![ACRL logo - Association of College & Research Libraries, A division of the American Library Association. Advancing learning Transforming scholarship]

2016–17 Reports & 2017–18 Work Plans

Division-level Committees

- Academic/Research Librarian of the Year Award Committee
- Budget & Finance Committee
- Diversity Committee
  - (Dr. E.J.) Josey Spectrum Scholar Mentor Committee
- Government Relations Committee
- Immersion Program Committee
- Liaisons Coordinating Committee
  - Liaisons Grants Committee
  - Liaisons Training and Development Committee
- Membership Committee
  - Section Membership Committee
- New Roles and Changing Landscapes Committee
- Professional Development Committee
  - 2017 President's Program Planning Committee
  - 2018 President's Program Planning Committee
- Publications Coordinating Committee
  - Academic Library Trends and Statistics Survey Editorial Board
  - CHOICE Editorial Board
  - CLS CLIPP Committee
  - *C&RL* Editorial Board
  - *C&RL News* Editorial Board
  - New Publications Advisory Board
  - Publications in Librarianship Editorial Board (added 9/11/17)
  - *RBM* Editorial Board
  - *Resources for College Libraries* Editorial Board
- Research Planning and Review Committee
- Research and Scholarly Environment Committee
- Standards Committee
  - Information Literacy Frameworks and Standards Committee
- Student Learning and Information Literacy Committee (updated 9/11/17)
- Value of Academic Libraries Committee

Awards Task Force

Chapters Council

Division-level Committee Year-end Report

Committee

Committee Name: ACRL Academic/Research Librarian of the Year Award

Charge/Tasks: Solicit nominations, market the availability of the award to the academic library community, facilitate the completion of the nomination process, select the award winner, monitor nomination pools and nomination updates, and recommend changes to award web site information.

Committee leadership

Current Chair: Michael Courtney

Incoming Chair: Jennifer Fabbi

Incoming Vice-chair: Elizabeth Bagley

Incoming Board Liaison: Cheryl Middleton

Staff Liaison: Chase Ollis

Submission information

Year-end report written by: Michael Courtney

2016–2017 Year-end Committee Report

What were the major projects/activities accomplished by your committee in the 2016–2017 membership year?
- Flyers provided by ACRL staff liaison were distributed; announcements were made to listservs; reminders were sent.
- All applications were reviewed and vetted against award criteria.
- Committee met at Midwinter to select award recipient; recipient name was communicated to ACRL.
- A Media Profile Form and the Awards Promotion Activities worksheet was drafted and sent to ACRL.

How did you go about getting them done?
- Members created a list of relevant listservs, divided them up based on membership on the various lists, and sent flyers and information about the award and/or distributed information at conferences; reminders were sent.
- Members created and used a chart containing award criteria to vet nominees.
- Members met in person at the Midwinter conference or provided their candidate review rubric in advance; candidates were discussed and a recipient was selected. The candidate's name was communicated to ACRL by the committee chair and Board Liaison.
- The chair and vice-chair drafted a media profile of the candidate and forwarded it to ACRL staff liaison.

What were the relevant results for your projects?
- Eleven applications reviewed, 1 selected
- Reviewed flyer, created standardized email announcement.

Are any 2016–2017 projects ongoing?
- No; the charge of the committee was satisfied.

What worked well?
- The ACRL staff liaison provided all pertinent information regarding the flyer and chair and committee expectations; communication and support were excellent.
- Publication and communication of the award was handled efficiently between the staff liaison and the committee.
- As in the previous year, every member of the committee contributed equally.

What could have worked better?
- No immediate suggestions as the candidate slate was outstanding and participation by committee members was commendable. Going forward, if carryover nominations are not as plentiful or as strong, earlier recruitment of award nominations would be recommended.

What do you wish someone had told you before starting work on this committee?
Having had the opportunity to participate in the previous year of the award provided the appropriate knowledge of the committee's charge, procedures, marketing, and work of the committee.

