address next-generation library interfaces and what the future holds for merging currently disparate resources or silos of information. Some next-generation discovery platforms include AquaBrowser, Encore, Endeca, Primo, WorldCat Local, and NELLCO's Universal Search Solution. The program is intended to update participants on current innovations in library automation technology.

**E-2: Chat 2.0: Renovating Virtual Reference**

**Date & Time: Monday, July 27, 10:00 - 10:30 a.m.**

**Competency:** Reference, Research and Patron Services

**Audience:** Librarians who want to implement or improve their library's virtual reference services

This program will discuss how one library, Georgetown University Law Library, renovated its popular and heavily used chat service after conducting a scientific evaluation of the chat transcripts. The program speakers discuss the findings of the study - specifically, who uses chat reference and what types of questions they ask. The program will also address the administrative and management issues surrounding the study - specifically, how the study was designed and undertaken and how the library's chat reference service was improved in response to the study.

**K-6: What We Learned from Our SAILS: Using Law Students as Human Subjects and Measuring Law Student Information Literacy**

**Date & Time: Tuesday, July 28, 3:30 - 4:00 p.m.**

**Competency:** Reference, Research and Patron Services

**Audience:** Academic law librarians and academic law library administrators; instructional law librarians; law librarians who are interested in human-subjects research

Program speakers will discuss their experiences with Institutional Review Board (IRB) review, present concepts fundamental to standardized assessment, and examine detailed findings from their administration of ACRL's Project SAILS, a standardized measure of Information Literacy to Rutgers Law Students. Speakers will also present the results from their post-SAILS survey measuring law students' attitudes toward and perception of legal research in general, and their skills in particular.

## **ALL-SIS SPONSORED PROGRAMS**

### **Beyond the Ivory Tower: Reaching Out to Practicing Attorneys and Law Firm Librarians to Improve Legal Research Instruction**

**Date & Time: Monday, July 27, 10:45 - 11:45 a.m.**

This program will explore three outreach efforts: Brigham Young University's "Practitioners' Council," in which law librarians meet with a group of practicing attorneys to discuss legal research; Yale Law School's tradition of inviting law firm librarians to guest lecture in legal research classes; and a Georgetown law librarian's survey and subsequent study comparing opinions of academic and practitioner law librarians regarding essential legal research skills and materials.

### **Weed, Shelve or Store?: Making the Hard Decisions**

**Date & Time: Tuesday, July 28, 2:30 - 3:15 p.m.**

Academic law librarians will gain knowledge and expertise on how to acquire useful space for new materials by weeding, storing, or withdrawal of periodicals. Speakers will bring their own idea about what "best practices" should be, and a summary of their weeding endeavors.