

ALL-SIS CALI COMMITTEE HANDBOOK

Overview

The CALI Committee originated in 1999 when a group of academic law librarians met to discuss forming an initiative to work with CALI with the purpose of fostering the creation of CALI lessons specifically devoted to Legal Research. The result was the formation of the Legal Research Community Authoring Project under the auspices of the ALL-SIS. The Committee works with Sarah Glassmeyer, the Director of Content Development for CALI to encourage authorship of legal research lessons, publicize the use of CALI lessons for legal research instruction and to accept and review lesson applications. Additional information is posted at the CALI website (www.cali.org). A password protected Wiki has also been created on the CALI website.

CALI Committee Charge

- Serve as the Advisory Board for the CALI Legal Research Community Authoring Project
- Publicize the Project
- Submit one column to the ALL-SIS Newsletter describing the work of the committee during the current year

Committee Membership

The committee should consist of six to eight members who reflect a broad range of academic research professionals in order to have a representative group able to deal with a diverse range of legal research areas. A minimum of two-thirds of the committee members will be CALI published lesson authors. A CALI staff member will serve as a member ex officio. The committee leadership would consist of a chair, appointed by the Chair of the ALL-SIS upon recommendation of the committee or outgoing Chair. The Chair should have authored or co-authored at least one lesson.

Members of the committee should be appointed for a term of three years and may be reappointed for additional terms. Members of the committee will be appointed by the Chair-Elect of the ALL-SIS. The CALI Committee and Chair will make recommendations to the ALL-SIS Chair for new appointments. The Committee and Committee Chair may recommend members based on volunteers from the ALL-SIS Committee Volunteer form and from nominations. Appointments to the committee should be staggered so that some continuity from year to year is maintained.

Timeline for Committee Chairs

May—Annual Meeting

- Submit annual report to Chair of ALL-SIS of current year's activities
- Submit recommendations to Chair-Elect of ALL-SIS for Chair of the Committee for upcoming year
- Submit recommendations to Chair-Elect of ALL-SIS for candidates to fill membership vacancies
- Send notice to new appointed members welcoming them to committee and, if meeting at AALL, inform all members of time and place for committee meeting at AALL; help formulate agenda for meeting.

At the Annual Meeting

- If required by ALL-SIS, be prepared to submit a report at the ALL-SIS Business Meeting.
- Attend CALI Committee meeting if scheduled.
- Immediately following the annual meeting the Chair should contact the CALI Committee liaison to determine whether there are any specific issues or concerns that need to be addressed throughout the upcoming year.

CALI Projects throughout the Year

- The Committee generally holds conference calls, as required, to discuss proposals and other CALI Committee business. The Chair, in conjunction with CALI, will schedule the conference calls and lead the discussion of the proposals. Deadlines for proposals are available from the CALI website.
- The Committee should review the Legal Research Authoring Project website on CALI for content and accuracy. Periodically, the grid has been updated to reflect new topic areas as recommended by the committee.
- The Committee will recommend a policy to periodically review current CALI lessons to determine whether they still accurately reflect current law and make recommendations to delete or revise lessons.
- The Committee may work to submit a proposal for either a program at annual meeting or a roundtable discussion to be held at the annual meeting.
- The Committee should be responsible for identifying ways to publicize CALI Legal Research lessons. The Committee should work with CALI to plan and develop ways to highlight the Legal Research Authoring Group and legal research lessons including planning for appropriate materials to be made available at the CALI booth at various conferences and other means of promoting the use of legal research lessons and soliciting librarians to author legal research lessons.