NALP Small & Solo CSO Section Quarterly Report

TO: Arturo Thompson, Board Liaison

FROM: Tanya Lundberg and Maria Comas, Section Co-Chairs

CC: Claire Nash

DATE: February 2, 2022

Our section held its third call on December 9, 2021. During the call, we discussed past and upcoming NALP programs, including the PDI; communications with the section; and vice chair reports. Minutes from that meeting are posted to the Section's NALPConnect discussion board. This report identifies our leadership team, recaps our communications, recognizes the resources produced by Work Groups, highlights potential environmental scanning topics, and lists the Section's remaining meeting date. Thank you, Arturo, for the continued support that you've offered the Section.

I.   Leadership Team

Section Co-Chairs
Maria Comas, Duquesne University School of Law, comas@duq.edu
Tanya Lundberg, University of Detroit Mercy School of Law, lundbete@udmercy.edu

Annual Education Conference/Bulletin+ and Webinar Planning
Vice-Chair:
Jana Matthews, Seattle University School of Law, jmatthews1@seattleu.edu

Member Relations and Membership Development
Vice-Chairs:
Tammy King, Creighton University School of Law, tammyking@creighton.edu
Trisha Nakamura, University of Hawaii School of Law, tnakamu@hawaii.edu

Environmental Scanning
Vice-Chairs:
Rosalind Lister, West Virginia University College of Law, rosalind.lister@mail.wvu.edu
Kimberly Underdown, St. Mary's University School of Law, kunderdown@stmarytx.edu

Programming Best Practices
Vice-Chairs:
Katie Overberg, Drake Law School, kathryn.overberg@drake.edu
Stacey Blakeman, The University of Kansas School of Law, staceyblakeman@ku.edu

Knowledge Management and Resource Implementation
Vice-Chair: Kayla Doiron, The University of Oklahoma College of Law, kdoiron@ou.edu

II.   Communication

In advance of our last section call, we convened a meeting with the Vice-Chairs in order to hear updates about their work and determine topics and issues that should be covered at the meeting.

The Tuesday Topics continue to encourage discussion among members, and we appreciate the positive feedback about them that we have received from you and NALP leadership.

The following Tuesday Topics have been covered since our last report:
a.   Symplicity users: what's one of your favorite features?
b.   What is your best tip for developing and executing student programming?
c.   Semester Recharge!
d.   January/February Time Management
e.   Grads Going Solo
f.   Interactions with the college/university's main career services office
g.   OCI lotteries
h.   Mandatory Resume Reviews
i.   Cross-Department Collaboration
j.   Evening or Part-Time Student Engagement

III.   Work Group Resources

We are grateful to the Small/Solo Workgroup on Programming Best Practices: Katie Overberg, Stacey Blakeman, and Katy Stack. They produced a checklist tool called Programming Best Practices for Small and Solo Offices. It is certain to be helpful to Section members as a go-to resource for program planning. They shared the document with Mary Beal who formatted it for publication on the NALP website as well as NALPConnect. Thank you to Mary, as well, for her continued support.

We are equally grateful for work of the Small/Solo Section and Law Student Professional Development Section Work Group: Katie Overberg, Stacey Blakeman, Stacy Keehn, and Debbie Shapiro. They produced the Law Student Professional Development Tool Kit that will be shared in a similar manner as the Programming Best Practices resource.

IV.   Environmental Scanning

During our section call, we discussed the following potential environmental scanning topics:
a.   OCI (virtual and in-person)
b.   How small CSOs use student workers

V.   Section Meeting Dates

Our last quarterly meeting will be held at 4:00 p.m. (EST) via Zoom on February 10, 2022.