

RIPS-SIS

2016 Business Meeting Report

July 18, 2016 – Chicago, IL

Michigan 1 AB – East Tower, Bronze Level – Lakeshore Meeting Suites

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2016 RIPS-SIS Annual Breakfast & Business Meeting Agenda

Chicago, IL - Monday July 18, 2016

7:30 – 8:30 am Hyatt-Michigan 1 AB

- I. Welcome
- II. Announcements
 - a. Conference Events
 - i. Saturday July 16, 2016
 - Joint Reception of the TS/OBS/RIPS/CS Special Interest Sections (aka Alphabet Soup Reception): 7:00–9:00pm Hyatt Columbus A-D
 - ii. Sunday July 17, 2016
 - Session A5: Leave Treasure Hunts to Pirates: Using Research Plans and Logs to Create Experiential Legal Research Courses (Sponsored by RIPS-SIS) 11:30am-12:30pm Hyatt Regency Ballroom B
 - Patron Services Roundtable: 12:30–1:30pm Hyatt Skyway 260
 - RIPS-SIS Distance Education Roundtable: 1:00-2:00pm Hyatt Addams
 - iii. Monday July 18, 2016
 - RIPS-SIS Business Meeting and Breakfast: 7:30-8:30am Hyatt Michigan 1 AB
 - RIPS-SIS Research Instruction Roundtable: 3:30-4:30pm Hyatt Plaza Ballroom A
 - b. Penguin Raffle
- III. Approval of the Minutes of the 2015 RIPS-SIS Business Meeting in Philadelphia, PA
- IV. Committee Reports
 - a. RIPS Board Projects
 - b. Secretary/Treasurer's Report
 - c. Grants Committee Report
 - d. Legal Research Teach-In Committee Report
 - e. RIPS law Librarians Blog Report
 - f. Patron Services Committee Report
 - g. Program Committee Report
 - h. Public Relations & Recruitment Committee Report
 - i. Research Instruction Committee Report
 - j. Legal Research Competencies Committee Report
 - k. Distance Education Committee Report
 - l. Online Member Training Committee Report
- V. Open Floor – Questions for the Board
- VI. Welcome to New Board Members
 - a. Vice Chair/Chair Elect – Alyson Drake
 - b. Member-at-Large – Susan Nevelow Mart
- VII. Acknowledgement of Service – Board Members
 - a. Member-at-Large – Catherine Lemmer
- VIII. Closing

Minutes RIPS-SIS Annual Breakfast and Business Meeting
Monday, July 20, 2015
Philadelphia, PA

I. Welcome

Chair Jenny Wondracek welcomed attendees to the RIPS-SIS Annual Breakfast and Business Meeting.

II. Introductions and Notices

Wondracek briefly discussed the reasons why the executive board elected to charge a fee for the breakfast this year. Wondracek also notified the attendees of the RIPS-SIS events at the 2015 AALL Annual Meeting and Conference. There were four events held prior to the breakfast meeting.

There were two events held on Saturday, July 18th

- Workshop 1: AALL Hackathon – Co-sponsored by RIPS/GD/CS-SIS
- Joint Reception of the TS/OBS/RIPS/CS Special Interest Sections

There were also two events held on Sunday, July 19th

- RIPS-SIS Distance Education Roundtable
- AALL/LexisNexis Call for Papers: The Librarian as Author (RIPS-SIS Members Nicole P. Dyszlewski, Kristen R. Moore, and Genevieve B. Tung presented their paper titled *Managing Disruptive Patron Behavior in Law Libraries: A Grey Paper.*)

Wondracek encouraged breakfast attendees to attend two roundtables happening on Monday, and a RIPS-SIS sponsored program on Tuesday.

