Members' Briefing

Continuing Education

American Association of Law Libraries | *AALL Spectrum* | December 2008

AALL's Educational Programs Continue to Grow

by Julie Pabarja

Since the committee's inception in 2006, the Continuing Professional Education (CPE) Committee continues to commit to supporting the education needs of AALL members in accordance with the AALL Strategic Directions, the AALL Professional Education Policy (revised in March 2007), and the Competencies of Law Librarianship. With the help of Celeste Smith, AALL director of education, the CPE Committee strives to provide more continuing education opportunities for law librarians outside of the AALL Annual Meeting. The committee also assists chapters, special interest sections, and committees through partnerships, funding, and support tools that they need to develop these programs.

Show Me the Money

The CPE Committee is charged with developing and administering the AALL/BNA Continuing Professional Education Grant Program. Since the program's inception, BNA has supported this successful endeavor, and we are grateful for BNA's generous sponsorship. Grant money is available to help AALL members and member entities develop professional education programs throughout the year. Since the grant program began in 2006, the CPE Committee has awarded more than $70,000 in grant funds to more than 30 education programs. The grant gives support to AALL programs that are able to bring in expert speakers, to put on distance learning programs, or to create exciting new workshops that they would not have been able to do without the grant. A recent grant recipient wrote that "without this grant our program would not have been possible."

The 2007 CPE survey and the 2008 AALL member survey reported that a live presentation with educational content is still the preferred method of learning among AALL members. However, the CPE Committee has seen a rising interest in virtual programming, such as Webinars. There is a significant need to provide on-demand learning and to reach a larger audience on topics that are important to law librarians now. Many program proposals that have been submitted to the CPE Committee request funds to support Webinars. AALL members may inquire about planning a Webinar program, using Webex, AALL's Webinar provider, when thinking about developing a proposal.

Grants are awarded based on the overall need for the program and the ability to replicate the program to a wider AALL audience. The replication of the program can be done (1) as a live event in several locations, (2) as a live event to be replicated to different audiences, or (3) by recording the program and making it accessible to AALL members only for a limited time. The program must also address the AALL Competencies of Law Librarianship and support AALL's Education Policy. There are four rounds each year when grant proposals can be submitted.

The upcoming deadlines for 2008-2009, are February 27, 2009, and May 8, 2009. The grant application and required budget form are found on AALLNET. A FAQ sheet is posted to help answer some of the questions that members have about the application and grant process. Members are advised to contact Celeste Smith (csmith@aall.org) with any questions about their programs, program proposals, grant applications, budget forms, or to get more information about Webex and planning a Webinar. Lastly, please remember that there is no substitute for good planning. Seek help well in advance of the proposal deadline.

Best Kept Secret

The CPE Committee's best kept secret can be found when you use your member login and password on AALLNET. Currently, there are more than 50 free audio and video continuing education programs available in the Members Only section of AALLNET. Many members

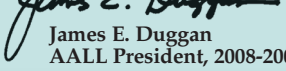
Lifelong Learning: A Core Value

AALL is all about education. While the Annual Meeting has been the primary vehicle for delivering current and useful educational programming to law librarians who are able to attend, many AALL members are not able to go to the conference each year. These members, as well as aspiring and newer law librarians, are the prime focus for our continuing education program, which is administered through our Continuing Professional Education (CPE) Committee.

The history of AALL shows that we have long concentrated on continuing education. For example, the first-ever AALL Institute to be held outside the Annual Meeting was offered on the "Fundamentals of Law Library Administration" in 1953 at UCLA, according to Frank Houdek's book, *The First Century: One Hundred Years of AALL History, 1906-2005* (W.S. Hein & Co., 2008). The Association's "first professional development officer," Martha Brown, was hired 20 years ago in a position that "focus[ed] exclusively on the educational programs of AALL."

In 1996, I was one of the first members of the Professional Development Committee (PDC), a committee that was part of a new structure designed to oversee all aspects of the Association's educational programming. Although the PDC was disbanded in 2003, the AALL Executive Board began looking at other ways to offer career development opportunities for our members. One of those ways was the 2005 Educational Summit, which focused on ways to offer continuing education opportunities outside the Annual Meeting. I was one of the delegates in attendance and felt that we were breaking new ground in the educational history of the Association. The summit helped pave the way for our current CPE Committee.

