

**ALL-SIS Faculty Service Committee Meeting Minutes
December 9, 2005**

Attendees:

Marianne Sidorski, Alcorn, 25 years at Arizona State University
Susan Broms, 13 years at the University of Pittsburgh
Leslie Pardo, 12 years at Cleveland State University
Margaret Schilt, 5 years at University of Chicago
Jane Thompson, 18 years at the University of Colorado
James Wirrell, 3 years at the University of Pacific
And Co-Chairs: Sara Sampson, 3 years at Ohio State University
& Michele Kristakis, 2 years at the University of Pittsburgh

Not able to attend (out of the office):

Liz Goldberg, Indiana University
Raquel Ortiz, Boston University

The meeting began with introductions in which everyone included the number of years they have been working at their present university (noted above.)

The first topic discussed was the introduction of moderated listserv discussions with the goals of (1) gaining knowledge about faculty services areas and (2) increasing the use of the faculty services listserv. The idea was approved and suggestions were made to keep the duration of responses for each question short. It was also decided that the first one would be the test case and a decision could be made after that about how long to run a discussion. During the course of the one hour meeting subjects were contemplated and moderators suggested and that list is outlined below:

Month	Moderator	Topic
January	Susan Broms	Managing Research Assts
February	Jane Thompson	New Faculty Orientation
March	Leslie Pardo/Michele Kristakis	Electronic Posting/Publishing of Faculty Scholarship: in-house, SSRN, bepress, etc.
April	?	Visiting Scholars/Non-Law Faculty Services

The moderators are responsible for gathering questions concerning their topic and then posting them to the listserv one at a time as needed to keep the discussions flowing. Prior to the start of the first topic, we will work as a committee via email to create ground rules for our listserv and to publicize the moderated discussion.

The second topic concerned educating others about what a “Faculty Services Librarian” does. One suggestion was to write “a day in the life of” article. It was decided that the most important article to have completed was the summary of the survey completed last

year. Susan and Michele will make an effort to have a first draft completed by the end of January.

The third topic was the creation of a Faculty Services webpage to serve as a clearinghouse for materials related to this function. A Webpage Sub-committee was established:

Margaret Alcorn	Content
Leslie Pardo	Content
Sara Sampson	Webpage creation and design
James Wirrell	Webpage creation and design

The fourth topic concerned the faculty services round table meeting at the St. Louis AALL Meeting. Sara noted that she requested a screen and a laptop for the meeting. Margaret suggested that the program contain a structured portion and everyone agreed. If all goes well, the framework for the program can be the listserv discussion.

It was also noted that two programs were submitted by Jane and Marianne with this committee's full support but neither were selected for inclusion in the St. Louis AALL meeting.

It was agreed that the next meeting of this committee would take place via conference call at the end of January (after the completion of the first listserv discussion.) It was also agreed that Fridays were a good day to meet, but it was requested that the time be moved up by ½ hour to 12:30 EST, 11:30 CST, 10:30 MST, 9:30 PT.