ALL-SIS Student Services Committee Handbook

History of the Committee

The committee was initiated by the 2007-2008 incoming ALL-SIS Chair, Michelle Wu. She appointed James Durham as the first chair of the committee. Initial members were Hays Butler, Paul Moorman, Tawnya Plumb, Gary Hill, Karen Linitz, Michael Roffer, Monica Sharum, and Etheldra Scoggin. The ALL-SIS Board liaison for the committee was Filippa Marullo Anzalone. The first meeting of the committee was held during the 2007 Annual Conference in the Hilton New Orleans Riverside on Monday, July 16, 2007.

Charges and Goals of the Committee

The initial charge for the committee is listed below. Each year, the committee will develop further the principles enunciated in the preliminary charge by developing a set of goals for the year.

Committee Charge for 2008

- Survey membership and share results on the range of innovative services
 provided by academic law libraries to law journals, moot courts, law student
 organizations, and individual students (e.g. guides / Web sites tailored to student
 activities, programs preparing students to practice, legal research instruction
 supplementing courses)
- Develop and maintain information for ALL-SIS Web site for each service or program identified, including:
 - o the scope of the service (e.g., objectives, recipients)
 - o the staff involved in delivering the service (e.g., how many, types of staff, directory of staff)
 - o costs and benefits of the service
 - o sample informational / promotional materials
- Other projects that the Committee has identified as useful
- Submit one column to *The ALL-SIS Newsletter*, describing the work of the committee during the current year

Annual Calendar for the Committee

May – June: The incoming ALL-SIS Chair will appoint the new chair and members of the Student Services Committee.

July: The Committee will meet during the annual conference to transfer leadership and to set priorities for the upcoming year.

August – September: The Chair will compile minutes of the meeting at the Annual Conference and will set a tentative calendar for the upcoming year. The Chair will distribute the minutes and calendar by email to committee members, the ALL-SIS Chair, and the ALL-SIS Board Liaison. Also, the Chair will submit the minutes and calendar to the ALL-SIS web editor for inclusion on the Committee's web page at http://www.aallnet.org/sis/allsis/committees/students/index.asp.

September – March: The Committee will conduct surveys, gather sample materials, disseminate information, and conduct other activities delineated in the year's charge.

March – *May*: The Committee will submit an article to *The ALL-SIS Newsletter*, summarizing the work of the committee since the Annual Conference.

May: The Chair will submit a report to the ALL-SIS Chair, summarizing the activities of the Committee during the past year and including recommendations for the upcoming year.

Web Page of the Committee

The Committee will maintain its web page on the ALL-SIS web site by submitting new materials to the ALL-SIS web editor during the course of the year. New materials will be added to keep members apprised of progress, while older materials will be archived on the page for future reference.

Handbook Maintenance

The Committee will update the handbook each year by adding additional history, new committee charges and goals, and procedures as needed.