# ACRL logo

# Division-level Committee Year-end Report and Work Plan Template

## Committee

*Visit the* [*ACRL Directory of Leadership*](http://www.ala.org/acrl/aboutacrl/directoryofleadership/committees) *to find your charge.*

Committee Name:

Charge/Tasks:

## Committee leadership

Visit the [ACRL Directory of Leadership](http://www.ala.org/acrl/aboutacrl/directoryofleadership/committees) to find your committee roster. Click the “Next Year” link to view 2017–18 roster information.

* Current Chair (2017–18):
* Incoming Chair (2018–19):
* Incoming Vice-chair (2018–19):
* Incoming Board Liaison (2018–19):
* Staff Liaison:

## Submission information

Year-end report written by:

Work plan submitted by:

# 2017–18 Year-end Committee Report

*This report will be included in the Committee’s official record of activities maintained by the ACRL staff.*

## What were the major projects/activities accomplished by your committee in the 2017–18 membership year?

*A brief bulleted list is suggested here; reference 2017–18 work plan projects*

## How did you go about getting them done?

*A brief bulleted list is suggested (correspond bullets to those above)*

## What were the relevant results for your projects?

*A brief bulleted list is suggested that includes assessment as appropriate (correspond bullets to those above). Be as specific as possible. For example: 300 proposals/applications reviewed, 32 selected; Developed and conducted three podcasts (list podcast titles, speakers, etc.) Reviewed ten standards and guidelines (list titles)*

## Are any 2017–18 projects ongoing?

*A brief bulleted list is suggested here*

## What worked well?

*A brief bulleted list is suggested here*

## What could have worked better?

*A brief bulleted list is suggested here*

**How has the work/activities of your committee demonstrated commitment to equity, diversity, and inclusion, within or beyond ACRL?**

*A brief bulleted list is suggested here*

## What do you wish someone had told you before starting work on this committee?

*Optional*

## What made this work most rewarding (observations/comments/accolades)?

*Optional*

## Any other comments, recommendations, or suggestions?

*Optional*

**2018–19 Committee Work Plan**

***Note:*** Each activity/project should be reported using the below form. Copy and paste the form as many times as needed to detail each activity/project. Plans should be **Specific, Measureable, Attainable, Realistic, and Timely or SMART).**

## Activity/Project Name

A brief, straightforward, descriptive name is preferred.

## Brief Description

A brief description of project.

## Goal Area

Select the *single* best connection to the [ACRL Plan for Excellence](http://www.ala.org/acrl/aboutacrl/strategicplan/stratplan) and provide a brief sentence connecting your project to the Plan.

[ ]  **Value of Academic Libraries**

[ ]  1. Articulate a research agenda that communicates the value of academic and research libraries.

[ ]  2. Promote the impact and value of academic and research libraries to the higher education community.

[ ]  3. Build on Assessment in Action to expand community of practice and professional development opportunities.

[ ]  4. Support libraries in advancing issues of equity, access, diversity, and inclusion in higher education.

[ ]  **Student Learning**

[ ]  1. Challenge librarians and libraries to engage learners with information literacy skills in a way that is scalable and sustainable.

[ ]  2. Increase the impact of information literacy by forming strategic partnerships with relevant higher education organizations.

[ ]  3. Build capacity for librarians to collaborate with faculty and other campus partners in instructional and curricular design and delivery that will integrate information literacy into student learning.

[ ]  4. Articulate and advocate for the role of librarians in setting, achieving, and measuring institutional student learning outcomes.

[ ]  **Research and Scholarly Environment**

[ ]  1. Increase the ways ACRL is an advocate and model for open dissemination and evaluation practices.

[ ]  2. Enhance members’ capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship.

[ ]  3. Increase ACRL’s efforts to influence scholarly publishing policies and practices toward a more open system.

[ ]  **New Roles and Changing Landscapes**

[ ]  1. Deepen ACRL’s advocacy and support for a full range of information professionals.

[ ]  2. Equip library workforce at all levels to effectively lead, manage, and embrace change.

[ ]  3. Expand ACRL’s role as a catalyst for transformational change in higher education.

[ ]  **Demonstrating Commitment to Equity, Diversity, and Inclusion within ACRL and/or the Profession.**

[ ]  **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

### Brief sentence connecting your project to the Plan

Briefly describe how activity matches above selection.

## Timeline

[ ]  continuous project assigned in charge

[ ]  short-term project that will be completed this membership year

[ ]  multi-year project continuing past this membership year (expected completion date: \_\_\_\_\_\_\_\_\_\_)

*Note: Multi-year, strategic goal-area projects are tracked in a multi-year planning grid. Expect your staff liaison to follow-up with questions to add this project to ACRL’s multi-year planning grid which is reviewed by the Board at its fall Strategic Planning Session and referenced for budget preparation.*

## Outline the steps and intermediate deadlines planned to complete the project.

*(add rows as needed)*

|  **Specific Action** | **Due Date** | **Party Responsible** | **Resources Needed** *(e.g., financial\*, technology, staff support)* |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Assessment: How will success be measured?

*Assess the impact of the entire project rather than the specific actions listed above. A sentence or brief paragraph is adequate. (e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)*