- Monday Roundtables
 - RIPS-SIS Research Instruction Roundtable – PCC-Room 102A, 3:30 pm – 4:30 pm
 - RIPS-SIS Patron Services Roundtable – PCC-Room 102A, 4:30 pm – 5:30 pm
- Tuesday Program
 - Session I4: Managing Challenging Patron Behavior: Stop, Collaborate, and Listen – PCC-Room 103BC, 2:30 pm – 3:30 pm

III. Approval of Minutes of the 2014 RIPS-SIS Annual Business Meeting in San Antonio, TX

The members present approved minutes of the 2014 Annual Business Meeting.

IV. Committee Reports

Committee members present at the meeting reported on their committee's work over the past year. Detailed committee reports are provided in the *2015 RIPS-SIS Business Meeting Report*.

V. Open Floor – Questions for the Board

The questions presented to the board focused on the low attendance at the breakfast over the past couple of years.

Question 1: How many members does RIPS-SIS have?

Question 2: What does the breakfast meeting conflict with?

VI. Welcome to the New Board Members

Wondracek recognized the names of the new board members:

- Vice-Chair/Chair Elect – Katie Crandall
- Secretary/Treasurer – Amy Taylor
- Member-at-Large – Emily Lawson

VII. Acknowledgment of Service – Board Members

Wondracek recognized Secretary/Treasurer Austin Martin Williams and Member-at-Large Sarah Glassmeyer for their two years of service.

New Chair Laura Ax-Fultz recognized Wondracek for her two year service as Chair of RIPS-SIS.

VIII. Closing

The members adjourned the meeting. The next business meeting will be held in Chicago at the 2016 AALL Annual Meeting & Conference.

**RIPS-SIS Treasurer's Report
05/2015 – 05/2016**

Balance (as of 5/31/2015)	17,395.67
Revenue	
• Dues	8,465.00
• Contributions	1,374.50
• Annual Conference Breakfast Meeting	440.00
Total Revenue	10,279.50
Expenses	
• Annual Conference Food & Beverage	3466.58
• Annual Conference A/V	1005.72
• Awards & Grants*	4765.43
• Annual Conference Giveaways	514.38
• Donations (and display)	180.00
• Misc. Expenses	700.00
• Online/Internet (webinar)	128.50
Total Expenses	10760.61
Excess Revenues over Expenses	(481.11)
Balance (as of 05/31/2016)	16,914.56

***2015 Annual Conference Grants:**

Richard Buckingham

Shawn Friend

Carolyn Hasselmann

Rena Stoeber

(not listed here because paid before 5/31/15: Anupama Pal)

***2016 Annual Conference Grants (paid as of 5/31/16):**

Alexis Fetzer

***2015-2016 Leadership Academy Grant**

Nicole Dyszlewski

Submitted by Amy Taylor

RIPS-SIS Secretary/Treasurer 2015-2017

Grants Committee Report for 2015 – 2016

The RIPS-SIS Grants Committee for 2015-2016 consisted of the following members:

- Lynn Murray, Weil, Gotshal & Manges LLP (Co-Chair)
- Kristina Alayan, Georgetown University (Co-Chair)
- Deborah Heller, Columbia University
- Karin Johnsrud, Supreme Court of the United States
- Marin Dell, Texas Tech University
- Lee Ryan, University of San Francisco

A. AALL Leadership Academy Travel Grant

The RIPS grants committee awarded a grant of \$1,000 to attend the AALL Leadership Academy. The grant was awarded to Nicole P. Dyszlewski, Research/Access Services Librarian, Roger Williams University School of Law Library.

B. AALL Annual Meeting Travel Grant

After several years of declining applications, the committee made some changes to the process. With the RIPS board approval, we eliminated applicant categories and made the grant amounts more flexible. This year we awarded a total of \$5,000 in grants, with awards ranging from \$500 to \$1,500.

