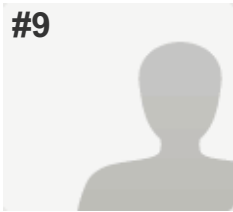


#9



COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, July 10, 2017 11:35:14 AM
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PAGE 1: ACRL Instruction Section End of Year Report 2017

Q1: Name of Committee/Task Force: Communication

Q2: Committee chair(s) (name & email address):

4400 University Dr., MS 2 FL
 Fairfax, VA 22030
 adrisco2@gmu.edu

Q3: Name of Activity/Project: Use the same activities/projects you described in your Annual Planning Form.

Activity/Project #1:	Form for posting triage on the website.
Activity/Project #2:	Libguides
Activity/Project #3:	Assess Social media impact
Activity/Project #4:	Assess new format of Newsletter and include a perpetual feedback option in the newsletter

Q4: Which objective from the ACRL Plan for Excellence did this project/activity support? Choose the ONE objective that best fits each project/activity.

Objective

Activity/Project #1 Does not directly correlate to any ACRL Plan for Excellence objective (this option is reserved for committees whose work are primarily focused on the internal work of the Instruction Section, such as Local Arrangements).

Activity/Project #2 Does not directly correlate to any ACRL Plan for Excellence objective (this option is reserved for committees whose work are primarily focused on the internal work of the Instruction Section, such as Local Arrangements).

Activity/Project #3 Does not directly correlate to any ACRL Plan for Excellence objective (this option is reserved for committees whose work are primarily focused on the internal work of the Instruction Section, such as Local Arrangements).

Activity/Project #4 Does not directly correlate to any ACRL Plan for Excellence objective (this option is reserved for committees whose work are primarily focused on the internal work of the Instruction Section, such as Local Arrangements).

Activity/Project #5

Q5: Describe your committee's activity/project and how each activity supported the Plan for Excellence objective(s) selected above.

Activity/Project #1:	Updated and checked form submission email addresses.. Added Submit Announcement widget to sidebar on website
Activity/Project #2:	Formed a working group to develop a plocy and to determine if libguides would be used by this committee. Decided against it.
Activity/Project #3:	Determined schedule for running analytics on Twitter & Facebook. Regular scheduled created
Activity/Project #4:	Developed and gained approval for a survey about the new newsletter format. Overall users like the new format

PAGE 2

Q6: Describe the process of soliciting nominations/topics/other submissions for your activity/project (examples: soliciting award and candidate nominations, selecting topics and speakers, discussion group topics and leaders, soiree site, or PRIMO submissions)

Activity/Project #1:	Development of the web form 2. Place form on website 3. Information from form given to the web administrators to take action on and report back during meetings 4. Send message to Exec and Advisory about existence of form
Activity/Project #2:	<ul style="list-style-type: none"> • Assigned committee members will contact ACRL about how they want sections to use libguides (Jennifer?) – Laureen will also help, Leslie will help • Committee members report back on conversation with ACRL • Committee determines the if we are going to use libguides • Form a working group to develop a policy for the use of libguides • If decide to use it, we will determine what content it will be used for. • If we decide we want to use libguides, get approval from Exec for us to go ahead • Libguides are developed • Implementation? Is it something we do this year? next year?
Activity/Project #3:	Determine schedule for running analytics on Twitter and Facebook Continue reporting on popular posts and tweets in committee meetings. Look into using analytics on the Word Press site Megan Blauvelt Heuer to assist Jenny with posts. Continue Tweets and FB posts
Activity/Project #4:	Develop a survey (Jill, Laureen, Kelly, and Angelica are developing it) Get executive approval to launch the survey Launch the survey using the ILI-list-serv and ask Dawn Mueller to send to ARCL IS members Analyze the results of the survey Based on feedback, potentially modify the newsletter based on member feedback Create feedback form and run by Exec for feedback. Upload feedback form to newsletter to give people an option for feedback Use feedback to determine and/or make changes to the newsletter

Q7: Provide the timeline for your activity/project (examples: sending out calls for participation, invitations, publicity, notification of awards, PRIMO selections and interviews, etc.)

Activity/Project #1:	Complete by ALA annual 2017
Activity/Project #2:	Complete by ALA annual 2017
Activity/Project #3:	Complete by ALA annual 2017
Activity/Project #4:	Complete by ALA annual 2017

Q8: Budget for the activity/project, if applicable.

Activity/Project #1:	N/A
Activity/Project #2:	N/A
Activity/Project #3:	N/A
Activity/Project #4:	N/A

Q9: Describe the publicity for the activity/project. Please also provide URLs to publicity, calls for proposals, etc. for your project/activity. If not currently available online, please post materials to your committee's ALA Connect page and enter the URL below.

Activity/Project #1:	tweets, social media, newsletter, list-serv's
Activity/Project #2:	NA
Activity/Project #3:	ACRL's Instruction Section's Information Gathering and Exchange Committee
Activity/Project #4:	NA

Q10: Please provide URLs to evaluations of the project/activity (if not currently available online, please post materials to your committee's ALA Connect page and enter the URL below).

Activity/Project #1:	N/A
Activity/Project #2:	N/A
Activity/Project #3:	N/A
Activity/Project #4:	N/A

Q11: Number of RSVPs/attendees at events (examples: Soiree, online discussions). For Soiree, include first time attendees requesting matches.

Activity/Project #1:	N/A
Activity/Project #2:	N/A
Activity/Project #3:	N/A
Activity/Project #4:	N/A
Activity/Project #5:	N/A

Q12: For Nominations committee only: number of nominees, reasons for declining, statistical/demographic info, final slate, final election results.

N/A

PAGE 3

Q13: Based on the action plan and measurement(s) of success you provided in the Annual Planning Form, describe what success your committee had in meeting each objective:

Activity/Project #1:	Successfully completed
Activity/Project #2:	Did not complete. Committee decided not to use libguides at this time
Activity/Project #3:	Successfully completed
Activity/Project #4:	Successfully completed

Q14: Advice to incoming chair for project continuation or next steps:

Activity/Project #1:	Continue monitoring form and restructure, re-evaluate if necessary
Activity/Project #2:	Re-evaluate to see if this is something ACRL still wants
Activity/Project #3:	continue checking stats
Activity/Project #4:	Analyze results of survey