This *Members' Briefing* concentrates on the outstanding educational opportunities that are being made available by AALL through the CPE Committee and the many members, speakers, and vendors who make these endeavors such a success. We continue to explore a wide variety of educational opportunities for AALL members and desire to offer them in as many different presentation formats as possible so that all types of learners will benefit. Please let us know how we're doing, and feel free to suggest your ideas as well. Above all, keep learning!



James E. Duggan
AALL President, 2008-2009

have not yet discovered this gold mine filled with recorded education programs from past AALL Annual Meetings and programs developed by past grant recipients. This contribution allows the wider membership to benefit in a number of ways. First, they get to participate in a unique virtual learning opportunity created for members only. In addition, they get to see or hear speakers that they themselves may consider selecting in the future. It also contributes to the knowledge base that gives all members a chance to see and share topics and programs that are important to other members outside of their constituencies.

A recent addition to the list of free CPE programs is a video broadcast titled, Excellent Customer Service @ Your Library. This program is a Web-based interactive program, which is an alternative training method that provides an introduction to basic customer service. The Continuing Education Grant Program helped fund this interactive, Web-based program, which is now available to all members through the Members Only Section of AALLNET: www.aall.org/members/media_show.asp?mnum=53.

Right to My Desktop

At the 2008 AALL Annual Meeting in Portland, the CPE Committee recorded six programs, which are available on AALLNET:

- A-2: "The Evolving Role of Law Librarians with Self-represented Litigants"
- A-4: "International Law and the Evolving Knowledge Society"
- C-1: "Conflict Resolution—In Search of the Holy Grail: 'Your Mother was a Hamster and Your Father Smelt of Elderberries!'"
- C-4: "Official but Not Authentic: The Future of Electronic Legal Information"
- G-4: "The Fourth E: The Environment and Law Libraries"
- K-4: "Marketing Your Library: Exploring New Technologies to Create Evolving Newsletters that Energize Your Patrons."

These recorded programs give members who were unable to go to Portland the opportunity to listen and watch an Annual Meeting program right from their desktops. The committee will continue to record select programs at future Annual Meetings and make them available on AALLNET. Many of the programs are posted only for a limited time, so members are encouraged to see what is available and to take advantage of the learning experience.

We Built It and They Came

In March 2007, the first AALL Management and Leadership Institute was held in Tucson, Arizona. The institute gave 35 participants from all types of law libraries the opportunity to collaborate and learn management skills. Many of the participants currently hold leadership roles for various AALL entities, including three CPE Committee members.

Participants of the 2007 institute also have been promoted, have expanded their career outlooks, and have led innovative programs in their institutions. It was a successful endeavor championed and spearheaded by Michael Chiorazzi, director and professor of law at the University of Arizona College of Law Library in Tucson.

Stay tuned. The 2009 AALL Management Institute will be held in Tampa, Florida, March 19-21. Application information can be found on AALLNET at www.aallnet.org/prodev.

Full Steam Ahead

It feels like just yesterday when the committee held the 7 a.m. meeting in Portland, discussed the CPE Committee charge, and set goals for the upcoming year. Supporting and developing education programs and reaching out to members and member entities are just two of the CPE Committee's main goals. In such a short tenure, the committee has already achieved many goals with more initiatives planned. The CPE Committee has been fortunate to have fabulous

AALL Member Survey Results

Most Valued AALL Educational Offerings

1. AALL Annual Meeting Educational Programs
2. AALL Calendar of Events
3. AALL Continuing Professional Education Audio/Video Broadcasts in Members Only Section
4. AALL Continuing Education Grants Program
5. AALL Speakers Directory

Preferred Format for AALL Continuing Professional Education

1. Face-to-face programs (68 percent)
2. Archived Web seminars (52.6 percent)
3. Print publications (43.9 percent)
4. Live Web seminars (42.5 percent)
5. Moderated online discussion lists (18.6 percent)
6. Portable audio (MP3/Podcasts) (17.4 percent)
7. Videos (10 percent)

Top Professional Education Topics of Interest

1. Reference, research, and client services (66 percent)
2. Information technology (57.5 percent)
3. Library management (55.4 percent)
4. Collection care and management (38.7 percent)
5. Training (33.2 percent)

**Results from the AALL Member Survey sent November 2007; 1,903 responses.*

chairs and committed members to help build a strong foundation to head in new and exciting directions.

