Continuing Professional Education Special Committee

Charge:
http://www.aallnet.org/committee/prof_edu.asp

Charge and Size

The Special Committee on Continuing Professional Education is charged to carry out certain recommendations made by the 2005 Education Summit and by subsequent task forces. Specifically, the CPE Special Committee will work with the new AALL Education Manager to:

- Develop for Executive Board consideration at the Spring 2007 Board meeting a proposed update of the AALL Professional Development policy
- Clarify the relationship of the Continuing Professional Education program to the Annual Meeting Program Committee (AMPC)
- Evaluate education programming proposals received under the new Funding Models for AALL Continuing Education Programs (Spring 2006 Executive Board meeting, Tab 23) and make recommendations for funding. Develop further the CPE funding model.
- Survey other professional associations to determine their level of continuing education programming, particularly their use of technology (webinars, podcasts, etc.)
- Prepare a Members' Briefing for the April 2007 issue of AALL Spectrum (deadline is Feb. 1) on the new CPE program and publicize the program to AALL members in other appropriate ways.
- Recommend how the work of the CPE Special Committee should be carried on after July 2007.

AALL’s Vision

The second and third paragraphs from the AALL Vision guided the work of the CPE Committee.

“Members will be recognized as valued leaders in the legal community. AALL will provide leadership training and opportunities to position our members to become essential to the mission of their organizations.”

“Members will have the skills needed to meet the ever changing needs of our environment. AALL will provide the educational opportunities to position our members to navigate those changes.”
GOAL I: LEADERSHIP
Law librarians will be recognized and valued as the foremost leaders and experts in legal information, research, and technology.

OBJECTIVES
- Provide leadership training opportunities

While the CPE Committee primarily contributed to the second strategic direction goal, education, we also contributed to the first goal of leadership. At the initiative of Michael Chiorrazzi, Director and Professor of Law, University of Arizona College of Law Library, AALL held a Management and Leadership Institute from March 5-8th, 2007. The CPE Committee contributed to this program by assisting in the selection of 35 participants from 75 applicants, and in designing an evaluation for participants.

GOAL II: EDUCATION
Law librarians will have the education and training they need to meet and leverage the challenges of the changing information environment.

OBJECTIVES
- Expand the scope of educational offerings to meet the ever-changing needs of members
- Develop partnerships to increase the range of educational offerings
- Use a wide range of delivery means and opportunities to provide education beyond the Annual Meeting
- Increase the number of library school programs for law librarianship and increase awareness of law librarianship as a profession
- Increase the number and amount of grants and scholarships

The CPE Committee’s primary focus for 2006-2007 was in pursuing the second and third objectives of the second strategic goal, education.
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Date Completed</th>
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<tbody>
<tr>
<td>July 9, 2006</td>
<td>First meeting of the CPE Committee in St. Louis:</td>
<td>July 9, 2006</td>
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<tr>
<td></td>
<td>• AALL Education Manager delivered her “Overview of Education Efforts of Other Similar Organizations”</td>
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<td></td>
<td>• Pilot - AMPC program selected and arrangements made for taping program to be posted on CPE website at later date</td>
<td>July 17, 2006</td>
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<td></td>
<td>• Announcement of AALL/BNA Continuing Education Grants Program</td>
<td>August 1, 2006</td>
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<td></td>
<td>• Committee developed the web page outlining the AALL/BNA Continuing Education Grants Program and designing the online application form.</td>
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<tr>
<td>September, 2006</td>
<td>Developed anonymous Zoomerang survey for objectively assessing grant applications</td>
<td>September, 2006</td>
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<tr>
<td>September 8-22</td>
<td>Reviewed and announced Round One grants</td>
<td>September, 2006</td>
</tr>
<tr>
<td>November 30 – December 18</td>
<td>Reviewed and announced Round Two grants</td>
<td>December, 2006</td>
</tr>
<tr>
<td>December 2006 - January 2007</td>
<td>Short online survey on continuing professional education announced in Sally Holterhoff’s “From the Desk of” column on AALLNET.</td>
<td>January 22, 2007</td>
</tr>
<tr>
<td>December, 2006</td>
<td>Prepared Members’ Briefing for AALL Spectrum</td>
<td>February 14, 2007</td>
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<tr>
<td>February, 2007</td>
<td>Update AALL Professional Education Policy</td>
<td>March 9, 2007</td>
</tr>
<tr>
<td>February 23 – March 12, 2007</td>
<td>Reviewed and announced Round Three grants</td>
<td>March, 2007</td>
</tr>
<tr>
<td>March –</td>
<td>Develop discussion guidelines for CPE moderated</td>
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<tr>
<td>Date</td>
<td>Task Description</td>
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<tr>
<td>April 15, 2006</td>
<td>list serv discussion</td>
<td></td>
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<tr>
<td>March 2007 - June 2007</td>
<td>Develop a liaison relationship with the AMPC for 2007-2008</td>
<td></td>
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<tr>
<td>March – June 2007</td>
<td>Develop a CPE Program Planner’s Checklist for the CPE website and handouts for AALL leadership training sessions at the 2007 Annual Meeting</td>
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<tr>
<td>May, 2007</td>
<td>Review and announce Round Four grants</td>
<td></td>
</tr>
<tr>
<td>May 23, 2007</td>
<td>CPE’s Telspan distance learning program (50 seats) with CALL audience in Chicago featuring K. Matthew Dames, “Buying Electronic Content: The Theory of Negotiating Capital.”</td>
<td></td>
</tr>
<tr>
<td>May, 2007</td>
<td>CPE committee members to compare Webex to be used in CRIV AALL Licensing Principles Program with Telspan to be used in CPE’s program to be held on May 23 2007.</td>
<td></td>
</tr>
</tbody>
</table>