The recipients of the AALL annual meeting travel grants this year were:

- **Kim Nayyer**
Associate University Librarian and Law Adjunct Associate Professor
University of Victoria Libraries Faculty of Law
- **Anne Mostad-Jensen**
Head of Faculty Services
Thormodsgard Law Library
University of North Dakota School of Law
- **Alexis Fetzer**
Reference Research Services Librarian
University of Richmond School of Law Library
- **Amy Levine**
Head of Reference Research Training Coordinator
US Courts Library
Tenth Circuit Court of Appeals
- **Abby Deese**
Evening and Weekend Reference Librarian
Elon University School of Law

I thoroughly enjoyed serving as Co-chair of the Grants Committee and working with my fellow Committee members. I look forward to continuing to serve the RIPS.

Respectfully submitted,

Lynn Murray

RIPS-SIS Teach-In Kit Committee - 2015-2016 Annual Report

The Teach-In Kit Committee had another successful year this year. Our Kit was slightly smaller than in recent years, but the contributions were no less rich, covering topics from jurisdiction-specific research to legal research course lectures and exercises to Bluebook training for paralegals. We were pleased to receive submissions from both seasoned and first-time contributors. We continued the new procedure of adding coversheets to each contribution, providing a little more context for these materials when they come up in search results. Finally, we created a committee workspace on AALLnet's My Communities, and are in the process of adding committee materials to the workspace library for use by future committees; this will include documents such as draft language for the call for submissions, the copyright release, and the contribution coversheet.

Looking toward next year, we intend to begin working in earnest on retrospectively adding coversheets to past submissions, and – as this will be the 25th National Legal Research Teach-In – we hope to do something special with next year's Kit.

Many thanks go out to the 2015-2016 Teach-In Kit Committee:

Alicia Jones
Becka Rich
Gail Partin
Irene Crisci
Jackie Woodside
Katie Hanschke
Kerry Lohmeier
Patrick Parsons
Rob Beharriell
Shannon Kemen
Shawn Nevers
Stacy Etheredge
Taryn Marks

Respectfully submitted,

Ashley Ahlbrand, Chair

RIPS Law Librarian Blog, Editor's Report

The RIPS blog had another excellent year in 2015-16. I continued as editor and brought on six new regular contributors.¹ The new contributors were: Erik Adams, Margaret Ambrose, Cynthia Condit, Christine George, Christina Glon, Amy Taylor, and Kris Turner. Ashley Ahlbrand, Jamie Baker, and Beau Steenken returned as regular contributors as well. Most of the contributors wrote at least 6 posts throughout the year, and we were able to continue publishing an average of two posts per week from August through the end of May, a schedule we began in 2014-15. In June we featured guest posts, one per week. We ended the year with a total of nearly 70 substantive posts.

Our statistics on visitors and views maintained the higher levels we achieved in 2014-15, and we are currently on track to continue to do so. As of June 2016, our views and visitors nearly equal our numbers for all of 2014.

The RIPS Executive Board has approved Jamie Baker as editor for the 2105-16 year. She will assume full responsibility for the blog in July, and I have every confidence that she will do an outstanding job.

Respectfully submitted,

Susan deMaine

June 21, 2016

¹ The original plan for 2015-16 included three "special project" contributors, but these were changed to regular contributors after the last-minute departure of a planned regular contributor.

Patron Services Committee Report 2015-2016

Co-Chair: Jessica Randall Panella

Co-Chair: Genevieve Tung

Members:

- Jamie Baker
- Carolyn Brown
- Tiffany Camp
- Cynthia Condit
- Kathleen Darvil
- Nicole Dyszlewski
- Astrid Emel
- Cindy Hirsch
- Kristen Moore
- Jessica Panella
- Karen Skinner
- Genevieve Tung

The committee's charge is to focus on 'ILL, Circulation, and other topics relating to services provided to the patron.' Over the last year we have worked on a number of projects to forward this charge.

In April, in partnership with LISP-SIS, GL-SIS, and SR-SIS, the committee assisted in moderating a five-day online discussion on patron service limitations in public law libraries. Jessica Panella led the first day's discussion, on the topic of "Determining a Law Librarian's Role in Providing Assistance and Information." Genevieve Tung led the second day's discussion, focused on "Establishing Limits, Policies, and Procedures." Over 130 AALL members followed the conversation.

