Letter to Scholarship Committee members regarding Scholarship Committee business, August 7, 1990

Hazel Johnson
MEMORANDUM

TO:         SEALL Scholarship Committee  
FROM:       Hazel L. Johnson  
DATE:       August 7, 1990
RE:         Committee Activities 1990 - 1991

Thanks very much for agreeing to serve on the SEALL Scholarship Committee. As you know, our primary function is to determine the individuals who will receive Elliott scholarships in 1991. We will be working under a fairly tight timetable this year due to the early March date of the SEALL meeting. This may require a mailing to the membership so that those receiving awards will have sufficient time to make travel arrangements. I plan to place an article about the awards in the August newsletter and will put the application in the November issue. The Board has indicated that $3000 will be available this year.

The following are issues which we will need to resolve:

I. Application form revision

A. Items remaining revision from 1989-1990 committee

1. The Executive Board had requested the application indicate the cost of travel so that the committee could vary the amount of the award if so desired. Last year's committee felt that a better way to phrase the question would be to ask for the cost of the activity (see item 6 on the 1989-90 version). I think this may confuse the issue more than clarify it. The Committee still has no valid way to determine variable grant awards. If we assume that most SEALL awards will be used for attendance at meetings or institutes, the question would be better structured to request the cost of the components of the activity as indicated on the 1990-91 proposal.

2. The previous committee proposed deleting the question regarding receipt of an AALL award in the previous three years as this requirement is not presently a part of the guidelines.

3. Added to the list of possible activities which are used as examples of "participation in and service to the profession" in item 11 was "conferences" and "workshops". I don't feel this addition is relevant. Does attendance at a conference or workshop have any bearing on whether an individual should receive an award?

B. New items

1. It has been suggested that applicants agree to write an article for the newsletter about their experiences. This could be made a part of the application.
2. There have been suggestions that a candidate only accept funds from one source in a given year, (as only from SEALL or AALL or NOALL and not from all three) so as to better share the wealth. This may have to be made part of the guidelines and as such might require approval by the membership.

To assist you in analyzing these items, I am enclosing:

1) scholarship guidelines as adopted in 1988
2) 1990 application
3) 1989-90 committee draft of application
4) 1990-91 preliminary draft of application

Also enclosed is a report done by Donna Bausch after a survey of the practices of other chapters. I have the original data and copies of applications if you wish to see them. Please review these items and reply to me by August 24. This will allow us ample time to draft a final version prior to a mailing in September or October.

II. Stipend for library school student

Tim Coggins has suggested that we consider awarding a travel stipend for the SEALL meeting to a library school student who is interested in pursuing a career in law librarianship. This could assist us in recruiting and in our efforts to develop a relationship between the chapter and the library schools of the region. Tim has suggested the amount be equal to the recipient's travel expenses but no greater than $500. To make this award available for the SEALL meeting in March, an application form would have to be drafted and the Publicity and Public Relations Committee would need to get to work on the publicity as soon as possible. Please call me by August 13 with your thoughts on this proposal and, if you are in favor of doing it, please fax me a proposed application form by August 17. Keep in mind that our committee would be reviewing the applications and choosing the recipient.

III. Scoring grid revision

After receiving applications, it is the responsibility of the Scholarship Committee to "score" each application. A formal "score" sheet for old and new members has been developed. In the correspondence from previous committee members there have been some problems with the categories and point totals.

A. Potential for staying in profession

Concern has been expressed regarding the relevance of this criteria and for the manner in which it should be defined. (see M. Johns letter to 1989/90 committee)

B. Size of scoring categories

Is a range of 100 points too many? With only five categories for grading, should the maximum be 50 points?
C. Preference given for SEALL/Institute attendance

The guidelines clearly state that preference should be given to those attending the SEALL meeting or an AALL Institute. The underlying philosophy was to support activities for which AALL does not offer support. Is the five point differential on the scoring grid adequate to express that preference?

Enclosed to assist in your analysis are

1) copies of the current scoring grids (old and new)
2) M. Johns letter to 1989/90 committee

Please review this items and send your comments and a revised grid if you feel it necessary by October 1. We will complete our revision of the grid by December.

IV. Editing of procedure manual chapter

Our final task for the year (as far as I know) will be to edit the Scholarship Committee portion of the Chapter handbook. Enclosed is the current portion from the draft of the manual. Also enclosed are unofficial guidelines developed in 1978. Some of these seem relevant to our work. Additionally the 1989/90 committee approved a policy that Scholarship committee members should not write recommendations for applicants. This probably should be included in these committee guidelines. Please review these materials and make any additions or corrections you feel are necessary. Please send them to me by January 1, 1991.

For your general use and background information, I am enclosing the following items:

1. Committee List
2. Proposed schedule of activities
3. 1988/89 & 1989/90 annual committee report
4. List of previous Elliott scholarship winners
5. Statistics on number of applicants and awards
6. Biography of Lucile Elliott

If you require any other documentation, please let me know. Otherwise I will expect to receive your comments on the application by August 24. I will be moving to Durham, NC on September 1. As of today, I have not secured a law library position. The Southeastern Chapter ByLaws do not allow associate members to act as committee chairs. Therefore, a new chair will probably have to be appointed. Should you need to reach me after September 1, the address will be 3408 Bonaparte Way; Durham, NC 27707, the phone number is 919-493-1347.
SEALL SCHOLARSHIP COMMITTEE 1990-1991

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SEALL Scholarship Committee
1990-1991

Schedule

August
  Publish guidelines in *Southeastern Law Librarian* (mailed in Sept)
August 13
  Telephone HLJ regarding proposal for student travel stipend
August 17
  Proposed application form for student travel stipend due to HLJ
August 24
  Committee replies to application revision proposals to chair
October
  Mail guidelines and application to chapter members
October 1
  First comments on scoring grids due
November
  Publish application and guidelines in *Southeastern Law Librarian*
    (mailed in December)
December 1
  Final scoring grids completed
December 31
  Application deadline
January 1
  Editing of chapter manual completed
January 25
  Committee deliberations complete
January 28
  Announcements mailed to candidates
February 4
  Checks to recipients when acknowledgement received
March 14-16
  SEALL meeting in Oxford