**AALL/BNA Grants Program Schedule – 2006-2007**

**Timeline for the First Round of Proposals**
- September 8, 2006 – Proposals due to AALL Headquarters
- September 11 – 26, 2006 – Review of proposals
- September 22, 2006 – Announcement of funded grants
- September 29, 2006 – Disbursement of funds
- June 30, 2007 – Deadline for expenditure of funds

**Timeline for the Second Round of Proposals**
- November 27, 2006 – Proposals due to AALL Headquarters
- November 30 – December 12 – Review of proposals
- December 18 – Announcement of funded grants
- December 20 – Disbursement of funds
- December 31, 2007 – Deadline for expenditure of funds

**Timeline for the Third Round of Proposals**
- February 23, 2007 – Proposals due to AALL Headquarters
- February 24 – March 9, 2007 – Review of proposals
- March 12, 2007 – Announcement of funded grants
- March 19, 2007 – Disbursement of funds
- December 28, 2007 – Deadline for expenditure of funds

**Projected Timeline for the Fourth Round of Proposals**
- May 4, 2007 – Proposals due to AALL Headquarters
- May 5 – 18, 2007 – Review of proposals
- May 21, 2007 – Announcement of funded grants
- May 29, 2007 – Disbursement of funds
- March 31, 2008 - Deadline for expenditure of funds
In rounds one through three, the CPE committee awarded $31,450 in amounts ranging from $85 - $11,325.

### AALL/BNA Continuing Professional Education Grants Program 2006-2007

For more information see: [http://www.aallnet.org/calendar/](http://www.aallnet.org/calendar/)

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Name of Program</th>
<th>Date of Program</th>
<th>Program Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta Law Libraries Association</td>
<td>Using Competitive Intelligence to Help Win Clients”</td>
<td>October 10, 2006</td>
<td>The grant funds enabled us to invite a competitive intelligence expert to speak. Without the grant, this would not have been possible. Additionally, the funds provided an opportunity for the association to hire a broadcast specialist to produce its first MP3 file for a podcast.</td>
</tr>
<tr>
<td>Private Law Libraries Special Interest Section -Mark Estes</td>
<td>Law Firm Library Management Workshop</td>
<td>October 18, 2006</td>
<td>The program grew out of a PLL survey regarding programming preferences. This successful collaborative effort was well attended. In addition, there have been member inquiries to conduct the program again in other cities.</td>
</tr>
<tr>
<td>Regional/Lynn Fogle</td>
<td>Collaborate and Innovate</td>
<td>November 10, 2006</td>
<td>The grant funds were used to pay a nationally recognized keynote speaker to discuss creative conflict resolution. Since this program was open to many types of librarians, it was important to have a strong program on a topic that would be applicable to everyone. A portion of the speaker’s session was audio taped for podcasting.</td>
</tr>
<tr>
<td>Northern California Association of Law Libraries</td>
<td>Information Services Program</td>
<td>February 7, 2007</td>
<td>The grant funds were used to cover speaker travel expenses. The program will focus on web-based information services for library clientele.</td>
</tr>
<tr>
<td>Academic Law Libraries Special Interest Section Continuing Education Task Force</td>
<td>Challenging Conversations</td>
<td>February 19, 2007</td>
<td>The grant funds were used to cover speaker travel expenses. The program will focus on strategies and techniques to improve communication skills in challenging situations. This program will be video taped and available via AALLNET.</td>
</tr>
<tr>
<td>Academic Law Libraries Special Interest Section -Michael Chiorazzi</td>
<td>Management and Leadership Institute</td>
<td>March 3, 2007</td>
<td>The winter institute was developed out of a desire to help law librarians grow in their professional skills. The Training the Next Generation of Law Librarians Committee proposed this institute to serve as a model for future institutes. Portions of the costs to attend were underwritten by AALL. The institute was facilitated by a nationally known management and leadership expert.</td>
</tr>
<tr>
<td>Law Library Association of Greater New York</td>
<td>Private Equity Program</td>
<td>March 14, 2007</td>
<td>The grant funds were used to cover speaker expenses and program costs. The program will focus on private equity.</td>
</tr>
<tr>
<td>Dallas Association of Law Libraries</td>
<td>State Law/Texas History Program</td>
<td>March 17, 2007</td>
<td>The grant funds were used to cover speaker travel expenses. The program will focus on legislative history research.</td>
</tr>
<tr>
<td>Northern California Association of Law Libraries</td>
<td>Strategic Planning Program</td>
<td>April 27, 2007</td>
<td>The grant funds will be used to cover speaker travel expenses. The program will focus on strategic planning, mission and vision development.</td>
</tr>
<tr>
<td>Organization</td>
<td>Event Description</td>
<td>Date</td>
<td>Grant Details</td>
</tr>
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<td>--------------------------------------------------</td>
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</tr>
<tr>
<td>Michigan Association of Law Libraries</td>
<td>Medical and Legal Information Program</td>
<td>May 10, 2007</td>
<td>The grant funds will be used to cover speaker travel expenses. The program will focus on bridging medical and legal research skills, proactive librarianship. The event will foster relationships between the medical and law library groups in the area.</td>
</tr>
<tr>
<td>CPE Committee and Chicago Association of Law Libraries</td>
<td>Negotiating E-content licenses</td>
<td>May 23, 2007</td>
<td>Grant funds supplied by AALL Executive Board for pilot webinar using Telspan.</td>
</tr>
<tr>
<td>Tarlton Law Library</td>
<td>Legal Research Skills</td>
<td>October 4, 2007</td>
<td>The grant funds will be used for travel expenses for speakers. The conference will focus on the effective teaching of legal research skills to the current generation of law students. In addition, sessions will be recorded for later webcasting.</td>
</tr>
<tr>
<td>David Merkin</td>
<td>Northeast Regional Law Libraries Meeting</td>
<td>October 17, 2007</td>
<td>The grant funds will be used for video taping the meeting sessions. The meeting will focus on Law Librarians and Librarianship, Law Libraries and the Law and Law Libraries and Beyond the Law.</td>
</tr>
<tr>
<td>New Orleans Association of Law Librarians</td>
<td>Podcasting Programs</td>
<td>Ongoing</td>
<td>The grant funds will be used to podcast NOALL speakers and educational programs.</td>
</tr>
<tr>
<td>New Jersey Law Librarians Association</td>
<td>Free foreign, comparative and international materials on the web</td>
<td>October 17, 2007</td>
<td>The grant funds will be used to cover the travel expenses of the speaker.</td>
</tr>
<tr>
<td>Committee on Relations with Information Vendors</td>
<td>AALL Licensing Principles Webinar Program</td>
<td>TBA</td>
<td>The grant funds will be used to cover webinar program costs.</td>
</tr>
</tbody>
</table>
New Page on CPE Web Site - More Titles Coming Soon!!
Watch for announcements during early April about this new page of continuing education podcasts and videos. Some podcasts were provided by Lee Peoples who edited podcasts of selected programs from regional meetings such as Westpac.
CPE Committee Budget Request to AALL Board’s Finance and Budget Committee for 2007-2008