The tool kit subcommittee is continuing its development of a resource guide for new access services/circulation professionals, which focuses on user services, interlibrary loan, building maintenance, and other topics. The subcommittee plans to have a draft completed on June 17, 2016.

On October 29, 2015, the committee hosted an "online roundtable," titled "Staffing Circulation Desks: Innovation, Change, and Challenges for Law Libraries." This was a great opportunity to both share insights on common logistical quandaries, and to experiment with AALL's newest online learning tools.

The best practices subcommittee is continuing its re-imagining of the 'Patron Services Committee Guides' area of the RIPS website. The subcommittee has begun developing ideas for additional content that may be useful to RIPS members and not currently offered by other SISs.

Jessica Panella will be stepping down from her role as chair this summer. Many thanks to Jessica for her years of leadership!

I am grateful to all committee members for sharing their time and talents. I look forward to what we can do in the year to come.

Respectfully submitted,

Genevieve Tung

Program Committee Report for 2015-2016

Members:

- Katie Crandall (Chair)
- Alyson Drake
- David Zopfi-Jordan
- Sabrina Sondhi
- Rachel Gordon
- Kerry Lohmeier
- Diana Botluk
- Lee Sims
- Colleen Williams

Fall 2016

The Program Committee received five proposals and one program idea. All of the proposals were excellent and highlight the unique skills and interests of the RIPS-SIS membership. The committee reviewed all proposals and provided feedback. The committee also provided suggestions to the individual soliciting insight for their program idea. The Program Committee selects one program for sponsorship by RIPS-SIS every year. Of the program proposals, Cassie DuBay's "Leave Treasure Hunts to Pirates: Using Research Plans and Logs to Create Experiential Legal Research Courses" was selected for sponsorship. (Sunday July 17, 2016 at 10:30 am in the Hyatt-Regency Ballroom B).

Spring 2016

Based on past response rates, it was decided it was not an efficient use of time to solicit an offer of feedback on Annual Conference Hot Topic/Coffee Talk/Poster Session development. The Program Committee has requested RIPS-SIS members presenting in any program during the annual conference to provide program details to be posted on the RIPS-SIS website.

RIPS-SIS Promotional & Recruitment Committee 2015-2016

I. Electronic Brochure

Our committee worked together to update the content of the existing print brochure. Committee member Patrick Parsons worked with this updated content to draft an online SWAY presentation version of our brochure. After receiving feedback from the Board and redrafting, the final version of the new electronic brochure can be linked to from the RIPS-SIS page on the AALL website.

<http://www.aallnet.org/sections/rips>

II. Stuffed Penguin Giveaway

The RIPS-SIS annual penguin adoption occurred in February of 2016. RIPS Vice-Chair Katie Crandall adopted a penguin from the Shedd Aquarium in Chicago on behalf of RIPS, receiving an adoption certificate and stuffed penguin. By recommendation from the Board, the committee developed a raffle for the stuffed penguin. Participants can enter online, through the RIPS blog entry about the raffle <https://ripslawlibrarian.wordpress.com/2016/03/01/annual-rips-penguin-adoption-stuffed-penguin-giveaway/>. The winner will be announced at the RIPS-SIS Breakfast Meeting in July.

Our committee composed the blog post about the penguin adoption, developed the raffle entry through LibWizard, and will be randomly selecting the winner based on the entries we receive. Committee chair Alexis Fetzer has administrative privileges for this raffle entry. On the morning of the breakfast meeting, Monday, July 18th, she will export the entry data from LibWizard into an Excel spreadsheet to randomly generate a winner.

III. RIPS-SIS Exhibit Hall Activity Board for 2016 AALL Annual Conference

This is the first year RIPS will be using an activity board rather than having a table in the exhibit hall at the AALL Annual Conference. The board will be a 4'x8' area with material fastened to it. AALL will provide means of fastening content to the board including pins and Velcro.

