

ALL-SIS Student Services Committee
Conference Call
February 11, 2014

In Attendance:

Amy Ash
Rob Beharriell
Frances Brillantine
Joe Mitzenmacher
Jacob Sayward
Erin Schlicht
Jackie Woodside

Absent:

Stacy Etheredge
Margaret Krause
Maureen Moran

Discussion:

1. **Student Services Toolkit**

Amy feels there is more work to be done on the Services section, specifically: adding text to some entries, possibly adding some categories that were eliminated from the first draft because they didn't necessarily fit Student Services. Rob feels there is more work to be done on the Marketing section, in terms of brochures, posters, etc. Jackie mentioned that some schools might have programs and/or documents that are internal and not on their websites. For example, UC Irvine has a student liaison program. Joe mentioned that his University has an internal document for social media. Jacob offered to send an email to the ALL-SIS list, soliciting internal materials. The committee decided to publish the Toolkit now, while continuing to work on it. While there is still work to be done, the committee feels that the information gathered so far is valuable and should be made available.

2. **Student Services Committee webpage**

Joe and Erin have worked with the ALL-SIS webmaster, Creighton Miller, to reorganize the webpage so that it is easier to navigate. They have also updated content and added content. They will add content for AALL programs sponsored by the committee.

3. **Student Services Websites & User Guides**

Jackie and Maureen checked all existing links and added defined student service pages for all of the ABA-accredited law libraries' websites. They also redefined the User Guides section of the webpage to narrow the focus. The goal for this section is for it to contain

student user guides that are not linked to from a school's student services webpage. Jackie and Maureen have completed this section and Creighton is working on it.

4. **Roundtable**

The AALL Student Services Roundtable will take place July 14 at 5:30pm. Frances asked the committee to think about possible topics and the format for the roundtable. Frances also asked for volunteers to lead discussion tables. Jackie, Erin and Jacob are tentative AALL attendees/volunteers.

5. **Day in the Life Contest**

Frances mentioned that the AALL Day in the Life Contest has a Student Services category this year. She encouraged everyone to consider entering and also to spread the word.

6. **Action Items**

- a. **Toolkit:** Frances will send the Toolkit to Creighton for posting. The Toolkit will be the top link on the Student Services webpage. Once the Toolkit is posted, Frances will send an announcement to the ALL-SIS list.
- b. **Toolkit:** Amy will compile a list of possible categories to add to the Services section. She and Stacy will continue to work on this section.
- c. **Toolkit:** Jacob will solicit the ALL-SIS listserv for internal documents, such as:
 - i. Marketing items (posters, bookmarks, brochures, etc.)
 - ii. Policies / procedures that are focused on student services or that affect student services (such as a social media policy)
 - iii. Programs, such as a student liaison program
 - iv. Forms
 - v. Handouts for orientation, etc.
 - vi. Other?
- d. **Webpage:** Erin and Joe will add content for AALL programs sponsored by the committee (note: this is already done)
- e. **Student Services Websites & User Guides:** Jackie will add some language to the page, explaining what the two sections are and stating when the page was last updated.
- f. **Roundtable:** the committee will think of possible topics and the format for the roundtable. Frances will touch base in late March/early April to see if/when we'll have another conference call to plan the roundtable and follow up on additions to the Toolkit.
- g. Frances will send an update on the committee's activities to our board liaison.