Description of Program/Task

The CPE Committee’s budget proposal enables AALL to expand and improve the quality of the continuing professional education program offerings held in between each summer’s AALL Annual Meeting program by increasing the amount of grant funding available for 2007-2008. This proposal also includes a request for a “secure content management system” that will enable AALL to provide distance learning continuing professional education opportunities from the password protected portion of the AALL website as an exclusive membership benefit of belonging to AALL.

Description of Previous/Similar Efforts

During 2006-2007

1. BNA and AALL funding supplied $60,000 to launch the AALL/BNA Continuing Education Grants Program
2. BNA largely funded Mark Estes Program, “Law Firm Library Management Workshop: Solutions & Scenarios” held on October 18, 2006 in Washington D.C. ($3,000 of AALL monies were contributed towards this program.)
3. AALL largely funded Michael Chiorazzi’s “Management and Leadership Institute” to be held on March 5 – 8, 2007. AALL contributed $20,000 and participants paid for their own travel expenses and some meals.
4. AALL Executive Board approved $4,400 to be spent on hosting a webinar currently planned to be in Chicago hosted with CALL in late Spring, 2007.

Description of How This Program/Task Supports the AALL Strategic Direction

This budget request moves AALL forward in providing the key strategic direction – Education.

The CPE Committee believes that it is important to build on the momentum established during the first year of the AALL/BNA Continuing Education Grants Program. The CPE budget proposal increases the funding for locally presented programs proposed by AALL members. The CPE Committee’s survey conducted from January 12th – 22nd and completed by 413 participants showed that they had an overwhelming preference for local presented in-person continuing education programs sponsored by AALL or local chapters.

From a survey of AALL members conducted by the CPE Committee in January, 2007, we learned that of the majority of 411 respondents, 45.5% said that $55-$100 is the highest price a librarian or her employer is willing to pay for a half day program and that 38.9% of respondents or their employers are willing to pay $110-$170 for a whole day session. In next year’s grant application guidelines, we could include this information and explain to applicants that our goal is normally to subsidize, not fully fund continuing
professional education programs.

The other top priority for the CPE Committee is obtaining a secure content management system. This would enable AALL to provide access to podcasts and streaming video of CE programs to AALL members by using their AALLNET passwords. According to Celeste Smith who has consulted with Chris Siwa on this proposal, such a system would also allow AALL to offer webinars, video conferences, content/lesson creation for online asynchronous training and tutorials. The CPE Committee believes that AALL continuing education is an important benefit of membership. In my experience with working with program proposers and speakers during the first two rounds of grant proposals, we would have had more program material to share with the wider AALL membership if presenters knew that all or some of their presentation was to be restricted for access by AALL members. Speakers, especially non AALL members who are professional presenters are not willing to have their programs digitally recorded and freely available via a website for all to benefit from. Professional speakers are in my experience, more willing to allow that a portion of their program be available to an exclusive audience such as AALL members for a restricted period of time.

The CPE Committee would also like to host a series of distance learning events such as webinars to provide a continuing education option for AALL members who are unable to travel to locally hosted events. From the survey comments, it appears that there is a demand for programs about technologies therefore it makes sense to use different technologies to teach about technologies and how they can be applied by law librarians in their day to day service work.

The CPE Committee would like to offer another workshop similar in format to Mark Estes’ workshop that was held in October, 2006 for private law librarians. This was a very successful program, and if funds permit we would like to offer another suitable institute or workshop on a topic that is in demand by AALL members. We would be pleased to have vendor sponsorship for these events.

**Description of Expenses to be Funded**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Grants to SIS’s, chapters, libraries &amp; members etc.</td>
<td>80,000</td>
</tr>
<tr>
<td>Series of webinars or other type of distance learning</td>
<td></td>
</tr>
<tr>
<td>CE distance learning events planned by CPE Committee</td>
<td>20,000</td>
</tr>
<tr>
<td>Two “big” programs like the Estes &amp; Chiorrazzi programs</td>
<td>30,000</td>
</tr>
<tr>
<td>Secure Content Management System</td>
<td>10,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>140,000</strong></td>
</tr>
</tbody>
</table>

**Estimated Funding Request Amount**

$140,000
MEMORANDUM

To: AALL Executive Board

From: Celeste R. Smith, Education Manager

Date: February 8, 2007

Re: Supplemental Information for CPE Budget Request

The Continuing Professional Education Special Committee sent a survey to the AALL membership in January 2007. Carole Hinchcliff, Chair of the CPE Committee requested that we summarize the feedback regarding topics for continuing professional education and provide this information to supplement the CPE budget request.