What made this work most rewarding (observations/comments/accolades)?
Two immediate observations: committee members were active, knowledgeable, and conscientious; the slate of candidates was outstanding and it was a privilege to review the many outstanding accomplishments of the nominated librarians.

Any other comments, recommendations, or suggestions?
None.

2017–2018 Committee Work Plan

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

Activity/Project Name and brief description: The Academic/Research Librarian of the Year Award committee will refine the call for nominations, review the committee web site, market the award widely, review criteria and vet nominations, and select the award recipient.

Select the *single* best connection to the [ACRL Plan for Excellence](#) and provide a brief sentence connecting your project to the Plan.

☐ **Value of Academic Libraries**
Objective: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective:

☐ **Student Learning**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective:

☐ **Research and Scholarly Environment**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective:

X☐ **Supports the programs and services that target education, advocacy, publications, or member engagement.**
Description of connection to specific area: By virtue of recognizing an outstanding leader or researcher in the academic library arena, librarians observe what someone who has truly impacted the profession looks like; celebrating a deserving recipient strengthens connections to ACRL and enhances member engagement.

Timeline:
☐ continuous project assigned in charge
X☐ short-term project that will be completed this membership year / An award recipient will be selected this 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)*
Review web site.	Fall 2017	Chair and committee	None
Refine call for nominations.	Fall 2017	Chair and committee	None
Send announcements and publicize award; recruit nominations.	Fall 2017	Chair and committee	None
Meet at midwinter or online to discuss nominees and decide recipient.	Jan-Feb 2018	Chair and committee	None

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Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?*
One outstanding nominee will receive the 2018 Academic/Researcher of the Year Award.

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*If resources are required beyond the $150 division-level committee basic services funding, please work with your Board Liaison and Staff Liaison to prepare a Board Action Form requesting additional funds.

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

Committee

Committee Name: Budget & Finance Committee

Charge/Tasks:

- To submit annually a recommended budget for the ACRL division (including division publications, the CHOICE budget, the allocation of Long Term Investment fund income) to the ACRL Board of Directors for action.

- To advise the ACRL Board of Directors on its allocation of Friends of ACRL contributions to strategic projects and programs, as well as to consult with the ACRL Board of Directors on fundraising goals and objectives.

- To counsel the ACRL Board of Directors on questions regarding all fiscal matters of the division or its publications, including dues levels and fundraising, especially as they relate to alignment with the strategic plan.

Committee leadership

2015–17; 2017-18: Chair: John A. Lehner
2017-18 Board Liaison: Lauren Pressley
2016–17 Board Liaison: Cheryl A. Middleton
Staff Liaison: Allison Payne

Submission information

2016–17 report and 2017-18 work plan submitted by: John A. Lehner

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 2015–16 membership year?

- Held orientation to the committee for new Board of Directors members at SPOS, on September 14, 2016.
- Held a virtual orientation for new Budget and Finance Committee members on October 6, 2016.
- Recommended a budget for FY2018 to the ACRL Board of Directors at ALA Annual 2017.
- Recommended personal dues rates (including dues for members and deeply discounted dues for students) for FY2018 to the ACRL Board of Directors at ALA Annual 2017.
- Advised as needed on fundraising, including the ACRL conference scholarship campaign.
- Recommended to the ACRL Board of Directors and Executive Director that $350,000 be moved into the Long Term Investment (LTI) fund when the window to do so next opens.
- Monitored the Leab endowment funds for progress toward the $50,000 minimum required by ALA. The endowment has now met the minimum required amount.
- Monitored the impact of not charging section dues. Recommended that the Board reinstate the previous section funding model.
- Continued to monitor the current Dashboard Metrics.
- Monitored and discussed the financial outlook for Choice.
- Discussed budget assumptions with the Executive Director and assisted in preparing the final document.

How did you go about getting them done?