Our committee drafted a proposal for the content to be placed on the activity board. The proposal included estimated measurements and an image of how the board will be formatted. Committee chair Alexis Fetzer will be printing out the promotional material and transporting it to the conference to be fastened to the board.

The committee is still awaiting Board approval for the budget to cover expenses of developing photos, arts and supplies cost. The committee estimates this to be around \$20.

IV. CONELL Table Staffing

The committee has coordinated the staffing of the RIPS' marketplace table at CONELL on Saturday, July 16th. The table will be staffed by Amy Lipford and Hunter Waley from 10:00 a.m. – 12:00 p.m. Should either of these individuals not be available, committee member Candle Wester has volunteered to serve as a substitute.

V. Promotional Give-a-ways: Re-use and Recommendation

The committee will be reusing promotional give-a-ways from the 2015 conference. These include fans, pens, pins, and a limited amount of stickers. These are currently in the possession of Jennifer Wondracek. Committee chair Alexis Fetzer will be coordinating with Jennifer on getting

these materials prior to the AALL Annual Conference. Materials will be distributed at the CONELL marketplace and made available on the RIPS activity board in the exhibit hall.

While we should have enough material to sustain the activity board for the first few days of the conference, the committee anticipates running out of this material before the end of the conference. The committee has proposed ordering additional promotional material but is awaiting confirmation from the Board on whether ordering additional material would be within the budget.²

² [Information from Executive Board - The Executive Board elected not to approve the purchase of additional promotional giveaways given the change in SIS space availability (Poster boards instead of tables) in the activities area and the cost of promotional items. Next year, the Executive Board will rely on the recommendation of the committee to determine whether promotional materials should be purchased based on traffic flow and distribution in this new arrangement.]

RIPS Research Instruction Committee

Completed work and Next Steps for next year:

Review Subcommittee:

The members of the reviews subcommittee have each reviewed one of the items from the master list we developed and are working on reviewing their second and third selections. Our working deadlines for deliverables of those remaining reviews are the end of May and the first week of July respectively.

Next Steps for the Review subcommittee: As the research for the new platform continues. This subcommittee should evaluate if the reviews should be published on the website and/or the RIPS Blog.

Survey Subcommittee:

Update 1: Finalized the language and order of the questions in the survey. We are working on text for a brief introduction and deciding on a title for the survey. After we have done these two things, we will be generating the survey in SurveyMonkey, testing out how long it take to complete (so we can add that to the introduction or announcement) and then sending the survey link out to the Member Open Forum. I'm hoping for all of that to happen this month or by early June at the latest.

Update 2: The Survey committee finalized the language and order of the questions. We are working on the text for a brief introduction and deciding on a title for the survey. After we have done these two things, we will be generating the survey in SurveyMonkey, testing out how long it take to complete (so we can add that to the introduction or announcement) and then sending the survey link out to the Member Open Forum. I'm hoping for all of that to happen this month or by early June at the latest. Please let me know if you would like additional information from me.

Next Steps for the Survey Subcommittee: Launch the survey, analyze data and report it out to the AALL Membership. Perhaps highlighting subcommittee member's responses to the survey results on the RIPS blog.

Platform Subcommittee:

Task research the appropriate platform for publishing the reviews of legal research textbooks created by the review committee. Research tasks where assigned to members and research was begun.

Next steps: Compile and report out the research conducted and evaluate if more research needs to be completed before proposing a new platform for the RIPS reviews.

Jason Sowards and I would like to thank all members of the committees for their tremendous work this year. I look forward to seeing what this committee will accomplish in the coming year.