We received overwhelming feedback regarding topics, twelve pages of topics to be exact. A brief summary of topics is attached in support of the budget request and the growing need for continuing professional education.

Attachment
CPE Survey Summary of Responses Regarding Topics

CPE Survey Question:
What topics do you think that AALL should sponsor to meet your CPE needs? Please respond in the space below.

Cataloging, Acquisitions and Collections
Workshops, institutes, metadata, electronic resources
Law cataloging for new law catalog librarians
Advanced cataloging
Cataloging legal materials (i.e., esp integrating resources, legal serials, online resources, electronic resources)
Metadata vs. Descriptive Cataloging via MARC: Which way to go?
How to work with RDA
Legal Subject Headings
Legal Classification
Legal Authority Creation/Maintenance
Legal Acquisitions Methods
Special Collections and Acquisitions Practices
Managing a Rare Books Collection on a budget
Book preservation
Collection Development Tools
How to manage/Maintain Electronic resources
The correct balance between information media--print, microform, and computer databases in a contemporary law collection
Innovative reference techniques

Legal Research
Basic legal research/legal publications for new law librarians and support staff
Teaching research skills to new associates in law firms
Foreign law research-Law school-in-a-day type sessions
International legal research
Legal Research--specific topics: eg. IP, Public Records Research

Technology
New technologies for LAW libraries
Effective ways to teach with technology
Practical hands on technology classes: XML or web design, etc.
Exposure to other database software or web driven library packages
New technology in the new law library environment
Intranets, wikis, Web 2.0
Content management solutions
Using virtual training for patrons

Privacy
Issues relating to the conflict between privacy rights and public access in an electronic age

Management
Budgeting
Advanced management courses
Management for Solo librarians
Effective communication with problem employees
Practical labor law, human relations
Personal career oriented programs
Succession planning
Dealing with vendors
Use of statistics in measuring library services
Basic library skills (for newer employees)
Staff training in computer literacy
Disaster Recovery
Law Firm Library Moves/Remodels

Technical Services/IT Management
Tips, Tricks, Managing Tech Services staff (what type of staffing is needed? including educational levels, etc)
How to Manage a Tech Services Dept
How to Manage an IT Dept
How to Manage Tech Services work flows

Intellectual property/Copyright
Intellectual property/copyright issues
Basic IP searching/resources
Understanding patent families, foreign resources, etc
Sources and approaches to securities, tax, business research
Substantive researching skills classes in areas such as securities, intellectual property
Knowledge management

International
International issues that may impact library services
International Corporate Research
FCIL

Government/County
Keeping county public law libraries funded
How to lobby legislature for more funding for public accessible county law libraries
How to build networks/support from judges, attorneys, legislature for institutional change to provide more help for pro se litigants
Management-government resources
Best practices in assisting pro se library users
Meeting the needs of Pro Se litigants
Patents
Uniform Laws
PATRIOT Act
In depth seminars on various and/or obscure government groups/agencies
OPAC enhancements

General
Law Librarians' professional certification program, via Webinar
Best practices for different types of research
Practical, how-to programs
Ethics
Continuing education in specific functions in the library for staff
Innovation & creativity in all aspects of library work
Key vendor approval process for handouts and screen captures for in-house private law library (.com) training
Preference is for 'hard' topics empirically based rather than 'soft' topics
Writing for publication
How to be a quality teacher
Repeat some of the annual conference programs
Training the XYZ generation
Best practices in marketing library services with zero marketing budget
Best practices in providing reference and document delivery service
Partner with the ABA Assn Legal Adms, PLI and even SLA as horrible as they are
CPEs that keep law librarians abreast of new legal topics, research tactics, legal resources, and new trends in the field of law librarianship
Help facilitate MLS attainment for those who don’t work very close to a university that offers the degree.
FYI – The Member’s Briefing discusses most of the CPE Committee’s survey results. Here are the compiled answers to question 8.

Continuing Professional Education Survey General Comments

Question #8
Please list any other comments about continuing education that you would like to share.

More person-to-person (live in person) learning opportunities are needed
There is a perception, incorrect as it is, that SLA does better programming

AALL should not provide assistance with strings attached that could adversely affect the revenue intake of a Chapter's events or membership. For example, saying AALL will give so much money for Chapter CPE purposes, but AALL members outside the Chapter will have to be charged the same as Chapter members to attend the CPE opportunity, thus negating one of the perks of membership in the Chapter.

The less I have to travel, the better. It's expensive & it takes too much time away from my job.
Please remember to consider the SMALL law library when building CPE sessions. Not everyone works in an academic library - AALL programs are severely slanted to academic libraries, making selection of programs to attend kind of an ART.

Major problem with AALL annual meeting CPE is location of conference. Chicago should be used more frequently as a preferred locale.

It is difficult, if not impossible, for people like me who are not in major metropolitan cities to travel multiple times a year for programs. Please consider an online class setting like WebCT, Moodle, or Blackboard.

Import and combine some popular and well-received AALL sessions to the chapter level. Don't re-hash the same 'how I did it in my shop' format. Webinars and webcasts should be priced less than seminars requiring actual presence at the seminar site.