- Many discussions and routine tasks were accomplished at ALA Annual and Midwinter.
- Reviewed data prepared by staff before making decisions.
- Worked closely with ACRL staff in during the year, including budget preparation and approval, planning orientations, and carrying out projects.
- Held meetings and discussions via web conferencing and conference calls.
- Convened a joint meeting with the ACRL Board of Directors at ALA Midwinter 2017.

What were the relevant results for your projects?

- A recommended budget for FY2018 that was approved by the ACRL Board of Directors.
- Dues increase of $1.00 for personal members and new discounted dues rates of $5.00 for students.
- Orientation sessions for new Budget and Finance Committee members and new Board members.
- Budget assumptions were revised and a completed document presented.
- The Board of Directors accepted the recommendation to move $350,000 to the Long Term Investment (LTI) fund when ALA next opens a window to do so. This will be accomplished by transferring funds from the Choice LTI.

Are any 2016–17 projects ongoing?

- Continue to study the impact of the new student dues structure on membership.
- Monitor Choice budget and the impact of newly-developed projects on it (especially the new OER database project).
- Several new projects were initiated at ALA Annual 2017 and will be reflected in the 2017/18 work plan

What worked well?

- The Executive Director, Associate Director, and other members of the staff provided superior support to the Committee.
- Use of conference calls and online sessions to conduct routine business and orientations.

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

- The decisions and recommendations of the Budget and Finance Committee are well received by the Board of Directors and have a noticeable impact on membership and the operation of ACRL.
- The members of the Budget and Finance Committee are genuinely committed and engaged in its work.

2017–18 Committee Work Plan

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

Activity/Project Name and brief description: Develop and recommend budget for FY 2019 to the ACRL Board of Directors

Select the *single* best connection to the [ACRL Plan for Excellence](#) and provide a brief sentence connecting your project to the Plan.

☐ **Value of Academic Libraries**
Objective: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☐ **Student Learning**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☐ **Research and Scholarly Environment**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☒ **Supports the programs and services that target education, advocacy, publications, or member engagement.**
Description of connection to specific area: Budget

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)*
Budget assumptions reviewed and discussed by Budget and Finance Committee	Mid to late October 2017	B & F Committee, Executive Director, Staff Liaison	Staff support
Draft of FY 2019 budget reviewed at ALA Midwinter Meeting	February 2018	B & F Committee, Executive Director, Staff Liaison	Staff support
Final review of draft budget and vote by the Committee to recommend a budget to the ACRL Board of Directors	June 2018	B & F Committee, Executive Director, Staff Liaison	Staff support

Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?*
Proposed budget presented to the ACRL Board of Directors.

***If resources are required beyond the $150 division-level committee basic services funding, please work with your Board Liaison and Staff Liaison to prepare a Board Action Form requesting additional funds.**

2017–2018 Committee Work Plan

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

Activity/Project Name and brief description: Monitor Choice's financial outlook and new product development,

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Select the *single* best connection to the [ACRL Plan for Excellence](#) and provide a brief sentence connecting your project to the Plan.

☐ **Value of Academic Libraries**
Objective: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☐ **Student Learning**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☐ **Research and Scholarly Environment**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☒ **Supports the programs and services that target education, advocacy, publications, or member engagement.**
Description of connection to specific area: Budget

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)*
Review and discuss Choice financial data at ALA Midwinter and Annual	February 2018; June 2018	B & F Committee, Executive Director, Choice Publisher, Staff Liaison	Staff support
Discuss new products and potential revenue streams for Choice at ALA Midwinter and Annual	February 2018; June 2018	B & F Committee, Executive Director, Choice Publisher, Staff Liaison	Staff support

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Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?*
Reports of reviews and discussions and potential recommendations to the Board of Directors regarding proposed actions or new products.

*If resources are required beyond the $150 division-level committee basic services funding, please work with your Board Liaison and Staff Liaison to prepare a Board Action Form requesting additional funds.

2017–2018 Committee Work Plan

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

Activity/Project Name and brief description: Continued evaluation of dashboard tool.

