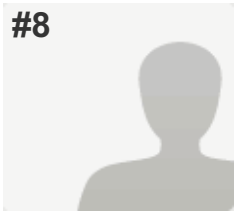


#8



COMPLETE

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PAGE 1: ACRL Instruction Section End of Year Report 2017

Q1: Name of Committee/Task Force: PRIMO

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

Bill Marino, wmarino1@emich.edu
 Megan Hodge, mlhodge@gmail.com

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

Activity/Project #1:	PRIMO reviews
Activity/Project #2:	PRIMO site of the month interviews
Activity/Project #3:	Review the PRIMO Task Force's recommendations for revised selection criteria

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	Student Learning: Identify innovative practices in learning environments and instruction that enable academic librarians to transform learning.
Activity/Project #2	Student Learning: Identify innovative practices in learning environments and instruction that enable academic librarians to transform learning.
Activity/Project #3	Student Learning: Identify innovative practices in learning environments and instruction that enable academic librarians to transform learning.
Activity/Project #4	
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:	The PRIMO committee conducts two rounds of reviews (fall and spring), which identify excellent online instructional material (in terms of design and delivery). Selected materials are added to the PRIMO database and provide instruction librarians with models of excellent online instructional material from which they can draw.
Activity/Project #2:	In order to increase awareness of PRIMO and highlight exceptional instructional design and execution, the four highest rated projects from each round of reviews are profiled, one each month, in the Site of the Month interview series.
Activity/Project #3:	The existing PRIMO selection criteria had not been revised in some time. This past year, a task force was created to propose modifications to this material. The PRIMO committee reviewed the proposed modifications and provided input.

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:	Prior to each review cycle, a call for submissions and nominations is posted to relevant listservs (as identified by the committee) as well as the ACRL-IS social media accounts.
Activity/Project #2:	Following the review process, the authors of the four highest scoring projects are invited to supply site of the month interviews.
Activity/Project #3:	N/A

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:

* Post call for submissions to relevant listservs (fall and winter) and the ACRL-IS social media accounts. * Following the closing date of the call, the chairs will perform an initial review to determine projects that fall outside the scope of PRIMO. * All projects falling within PRIMO's score are divided among groups of committee members for review, ensuring that no reviewer shares the same institution as a submitter. * Complete reviews prior to Midwinter and Annual meetings. * Add accepted sites to the PRIMO database within one month of Midwinter or Annual meeting. * Send results to those who submitted projects within one month of finishing reviews. * Continue to troubleshoot the PRIMO committee member review form by reporting known errors to technical support staff for resolution.

Activity/Project #2:

* Following the review process, the committee chairs will identify the top four scoring sites (as determined by the rubric) to be profiled. * Committee members volunteer to conduct the interviews. * The selected committee member will contact the designer/developer, conduct the interview and draft a report, which will then be circulated to the committee for feedback. * Committee members and the Executive Committee Liaison will have at least 2 weeks to provide feedback on the draft report. *If necessary, the committee member who performed the interview will revise the report based on the feedback received. * Following final approval by the Executive Committee Liaison, the committee secretary will post the interview to the PRIMO committee website and send announcement of a new profile to ILI-L.

Activity/Project #3:

An e-mail was sent to the PRIMO Committee asking for feedback on the proposed criteria changes, with a deadline of 1 week for responses.

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

Activity/Project #1:

N/A

Activity/Project #2:

N/A

Activity/Project #3:

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:	http://acrl.ala.org/IS/instruction-tools-resources-2/pedagogy/primo-peer-reviewed-instruction-materials-online/ ; https://www.dropbox.com/s/kpk8rocu084m115/CallForNominations.docx?dl=0 ; https://www.dropbox.com/s/9zjp0i2snaam5kb/CallForNominations_socialMedia.docx?dl=0
Activity/Project #2:	http://acrl.ala.org/IS/instruction-tools-resources-2/pedagogy/primo-peer-reviewed-instruction-materials-online/primo-site-of-the-month/
Activity/Project #3:	N/A

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

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

Activity/Project #1:	Fall 2016: 33 submissions, 24 sent to committee for review, 7 accepted. Spring 2017: 32 submissions, 25 sent to committee for review, 6 accepted.
Activity/Project #2:	Capped at the top four projects from each review period.
Activity/Project #3:	N/A

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

Respondent skipped this question

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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:	All tasks associated with the two review periods were completed on time.
Activity/Project #2:	All site of the month interviews were completed and approved by the IS Executive Liaison on time.
Activity/Project #3:	Feedback was sent to the PRIMO Revision Task Force and incorporated into the final recommendations sent to the IS Executive Committee.

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

Activity/Project #1:	Continue to follow the established timeline.
Activity/Project #2:	Continue to follow established practices, while incorporating feedback received from the IS survey.
Activity/Project #3:	Schedule a yearly review/evaluation of criteria to identify potential issues and proactively act on fixing them.