The more easily the educational opportunities can be accessed, the more useful they will be.
Less Westlaw and Lexis. They are too dominant, not cutting edge enough.

Networking is still one of the major benefits of attending–which is good, but whether we need a national conference is debatable. I think tech services type of programs could be better done regionally in 1-2 day conferences. Even faculty services or reference topics could be concentrated with regional meetings. It just seems like we are spending a lot of money with little payout in the workplace for the money invested in the conference.

Make it easy, short and to the point. In small doses that can be absorbed and put to work. Try not to overwhelm, this tends to discourage, maybe have buddy system, being a solo law librarian/director can make you feel isolated and depressed.

Engage attorneys who practice in an area of law to make presentations.

Based on the attendance at the TS-SIS Committees in St. Louis, I think the word is out that the committees, and their forums, are absolutely the place to learn what is going on and to help take action at the group level. For Tech Services, this is where you meet your colleagues and keep up with trends. You hear your reps at national bodies report on cutting edge issues, and can make your views known.

I think video podcasting would be the best way for AALL to offer programming outside the annual meeting. Rather than spend a lot of money on this, perhaps the committee could develop ways to capture high quality chapter events for podcasting and offer them for free.

AALL Annual Meetings are still the best!
More programs on Civil Procedure and how the process works in various states.

If it is not good for a 'CPE', it is better to have a presentation by an LC classification specialist during our Cataloging/Classification meetings at AALL annual meeting in New Orleans.
Where did all the old regional workshops go to? Many were well attended and more in depth than what can be covered in either pre- or post-convention settings.

What I see missing from myself and my colleagues are BASIC-INTERMEDIATE skills. In Library School we all took classes on things like 'theories of learning' but so few of us know any basic skills in collection development, technical services (including use of bibliographic utilities), familiarity with common reference databases, etc. I have worked in three law libraries and seen this pattern repeated. There seems to be very little interest in making sure that librarians have basic skills in all areas of library operations - if you didn't get the training in library school then you probably aren't going to get it on the job. Sure, you can train with other types of libraries/librarians but I find that this is problematic because they are often such specialists whereas we have to be generalists.

While the learning is the most important aspect, it would be helpful to offer CEU or CLE (for JD's) credits when possible. This would add to the stature of the program and look better to employers. Thank you.

Technical Services issues have not been well represented in AALL programming and need to be on an equal basis with other sorts of educational programs.

More librarians would attend if AALL would: 1. Offer more financial assistance to mid-career law librarians 2. Offer a break on registration costs for programs and the annual meeting to members who serve on committees, organize the programs, etc that make the meetings run.

I think it's important to relate AALL's CPE activities to other offerings. For example, SLA has a competitive intelligence certification program, and there are others as well. It might be good for AALL to partner with some of these organizations to offer a law-specific module.

Besides basic programs, there AALL also to offer the 'mature' librarian programs of interest. This may be more theoretical than practical and might even include programs on substantive law issues.

Most library schools can't focus on the special training required for law cataloging and technical services. We have to take that responsibility more seriously.

Please don't assume that all members, or the only ones who count, already have their MLS degrees. A large component of your membership does not, and should be acknowledged. I, for example, have been working in a law firm library for six years without one; for over two of those years as an assistant librarian, doing just about everything real librarians do.

It would be great if AALL or chapter CPE could be certified to act as CLE for bar requirements.

I definitely prefer Bay Area programs to programs that are further away geographically. I can also sell local programs more easily to my employer.

Working for a government entity that has restrictions on out of state travel, it would be beneficial to have CPE programs sponsored by AALL in state so that staff can attend.

I would love to participate in continuing education, and my employer is more than willing to support my needs, however, I often have a difficult time finding CPE events.

I was a member of the 2003 continuing ed task force, so appreciate everything you are trying to accomplish! The continuing contact with members to develop good programs is a critical function of our association.

Since this summer's annual meeting is the first one using the new format I'm somewhat apprehensive that I'll be able to get to all the programs I need and want to attend. Even with the 3+ day format I was rushed and conflicted, I simply don't see how this new 2+ day format will changed that.

Certificate should be issued

Appreciate SCCLL's efforts to improve and diversify CPE training!

The last annual meeting had more variety in sessions and that was good. I also like the various length of programs. In the old days, when everything was 90 minutes some sessions seemed a little stretched for content.

CPE should be run in conjunction with chapter meetings, so people do not need to take extra time off or make a special trip.
AALL Professional Education Policy  
March 12, 2007  
Proposed New Language:

To provide members and non-members with educational opportunities consistent with the AALL Vision and AALL Strategic Directions.

To facilitate the provision of readily available, high quality, replicable and timely educational programs, publications and services in a variety of formats, using all available and future technologies in order to enable members to stay current in the profession of law librarianship.

To provide members with educational opportunities enabling them to meet core competencies for law librarianship.

To provide non-members with comparable educational opportunities in our areas of expertise.

To engage in collaborative educational endeavors with for profit and not-for profit organizations, including AALL Chapters.

To provide funding, when available and appropriate, to AALL entities such as caucuses, chapters, committees, SISs and individual AALL members to produce continuing education programming that meets these goals.

To work collaboratively with the AALL Education Manager and other AALL staff to achieve these goals.
Recommendation that CPE Special Committee Become a Standing Committee

Recommendation

To oversee the AALL/BNA Grants Program and to develop a planned series of distance continuing professional education programs we recommend that the AALL Board change the status of the Continuing Professional Education Special Committee from a special committee to a standing committee.