RIPS Legal Research Competency Committee

Report to the RIPS-SIS Executive Board

July 2016

Legal Research Competency Committee Mission Statement:

- Develop a body of knowledge to support and inform stakeholders about the *Principles and Standards for Legal Research Competency*.
- Determine best practices for incorporating the standards and competencies into research instruction and competency improvement initiatives.
- Identify best practices for measuring legal research competency for instructional and performance evaluations.
- Strengthen the awareness of and commitment to the *Principles and Standards for Legal Research Competency* within the AALL community through outreach, educational and programmatic endeavors.
- Partner with the AALL Executive Director and Special Committee(s) to share information to join in the dialog with external audiences and to promote the *Principles and Standards for Legal Research Competency* to all stakeholders.

Since its founding in February 2014, the RIPS Legal Research Competency Committee has spent it's time developing our Mission Statement and prioritizing a formidable list of action items to accomplish.

Activities Undertaken:

The 2015-16 Committee was considerably larger than previous years and it became immediately apparent that full member meetings would pose a scheduling problem. Thus, the Committee decided to restructure into subcommittees in order to make progress towards our overall agenda. We determined that identified major initiatives that should be addressed this year, with a goal of implementing action plans next year. Committee members chose the subcommittee that was of most interest to them and commenced holding meetings to select a subcommittee leader and formulate action plans.

Survey

The LRC has designed a survey to elicit the favorite tools and resources librarians use to teach legal research, whether in a firm, government, or private library, and for full classes, one-offs and trainings. Survey results will be shared with membership.

Programs and Presentations

Building upon our successful programming in 2015, the Committee formed the Program Proposals Subcommittee to commence brainstorming ideas for programming during 2017 and future years, either at the AALL annual meeting, Chapter meetings or programs sponsored by related groups.

Virtual Competency Talks

The LRC Committee created a subcommittee on Virtual Competency Talks that is in the process of identifying a series of webinars that would focus on legal research competency and assessment topics. Webinars could range from 15-60 minutes depending upon the topic, format, and number of speakers. We expect to seek assistance from other RIPS committees as we prepare to launch the webinars.

RIPS Legal Research Competency Webpage

RIPS-SIS is poised to become a leader in legal research competency resources with the development of a robust, cutting edge web portal that can be a clearinghouse for all information related to research competency. A few additions have been made to the (formerly outdated) Core Legal Research Competencies website to add relevant links to updated information and documents: <http://www.aallnet.org/sections/rips/research/Core-Legal-Research-Competencies>

Guidelines, policies, scholarly articles, instructional materials, surveys, and more materials are scattered throughout the internet, often buried inside institutional organizations. The goal of this subcommittee is to redesign and create an online Center for Legal Research Competency that actively gathers together information from internal AALL sources and external stakeholders to facilitate discovery of historical and leading edge information.

RIPS members are welcomed and encouraged to contact any Committee member with suggestions, comments or ideas pertaining to legal research competency and instruction.

Respectfully submitted,

Legal Research Competency Committee Members 2015-16:

Alissa Black-Dorward

Mary Ann Neary

Cynthia Burress

Kristen Moore

Elizabeth Caulfield

Anne Mostad-Jensen

Lauren M. Collins

Susan Nevelow Mart

Walt Cook

Mark Podvia

Marin Dell

Karen Skinner

Paul Gatz

Nolan Wirght

Cindy Hirsh

Gail A. Partin, Chair

Kerry Lohmeier

Pamela Melton

Distance Education Committee

The Distance Education Committee set up a group on My Communities for the committee to communicate and share/store documents. We discussed having a webinar (similar to the one the Patron Services Committee offered) instead of a roundtable at the annual meeting, but did not make a proposal. Our main goal for the year was to prepare a document with resources for those interested in distance education. We did some work in this area but do not have a final document.

Online Member Training Committee

The Online Member Training committee considered several options to fulfill its charge including, being a RIPS-facing content creator, being a subcommittee of the Program Committee, being a clearinghouse for training opportunities, and creating best practices for developing online training opportunities. The committee will be working with the Executive Board to clarify and refine its charge in 2016-2017