A core component of the CPE Committee's charge includes working collaboratively with AALL committees, special interest sections (SISs), chapters, and other entities to provide support to education programs outside of the AALL Annual Meeting. Helping to facilitate greater collaboration this year, the committee had a table in the Exhibit Hall during the 2008 AALL Conference where committee members spent time reaching out to many AALL members about CPE, promoting the grants program and the available and planned offerings.

The task of reaching out continued with each CPE Committee member being assigned to chapters, SISs, and committees, establishing a point of contact. CPE Committee members have reached out to introduce themselves and establish relationships, remind AALL members about upcoming grant deadlines and Webinar programs, and share other CPE news. CPE news is also shared on the various online discussion lists, the AALL e-newsletter, and Committee News on AALLNET.

Capitalizing on New Technology

The CPE Committee now has a presence on the Internet with its own committee Web site. The committee created the Web site in order to share information about the grant process, upcoming Webinars, and other CPE news. Members can also use the Web site to communicate suggestions, comments, and program ideas to the committee.

A program checklist will soon be made available on the CPE Committee Web site to help those responsible for developing programs. The checklist will serve as a guide on what is needed to put on a program. The checklist is different from the Annual Meeting Program Planner's Handbook, because there are more options available and more details to cover when you are doing a continuing education program. The checklist is a collaborative effort of CPE Committee members and various members who are responsible for planning continuing education programs.

The CPE Committee was recently given the charge to maintain the online Calendar of Events and Speakers Directory. These member-driven databases are great marketing tools to promote programs and speakers. They can serve as reference tools to find out what programs are being done that are interesting to law librarians and to identify speakers who are experts on a topic. Both of these databases are very easy to use, and members are encouraged to contribute to them.

Continuing Professional Education Resources

AALL Professional Education
www.aallnet.org/prodev

AALL/BNA Continuing Education Grants Program
www.aallnet.org/prodev/grant_program.asp

Calendar of Events
www.aallnet.org/calendar

Continuing Professional Education Committee Web Site
www.aallnet.org/committee/cpe

CPE Audio/Video Broadcasts
www.aallnet.org/members/media.asp

Speakers Directory
www.aallnet.org/bureau

The calendar is filled with information about professional development programs not only within AALL, but also with information from other associations that are of interest to law librarians. Any event that is open for AALL members to attend should be included in the calendar. Members are encouraged to post their business meetings and continuing education programs. They are also encouraged to post seminars and annual meetings of other associations that would interest law librarians. The calendar has an RSS feed (instructions are found on AALLNET).

Members responsible for programming often have some difficulty locating good speakers. The Speakers Directory is a great place to start in order to identify individuals who have experience speaking on a topic or consider themselves experts on a particular area. Members can list themselves or other individuals in the directory, as long as they have permission. Many members have spoken at an Annual Meeting program or for a chapter or SIS program, but have not yet included themselves in the directory. The directory would be a good source of experts for members who may be just looking for someone to answer a particular question for them. The committee encourages members who have spoken at programs to include themselves in the directory. Additionally, if you had a great speaker, please add him or her to the directory (with permission, of course). Finally, members who are currently listed in the directory should take some time to review and update their information: www.aallnet.org/bureau.

Beginning in 2008, the CPE Committee began experimenting with a wiki for collaboration on its projects. This has added a unique opportunity for planning, contributing, and document sharing in a 2.0 world, and the committee wants to help lead by example in utilizing new tools. In addition, the CPE Committee supported the law librarians virtual worlds library project (spearheaded by Kate Fitz) through the grants program. The project also used a wiki to share and collaborate throughout the workshop (http://vwlawlibrarians.wetpaint.com/?t=anon). The virtual worlds wiki is still available, and the Second Life project home is open for member use during the next year.