AALL’s CPE Committee has provided a vital role in offering continuing professional education for law librarians. Activities of the CPE Special Committee’s during its pilot year include:

- establishing the procedures for and administered the AALL/BNA Grants Program resulting in the funding of 13 continuing education programs
- hosting a Telspan distance learning program in conjunction with a live audience of CALL members in Chicago to experiment with this type of content delivery method with the aim of developing a planned series of distance learning programs of interest to AALL members
- making podcasts and videotaped programs available via the CPE web site
- hosting a moderated list serv discussion

Respectfully submitted by
Carole L. Hinchcliff, Chair CPE Special Committee
In thinking about the charge for the CPE Committee as it concludes its pilot year, we have suggested the following general language you may wish to consider.

**Recommendation 1:**
The Continuing Professional Education Committee will work in collaboration with the Education Manager to further develop and maintain the Continuing Professional Education policy.

**Recommendation 2:**
The Continuing Professional Education Committee will continuously advise, advocate, support and encourage AALL continuing professional education efforts outside of the annual meeting. The Continuing Professional Education Committee will continue its work as an independent entity providing support to education programs outside of the annual meeting. The AMPC Committee will continue its work as an independent entity providing support to the annual meeting education programs. The Education Manager and other AALL staff will act as a bridge to the efforts and initiatives of both committees.

**Recommendation 3:**
Develop and revise the Continuing Professional Education policy in collaboration with the Education Manager and other AALL staff as outlined by the education goal of AALL Strategic Directions.

**Recommendation 4:**
Further develop and administer the AALL/BNA Continuing Professional Education Grants Program (Evaluate education programming proposals received under the new Funding Models for AALL Continuing Education Programs (Spring 2006 Executive Board meeting, Tab 23)

**Recommendation 5:**
Prepare a Members' Briefing (as needed) on the Continuing Professional Education program and continuing professional education efforts.

**Recommendation 6:**
Monitor and evaluate continuing professional education trends, education efforts and developments, new technologies of the library and larger community.

Given the focus on other activities, this year’s CPE Committee has so far not interacted with the AMPC. As shown in our action plan, we will work on this aspect of our charge and report back for the AALL Board meeting in July.

In thinking more specifically about the charge for next year’s CPE Committee, a couple of issues have emerged. One is to continue to keep updated on the fees that members are prepared to pay to participate in a program, and to find a balance between keeping the price low and pricing our programs so that they are in line with our competitors. In addition, we need to explore the idea of any free programs being accessible to “AALL members only” (via their AALLNET passwords). This could be an attractive member benefit. Most professional speakers are not willing to have us digitally record their programs if they will be available to the world via AALLNET. (See Budget Request.)
In Round One, SEALL decided to decline our grant to buy podcasting equipment that could be used to make podcasts of SEALL programs. The grant applicant told me that SEALL was concerned that if employers who are “borderline funders” of continuing professional education programs know that free podcasts of programs are available they will not provide travel money for conference attendance, and this decrease in the number of conference attendees will negatively affect chapter conference budgets. If AALL were to sell podcasts of programs, how much should they cost? CDs of AALL AMPC programs cost $11 each, and iTunes cost $1 each and podcasts of TV shows cost $3 each.

There is plenty to do for the new committee to do as the AALL/BNA Grants program evolves. The grants program is flexible and takes a very much member driven approach to providing programs that program proposers wish to offer and that program will need to be administered. The other approach that needs more attention is offering larger programs such as the PLL Library Management program held last October and the Management and Leadership program held in March 2007. AALL also needs to offer a planned series of distance education programs to meet the needs of members who are unable to travel to “live” programs and or who prefer desktop learning opportunities.

Respectfully submitted by
Carole L. Hinchcliff, Chair CPE Special Committee
New Directions in AALL’s Commitment to Provide Continuing Professional Education

by Carole Hinchcliff

The message was loud and clear. AALL members who attended the fall 2005 Education Summit expected their Association to provide more opportunities for continuing education between AALL’s Annual Meetings. This need expressed by members aligns with AALL’s three strategic directions—leadership, education, and advocacy—the core service goals of AALL from 2005-2010.

At the conclusion of the Education Summit, work began on recommendations that would facilitate AALL members’ access to continuing education opportunities throughout the year. In January 2006, AALLNET launched a calendar of events, which includes listings of professional education events throughout the country and abroad that are of interest to law librarians. Built largely by contributions by AALL members, the calendar lists upcoming and archived events that are sponsored by a wide variety of entities. Take a look at the calendar at www.aall.org/calendar.

By May 2006, AALLNET included a Speakers Directory (www.aallnet.org/bureau), which provides names of speakers suggested by AALL members. Searchable by either name or area of speaker expertise, this database showcases the expertise of AALL members and makes known the names of speakers who have presented to law librarian groups.

Eager to participate in providing continuing education tailored to meet the needs of law librarians, Michael Chiorazzi, director and professor of law at the University of Arizona College of Law Library, and Mark Estes, director of library services at Holme Roberts Owen LLP, quickly developed programs for AALL members. Chiorazzi and Estes received approval and funding for their proposals from the AALL Executive Board at its spring 2006 meeting.

Longtime supporter of AALL professional education activities, BNA Inc., which had generously sponsored the Education Summit, agreed to largely fund Estes’ program on law firm library management.

“For the past decade, BNA has been privileged to make major contributions to AALL’s Professional Continuing Education Program, most recently underwriting the 2005 Education Summit and establishing the AALL/BNA Continuing Education grant fund,” said Kammie Hedges, director of library relations for BNA. “BNA firmly believes that AALL is in the best position to know what training is most needed to help librarians hone their skills and expertise and be increasingly effective and relevant in their jobs. With this in mind, BNA provides financial support to AALL, so that the Association can take the lead in offering continuing education for law librarians across the country.”

