RIPS-SIS Executive Board Meeting Minutes
August 25, 2020 at 3:00 PM Eastern

Attendees: Taryn Marks, Chair, Nicole Downing, Zanada Joyner, Rebecca Mattson, Clanitra Nejdl, Genevieve Tung

RIPS-SIS Chair Taryn Marks called the meeting to order at approximately 3:00 PM Eastern.

A. New Business

   a. Sourcebook and Teach-In Kit + metadata brainstorming

      i. Taryn has reached out to the Legal Research Teach-In Kit Committee to discuss this issue and is anticipating feedback soon.

      ii. Discussion on how to practically proceed with the merger between the ALL-SIS Legal Research Sourcebook and the RIPS-SIS Legal Research Teach-In Kit

         1. Discussion how to proceed with committees – should they remain separate or merge into an ad hoc committee?

            a. Consensus: To preserve momentum and the transfer of institutional knowledge, both SISes should retain their committees (Legal Research Sourcebook and Legal Research Teach-In Kit), but the committee charges should be amended to reflect that the committees work together.

         2. Timeline discussion:

            a. Consensus: Plan for a 2-year transition period

               i. Year 1 would be a planning year with the Committee charge changes to be worked on in Spring 2021.

               ii. De-duplication work is also necessary.

         3. Next steps:

            a. The Chair of the ALL-SIS Legal Research and Sourcebook Committee (Clanitra Stewart Nejdl) will submit a proposal to the ALL-SIS Executive Board to merge the ALL-SIS Legal Research Sourcebook with the RIPS-SIS Legal Research Teach-In Kit, noting that the RIPS-SIS Executive Board is in support of this.
b. Determine if any back-end information exists (e.g., documentation about how ALL-SIS does its indexing for the Sourcebook and how the drop-down menu format came about.

b. Continuing grant discussion
   i. Discussion of proposed grant language to exclude current executive board members and current members of the Grants committee are ineligible for grants.

   ii. Consensus: The grants and awards language will both be clarified to note that neither Committee members or Executive Board members are eligible for grants or for award while serving on the Committee/Board.

c. ALL-SIS Survey
   i. Brief discussion of the ALL-SIS Survey and revamping for the needs of RIPS-SIS, including format and preferences for targeted multiple-choice questions.

   ii. Will include a question about the need and timing for training for chairs and about the use of the Google drive for institutional knowledge.

   iii. Taryn will send out the draft survey.

B. New Business

a. Committee updates
   i. No committee updates

   ii. Question from the Grants Committee
      1. Is there protocol for broadly posting award/grant announcements?
      2. Consensus: Broad and frequent posting is preferred by the Board.

With no further business to discuss, the meeting was adjourned at 3:48 PM Eastern.