# 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)* |
| --- | --- | --- | --- |
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|  |  |  |  |

## 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)*