In spring 2006, the AALL Executive Board approved grant monies for AALL members who could apply for grants to develop and offer continuing education programs. It also approved the hiring of an education manager, and then Vice President Sally Holterhoff formed the AALL Continuing Professional Education (CPE) Committee. The stage was set to revitalize AALL’s role in providing more high-quality professional education opportunities for law librarians.

A New Approach

In mid-June 2006, Celeste Smith assumed her responsibilities as AALL education manager. AALL welcomed Smith, and the CPE Committee is delighted to work with her to help members from AALL chapters, special interest sections, and committees offer more professional education opportunities for law librarians. Smith began by learning about...
AALL and surveying other library and law-related professional associations to find out how they provide continuing education to their members. She delivered her report to the committee at its first meeting during AALL’s Annual Meeting in St. Louis.

The committee members were enthusiastic about the variety of topics and presentation formats that can be used to deliver practical continuing education programs; however, the committee’s role is not to dictate all the topics, formats, and locations for AALL continuing professional education events throughout the coming year. The new approach to determining content for continuing education programs is to be member driven, and the CPE Committee’s role is to work with Smith to make these events happen as quickly and seamlessly as possible for everyone.

AALL chapters play a vital role in providing continuing education programs in between AALL Annual Meetings, and the committee recognized that more could be done to support and expand chapters’ efforts. The committee also knew from the Education Summit that special interest sections, individual law libraries, and AALL members believe that they, too, can provide valuable continuing education programs to a wider AALL membership if financial assistance and access to the expertise of an education manager are available.

The committee charge includes furthering AALL’s role to encourage chapters, as well as special interest sections and individual AALL members, to draw on their expertise to initiate continuing education programs. Another significant role for the committee is to help AALL better meet law librarians’ desire for lifelong learning to expand their knowledge and acquire new skills.

One approach that the committee wanted to try in the pilot year of the committee was to videotape a 2006 AALL Annual Meeting program and make it available at a later date on the AALL Professional Education Web site. One CPE Committee member, Amy Hale-Janeke, is a terrific presenter and program organizer. Hale-Janeke moderated a program, “What do YOU Want? The Hidden Problem of Compassion Fatigue,” in St. Louis. Between the Sunday evening of the CPE Committee meeting and the Tuesday morning of the program, the AALL Executive Board approved, at my request, payment for the taping of the program. AALL Director of Meetings Pam Reisinger worked on the practical details of this request, and Hale-Janeke secured the permission of her speaker to be videotaped.

## CPE Survey Results

### Would you participate in the following types of programs? **(Responses)**

<table>
<thead>
<tr>
<th>Type of Program</th>
<th>Responses</th>
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<tbody>
<tr>
<td>In person – local (sponsored by AALL)</td>
<td>88% (363)</td>
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<tr>
<td>Print resources (such as articles in Spectrum, LLJ, and similar publications)</td>
<td>77% (319)</td>
</tr>
<tr>
<td>In person – chapter-sponsored programs</td>
<td>77% (317)</td>
</tr>
<tr>
<td>Online tutorials (information distributed on a daily or weekly basis via e-mail)</td>
<td>51% (212)</td>
</tr>
<tr>
<td>Webinar (content presented on a Web site; sound via phone)</td>
<td>49% (202)</td>
</tr>
<tr>
<td>Web-based discussion forum (questions posed; comments by those interested)</td>
<td>46% (192)</td>
</tr>
<tr>
<td>Webcast (recorded content of a live event)</td>
<td>46% (191)</td>
</tr>
<tr>
<td>In person – in certain designated cities (sponsored by AALL)</td>
<td>37% (152)</td>
</tr>
<tr>
<td>Video conferences (interactive, two-way visual and audio communication)</td>
<td>25% (103)</td>
</tr>
<tr>
<td>Satellite broadcast (video signal broadcast over satellite network)</td>
<td>18% (74)</td>
</tr>
</tbody>
</table>

**Total respondents**: 413

### Please rate your level of preference for the following continuing professional education opportunities (“1” most preferred to “10” least preferred. **(Please note: Each number can be used once). The answers for “1” most preferred option are ranked as follows**

<table>
<thead>
<tr>
<th>Education Opportunity</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>In person – local (AALL)</td>
<td>54% (191)</td>
</tr>
<tr>
<td>In person – chapter-sponsored programs</td>
<td>23% (85)</td>
</tr>
<tr>
<td>Not interested in AALL-sponsored CPE programming outside the Annual Meeting</td>
<td>10% (7)</td>
</tr>
<tr>
<td>Webinar</td>
<td>9% (29)</td>
</tr>
<tr>
<td>No preference</td>
<td>9% (4)</td>
</tr>
<tr>
<td>Print resources</td>
<td>6% (21)</td>
</tr>
<tr>
<td>In person – in certain designated cities</td>
<td>5% (17)</td>
</tr>
<tr>
<td>Web-based discussion forum</td>
<td>2% (8)</td>
</tr>
<tr>
<td>Online tutorials</td>
<td>7% (24)</td>
</tr>
<tr>
<td>Video conferences</td>
<td>1% (5)</td>
</tr>
<tr>
<td>Satellite broadcast</td>
<td>0% (0)</td>
</tr>
</tbody>
</table>

**Total respondents**: 413

Note: Results from the CPE Committee nine-question survey available from AALLNET January 12-22, 2007.
Charles R. Figley, director of the Institute of Traumatology at the Florida State University College of Social Work, was the presenter at Hale-Janeke’s standing room-only program. The videotape, self-test, PowerPoint outline, and handouts from the program are available on the Professional Education section of AALLNET at www.aall.org/prodev/media.asp. The CPE Committee is excited to supplement this program with an online discussion list about compassion fatigue, moderated by Hale-Janeke and to be held from May 14 -18. To sign up for the list, watch for an announcement at www.aall.org/prodev.