Select the *single* best connection to the [ACRL Plan for Excellence](#) and provide a brief sentence connecting your project to the Plan.

☐ **Value of Academic Libraries**
Objective: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☐ **Student Learning**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☐ **Research and Scholarly Environment**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☒ **Supports the programs and services that target education, advocacy, publications, or member engagement.**
Description of connection to specific area: Budget and membership

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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)*
Continue to monitor the current dashboard model	Throughout the year	B & F Committee, Executive Director, Staff Liaison	Staff support
Consider potential modifications addressing current issues	Throughout the year	B & F Committee, Executive Director, Staff Liaison	Staff support

Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?*
Evidence of ongoing assessment and development of the dashboard tool.

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2017–2018 Committee Work Plan

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

Activity/Project Name and brief description: Review and recommend dues rates for FY 2018 to the ACRL Board of Directors

Select the *single* best connection to the ACRL Plan for Excellence and provide a brief sentence connecting your project to the Plan.

☐ **Value of Academic Libraries**
Objective: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☐ **Student Learning**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☐ **Research and Scholarly Environment**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☒ **Supports the programs and services that target education, advocacy, publications, or member engagement.**
Description of connection to specific area: Budget and membership.

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)*
Monitor HEPI data (Higher Education Price Index)	Through the year	ACRL Staff reports HEPI to the B & F Committee	Staff support
Discuss HEPI and dues amounts at ALA Midwinter	February 2018	B & F Committee, Executive Director, Staff Liaison	Staff support
Review HEPI data and possible dues amounts and develop recommendation for personal member dues for FY 2019 to the ACRL Board of Directors.	June 2018	B & F Committee, Executive Director, Staff Liaison	Staff support
Review organizational dues and develop recommendation to Board of Directors	June 2018	B & F Committee, Executive Director, Staff Liaison	Staff support

Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?*
Presentation of recommendation for FY 2019 personal dues amounts to the Board of Directors.

*If resources are required beyond the $150 division-level committee basic services funding, please work with your Board Liaison and Staff Liaison to prepare a Board Action Form requesting additional funds.

2017–2018 Committee Work Plan

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

Activity/Project Name and brief description: Friends' disbursements and fundraising activities

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Select the *single* best connection to the ACRL Plan for Excellence and provide a brief sentence connecting your project to the Plan.

☐ **Value of Academic Libraries**
Objective: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☐ **Student Learning**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☐ **Research and Scholarly Environment**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☒ **Supports the programs and services that target education, advocacy, publications, or member engagement.**
Description of connection to specific area: Budget

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)*
Advise the Board on Friends Funds and fundraising activities	Through the year	Executive Director, B & F Committee	Staff support
Advise the Board on the ACRL 2019 Conference Scholarship Campaign	Through the year	Executive Director, B & F Committee	Staff support

Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?*
The key indicator will be the level of giving that is achieved in the Scholarship Campaign and in other categories.

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*If resources are required beyond the $150 division-level committee basic services funding, please work with your Board Liaison and Staff Liaison to prepare a Board Action Form requesting additional funds.

2017–2018 Committee Work Plan

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

Activity/Project Name and brief description: Advise Board of Directors on potential transfers to the Long Term Investment Fund.

Select the *single* best connection to the [ACRL Plan for Excellence](#) and provide a brief sentence connecting your project to the Plan.

☐ **Value of Academic Libraries**
Objective: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☐ **Student Learning**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☐ **Research and Scholarly Environment**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☒ **Supports the programs and services that target education, advocacy, publications, or member engagement.**
Description of connection to specific area: This represents the effort to ensure long term financial strength so that ACRL can continue to provide a wide range of services to members.

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)*
Advise the Board of Directors concerning potential transfers from the net asset balance to the Long Term Investment Fund	June 2018	B & F Committee, Executive Director	Staff support

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Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?*
Presentation of recommendation on transfers to the Board of Directors.

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*If resources are required beyond the $150 division-level committee basic services funding, please work with your Board Liaison and Staff Liaison to prepare a Board Action Form requesting additional funds.