Based on feedback from past grant recipients, the committee is working on creating a more robust and user-friendly grant application. The new application will allow members to edit and save their applications until they are ready to submit them. The committee hopes to have the new application available in early 2009. In the meantime, members can still use the current grant application, but it will not allow them to save the information before submitting it.

The committee will also review the Competencies of Law Librarianship in the upcoming year. With technology and terminology changing and our roles being redefined within our institutions, the competencies must reflect those changes and be modified if necessary. The need to update the competencies has been discussed by interested members on the Law Libraries and Librarians Ning (http://lawlibraries.ning.com) and on Twitter. The CPE

Committee would like to hear from those members who have suggestions about the competencies language.

Upcoming Webinars

The CPE Committee members are listening to requests from AALL members to provide more education programs. This year, the committee and Celeste Smith are working together to develop several Webinars on various topics. In October, Tracy Everett from Littler Mendelson spoke on 20 Essentials for the Effective Speaker. The November program topic was how to create videocasts. The December program will discuss budgeting during hard economic times. In January, the topic will be leadership. A program on interacting with senior management will be hosted in February, and a program on negotiation skills is being planned for March.

For the first time, the CPE Committee will sponsor a program at the 2009 AALL Annual Meeting in Washington, D.C. The committee selected a program held by a previous grant recipient and submitted it as a program proposal to the Annual Meeting Planning Committee (AMPC). Cheryl Nyberg's program on state-by-state compilations of laws was accepted by the AMPC. This is a great opportunity for the CPE Committee and Nyberg to showcase and recognize a well developed program.

Going forward, the CPE Committee will work with the AMPC to give those programs declined by AMPC another opportunity to come to life. The committee would like to look at program proposals that would make good Webinar programs, regional programs, or podcasts. The CPE Committee will also look at accepted programs for reprogramming or repurposing at another time during the year. The committee would like to encourage members to apply for an AALL/BNA grant and submit their program proposals. You may contact any CPE Committee member for more information.

The CPE Committee has been working hard to handle the charge and myriad responsibilities given to it. Continuing professional education is an important part of career development, and the committee will continually support and contribute to this development. Members are encouraged to participate in the programs as well as develop them. Members are encouraged to share education opportunities to leverage successful approaches. The CPE Committee is committed to innovative approaches and fresh ideas and welcomes feedback and suggestions to meet the educational needs of our members.

Julie Pabarja *(julie.pabarja@dlapiper.com) is research librarian at DLA Piper in Chicago and chair of the 2008-2009 Continuing Professional Education Committee. The other committee members are Vice Chair* ***April L. Schwartz, Kevin L. Butterfield, Scott Childs, Andrew Pulau Evans, Marcus L. Hochstetler, Claudia Jalowka, Kathleen S. Martin,*** *and* ***Anne K. Myers.***

So, You Have a Great Continuing Education Idea and You'd Like to Apply for an AALL/BNA Grant …

1. **Go to www.aallnet.org/prodev/grant_program.asp.** Read the short instructions before completing the online application. Grant application deadlines are generally in September, November, February, and May.
2. The CPE Committee is guided by **AALL's Competencies of Law Librarianship** (www.aallnet.org/prodev/competencies.asp) and **Education Policy** (www.aallnet.org/about/policy_pro_edu.asp).
3. Consult the **Continuing Professional Education Program Development Checklist** at www.aallnet.org/committee/cpe and the **Annual Meeting Program Planner's Handbook** found at www.aall.org/events/ProgramPlannersHandbook.pdf for examples of learning objectives, ideas for finding good presenters, and other considerations in planning a professional education program. For more ideas, also see Maureen A. Eggert's article, **"Writing a Winner: How to Put Together a Successful AALL Annual Meeting Proposal,"** in the February 2007 issue of *AALL Spectrum* (www.aallnet.org/products/pub_sp0702/pub_sp0702_Writing.pdf).
4. Keep in mind that the CPE Committee asks that you **explain how your proposed program can be shared with the wider AALL membership.** Please note that this is an important criterion to the CPE Committee in awarding grants.