Continuing Education Grants Program
By the time the CPE Committee met in St. Louis, the AALL Executive Board reported the exciting news that BNA Inc. made a further monetary contribution, which boosted the grant funds to $60,000. The goal of the grants program is to fund program proposals from AALL members that meet their education needs in between AALL Annual Meetings. Drawing on the expertise of AALL chapters, special interest sections, and committees for program content and presenters is encouraged. Collaborating with other groups and outside experts to come up with programs that suit law librarians in a particular location, or collaborating with librarians who have similar specialties, is expected.

Within a few weeks, the committee had set dates for accepting four rounds of grant proposals during 2006-2007, finalized the procedure for applying for an AALL/BNA Continuing Education Grants Program, advertised the grant program, and was drafting objective criteria for evaluating and awarding the grants.


Knecht said she learned many practical strategies for working effectively with the lawyers in her firm. Almost every day she uses tips that she learned from the workshop. “It is still the most valuable professional education program I have ever attended,” she said.

Estes thought that the program was successful because the program survey of the potential attendees proved to be an accurate market test. “The time investment to design useful survey questions and to analyze the responses resulted in a better designed program that effectively met the needs of the attendees,” he said.

Chiorazzi’s program, “Leadership and Management Institute,” took place in Tucson, Arizona, on March 5-8. AALL underwrote a portion of the cost for 35 participants to attend the institute, which was facilitated by Organization Development Consultant Maureen Sullivan, who has worked extensively with libraries. The target audience for this institute was law librarians with a minimum of three years of professional experience, and one of the purposes was to develop future law library leaders. There were more than twice as many applicants as places in the program, which illustrates interest in this type of career development and the need for more of this type of programming.

Survey Results
A number of questions arose for the CPE Committee in the process of evaluating applications for CPE grants, making awards, and determining ways to ensure that as many AALL members as possible could benefit from the grants program. From January 12-22, the CPE Committee conducted a short nine-question survey available from AALLNET. Of 406 replies, 39.4 percent were from private or law firm libraries; 35.5 percent were from academic or university law libraries; 21.7 percent were from state, court, or county law libraries; and 3.4 percent indicated they were from other types of libraries. The results show that there is a resounding preference for live programs, either sponsored by AALL or chapters.

We also learned that 42.6 percent of 399 respondents attended two to four continuing professional education...
programs each year, excluding the AALL Annual Meeting. In response to a question about affordable programming, a majority of the 411 respondents, 45.5 percent, said that $55-$100 is the highest price a librarian or her employer is willing to pay for a half-day program. And 38.9 percent of respondents or their employers are willing to pay $110-$170 for a whole-day session.

We received 252 responses to the question, “What topics do you think that AALL should sponsor to meet your CPE needs?” Popular requests were for programs about technology and applying new technologies in law libraries, specialized legal research skills for different subject areas, best practices, management, cataloging, and collection development.

We also learned that there is interest in affordable distance learning programs, such as Webcasts and Webinars. AALL members who are geographically isolated believe that Webcasts and Webinars are efficient delivery methods for learning new information. The AALL Executive Board funded a Webinar, and in May the CPE Committee will hold a program about copyright with the Chicago Association of Law Libraries chapter and offer a Webinar component for interested AALL members who are unable to attend the live presentation.

The CPE Committee is interested in your ideas for programs and program formats. Please contact a CPE Committee member with your ideas now to help AALL design an effective continuing professional education program that will meet your needs. AALL wants to make continuing professional education programs happen.

Carole Hinchcliff (hinchcliff.1@osu.edu) is associate director of the Ohio State University Moritz Law Library in Columbus and chair of the AALL Continuing Professional Education Committee.

Other members of the CPE Committee are Karen Brunner, Timothy Coggins, Amy Hale-Janeke, Pam Rino, Rosalie Sanderson, Susan Siebers, Gretchen Van Dam, Stephen Weiter, and Celeste Smith, AALL education manager.

Continuing Professional Education – Acting Locally

We know that law librarians take continuing education seriously, and many provide training for both their support staff and librarians. In 2005, Barbara Glennan surveyed law libraries to find out what type of staff development programs were in place in law libraries and what type of programming was offered. Fifty-two law schools, 41 court or government law libraries, 13 law firms, and two corporate law libraries completed the survey. For more information, see Barbara Glennan, Survey on Staff Development Policies, AALL Publications Series No. 56, William S. Hein and Co., Inc. (2006).

Law library continuing education programming efforts often draw on a law library’s own staff expertise and the resources of the larger organization associated with a law library. These efforts involve support staff as well as librarians to both present and learn new skills.

Some examples from academic law libraries are Thomas Cooley Law Library, which offers in-service days to gather the staff from its three campuses so they can get together and learn new things. Seattle University Law Library uses the summer for librarians and staff members to offer “collaborative learning workshops” where librarians and staff with areas of expertise give presentations to the library staff on various topics. And the University of Washington Law Library Director Penny Hazelton periodically offers a legal research course for staff members.

Court librarians may find some programs of interest offered by the National Center of State Courts, and federal court librarians can take advantage of programs from the Federal Judicial Center’s Television Network, Judiciary Online University, and CourtsLearn (Blackboard) Training.

Latham Watkins LLP holds meetings of its firm librarians in conjunction with professional meetings, such as at the AALL Annual Meeting.

As you think about what your library and your larger organization does in-house, do you have ideas that can be taken to a wider audience? Do you have great speakers in your midst who have expertise that can be shared with the AALL membership?