Committee Name: Annual Meeting Program Committee

Committee Charge: The Committee shall select the programs that support the AALL Competencies of Law Librarianship and are consistent with the theme developed in conjunction with the Vice President. The Annual Meeting Program Committee shall: meet with the Vice President and staff liaisons for orientation and theme development; set the guidelines for program selection and select the programs themselves; and oversee implementation of selected programs through the Annual Meeting.

Major Activities for 2012-2013:

The 2012-2013 AMPC is the first committee to implement changes to the annual meeting based on the recommendations of the Executive Board Special Committee and the Velvet Chainsaw Consultant's report. Changes to the annual meeting was announced to the SIS leadership via a webinar held on July 11, 2012 and communicated to the membership during the annual meeting in Boston. The committee participated in an intensive training session that focused on adult learning techniques. It was well received by the committee members and the information was used when selecting programs.

A survey was sent out to the membership in early July seeking feedback regarding professional education topics that members wanted addressed at the Annual Meeting. There were 1,037 respondents with over 1250+ comments to evaluate. An Executive Summary with the results is available on AALLNET. Members were encouraged to review the data prior to the Call for Proposals which opened on September 6, 2012. We also created an Annual Meeting Program Ideas Community where members could share program ideas and potentially find other members to collaborate with on a program. AMPC utilized the blog feature to share information and to help generate program ideas.

The deadline to submit program proposals was October 15, 2013. The consultant had suggested setting the deadline later in the year in order to provide ample time after the Boston conference for members to work on proposals.

One of the major changes implemented was the elimination of the SIS sponsorship of programs and the ranking of the programs by the SIS. Members have mentioned that they do not attend programs based on who sponsors it. Since AMPC was going to focus on selecting programs based on education needs, the sponsorship no longer played a role.

There was a concern on what the role of the SIS Education Committee entailed. Their Education Committees were encouraged to continue working with their members on developing good proposals and submitting program proposals on behalf of the SIS.

Each SIS was able to submit 1 independently produced program for Seattle. All the costs involved with this program including A/V, evaluation forms, and recording the program would be covered by the SIS. Each of the 13 SIS’s are putting on a program in Seattle. AMPC did review these programs to make sure that there was no duplication in the programming and offered suggestions on how to better develop their program.

The number of meetings that each SIS could hold was limited to 10. Some AMPC members assisted their SIS liaisons on how they could meet that limitation.

This is the first time that we are offering deep dive programs. Deep dives are longer programs (2-3 hours) that allow members to delve deeper into a particular topic.

We are also offering Monday Recharge which will offer programs covering professional development topics and will be led by experts in the field.

We tried to increase communication to the membership by sharing information through the Members Open Forum Community, the Council Chairs, and the Committee and Caucus leaders. Each AMPC member served as a liaison to each entity of the Association and was available to answer questions and share information.

AMPC put on a webinar for the membership which offered tips on how to develop a good program proposal. We got a lot of positive feedback on it. This should be available in AALL2Go.
When we notified the proposers, all declined programs were sent an email rather than a phone call which had been done in the past. This was a recommendation by the consultant.

Each AMPC committee member was assigned a few programs to “follow” until we get to Seattle. Their role is to make sure that they are aware of the deadlines, answer any questions, help them get the resources they need to put on a good program, and make sure that the content delivers what was proposed including the takeaways.

At this time, AMPC has several Hot Topic slots to fill. They will continue to work with the coordinators on putting their program together until we meet in Seattle in July.

This committee has worked very hard to make sure that we implement what President Jean Wenger and the Executive Board have recommended.

Proposed Activities for 2013-2014:

Since the 2012-2013 AMPC was the first committee to implement changes to the annual meeting based on the recommendations of the Executive Board Special Committee and the Velvet Chainsaw Consultant's report, the 2013-2014 AMPC should determine where further changes need to be made. Listed below are some recommendations to consider:

- The 2013-2014 AMPC should continue allowing members to share their education needs through a medium of their choice. This opportunity gives each member a voice in the program selection process.

- Select programs based on members’ needs. Use topic buckets to help guide AMPC when selecting programs.

- The committee might consider having one deadline to submit all program proposals including the SIS independently produced program. By having the same deadline, it creates a better workflow process at headquarters dealing with all the necessary administrative work. It also avoids confusion if all of the programs follow the same deadlines.

- Save several slots to be filled later (e.g. Hot Topic) since emerging issues do arise after the selection meeting. This was also recommended by the consultant.

- Have AMPC work with the coordinators to ensure that their programs have the necessary resources and to ensure that it delivers what was proposed. This is part of the Committee's charge.

- Increase communication with the membership and continue to promote collaboration across library types.

- AMPC should attend a training session discussing adult learning behaviors and the types of programs and techniques where adults learn best.

- To better communicate with their SIS liaison, each AMPC member should be a member of that SIS. Or, give each member access to the SIS Community so that they can better share information and learn what is being communicated within the SIS.