2017–2018 Committee Work Plan

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

Activity/Project Name and brief description: Orientation Sessions – plan and conduct orientations to Budget and Finance Committee for new committee members and new ACRL Board of Directors members.

Select the *single* best connection to the [ACRL Plan for Excellence](#) and provide a brief sentence connecting your project to the Plan.

☐ **Value of Academic Libraries**
Objective: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☐ **Student Learning**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☐ **Research and Scholarly Environment**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☒ **Supports the programs and services that target education, advocacy, publications, or member engagement.**
Description of connection to specific area: Budget

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)*
Survey Committee members for availability	August/September, 2017	ACRL Staff	Staff support
Plan activities for committee members' orientation	August/September 2017	B & F Chair, Staff Liaison, Executive Director	Staff support
Hold committee members' orientation	Late September	B & F Chair, Staff Liaison, Executive Director	Staff support
Plan orientation for new Board of Directors members	August/September 2017	B & F Chair, Staff Liaison, Executive Director	Staff support
Hold orientation for new Board of Directors members	SPOS (September 2017)	B & F Chair, Staff Liaison, Executive Director	Staff support

Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?*
Feedback from new B & F Committee members and feedback from new Board members.

*If resources are required beyond the $150 division-level committee basic services funding, please work with your Board Liaison and Staff Liaison to prepare a Board Action Form requesting additional funds.

2017–2018 Committee Work Plan

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

Activity/Project Name and brief description: Monitor the reduction in fees for student members and its impact on membership numbers.

Select the *single* best connection to the [ACRL Plan for Excellence](#) and provide a brief sentence connecting your project to the Plan.

☐ **Value of Academic Libraries**
Objective: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☐ **Student Learning**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☐ **Research and Scholarly Environment**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☒ **Supports the programs and services that target education, advocacy, publications, or member engagement.**
Description of connection to specific area: Budget and membership.

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)*
Monitoring the number of student members and whether membership is changing in response to discounted student fees.	Through the year	B & F Committee, Executive Director, Staff Liaison	Staff support

Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)? Presentation of reports on changes in student membership numbers.*

*If resources are required beyond the $150 division-level committee basic services funding, please work with your Board Liaison and Staff Liaison to prepare a Board Action Form requesting additional funds.

2017-2018 Committee Work Plan

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

Activity/Project Name and brief description: Info-graphic showing how ACRL uses it funds.

Select the *single* best connection to the [ACRL Plan for Excellence](#) and provide a brief sentence connecting your project to the Plan.

☐ **Value of Academic Libraries**
Objective: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☐ **Student Learning**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☐ **Research and Scholarly Environment**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☒ **Supports the programs and services that target education, advocacy, publications, or member engagement.**
Description of connection to specific area: Member engagement: Development of an info-graphic showing how ACRL uses its funds is an effort at improving members' understanding of the services provided.

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)*
Develop an info-graphic to show how ACRL uses dues and other income	Continued review ALA Midwinter 2018	3 member task force from B&F Committee, Chair, ACRL staff	Staff support

Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?*
Presentation of a finalized version of the infographic at Midwinter 2018.

*If resources are required beyond the $150 division-level committee basic services funding, please work with your Board Liaison and Staff Liaison to prepare a Board Action Form requesting additional funds.

2017-2018 Committee Work Plan

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

Activity/Project Name and brief description: Develop guidelines for the level of the net asset balance to be used in making recommendations to the Board of Directors.

Select the *single* best connection to the [ACRL Plan for Excellence](#) and provide a brief sentence connecting your project to the Plan.

☐ **Value of Academic Libraries**
Objective: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☐ **Student Learning**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☐ **Research and Scholarly Environment**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☒ **Supports the programs and services that target education, advocacy, publications, or member engagement.**
Description of connection to specific area: A sentence is suggested.

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)*
Review the financial data and develop quantitative guidelines for recommending the level of the net asset balance	ALA Midwinter 2018	Three member working group form B&F, B&F Chair, Executive Director, Staff Liaison	Staff support

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Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?*
The presentation of useful guidelines that can be employed to shape future budget recommendations to the Board of Directors.

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

Committee

Visit the ACRL Directory of Leadership to find your charge.

Committee Name: Diversity Committee

Charge/Tasks: To initiate, advise and mobilize support for appropriate action related to issues of diversity in academic librarianship including recruitment, advancement and retention of underrepresented groups to academic and research librarianship and the promotion of library and information services for diverse library users.

Committee leadership

Visit the ACRL Directory of Leadership to find your committee roster. Click the "Next Year" link to view 2017–18 roster information.

- Current Chair (2016–17): Kenny Garcia
- Incoming Chair (2017–18): Tarida Anantachai
- Incoming Vice-chair (2017–18): Federico Martinez-Garcia, Jr.
- Incoming Board Liaison (2017–18): Kim Leeder Reed
- Staff Liaison: Anne-Christe Galloway

Submission information

Year-end report written by: Kenny Garcia

Work plan submitted by: Tarida Anantachai

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 2016–17 membership year?

- Continued the revision of Diversity Standards from previous work plan.
- Participated in the ACRL Diversity Alliance Steering Committee.
- Provided input on statements made by the ACRL Board of Directors related to diversity, equity, and inclusion.
- Proposed conference presentations on the work that the committee had done with the process of revising the diversity standards.
- Provided input on ACRL Research and Scholarly Environment Committee's diversity-related initiatives.

How did you go about getting them done?

- Continued working within committee sub-groups on Standards Revisions, Assessment Plans, Website Revisions, and Best Practices.
- Liaised between the ACRL Diversity Committee on the ACRL Diversity Alliance Steering Committee. The liaison shared pertinent information with the ACRL Diversity Committee.
- Shared thoughts and concerns on multiple drafts of the post-election statement by ACRL on diversity and inclusion.
- Presented on the work the committee had done and planned on doing regarding the revision of the diversity standards.
- Participated in conversations via telephone and email and provided feedback to the staff liaison to the ACRL Research and Scholarly Environment Committee.

What were the relevant results for your projects?

- Worked with four sub-committees on developing a process to revise the diversity standards.
- Held four virtual meetings along with a hybrid meeting at ALA Annual and ALA Midwinter.
- Shared six new concepts and terminology at conference presentation, as well as a rationale and process developed by the committee.
- Presented a virtual conference presentation and a conference roundtable discussion at ACRL 2017.
- The post-election statement on diversity and inclusion was shared with all ACRL members and with the general public.
- Committee members shared the names of two librarians that have done work on diversity and scholarly communication.

Are any 2016–17 projects ongoing?

- Continue with the process of revising the diversity standards.
- Continue developing a list of assessment measures for the diversity standards.
- Update the Diversity Committee website.
- Develop a Diversity Standards best practices document.
- Continue with the process of revising the diversity standards.

- Continue developing a list of assessment measures for the diversity standards.
- Update the Diversity Committee website.
- Develop a Diversity Standards best practices document.

What worked well?
- The commitment of all of the committee members working within the various sub-groups and as an entire committee.
- The commitment shown to diversity by the Board liaison to attend all of the face-to-face meetings and provide updates and support to the committee.

What could have worked better?
- The committee attempted to revise all of the standards all at once in one year. This was too much for the committee to take on.

What do you wish someone had told you before starting work on this committee?
- The Diversity Committee needed to be in communication with the Standards Committee regarding any revisions being recommended by the committee. Also, the revision timeline for all of the ACRL standards is five years, which the committee was not aware of.

What made this work most rewarding (observations/comments/accolades)?
- The outstanding commitment of the committee members.
- The work put into the virtual conference and roundtable discussion presentations at ACRL 2017.

Any other comments, recommendations, or suggestions?
- The standards need to include contemporary theories and current applications across various institutions. This requires a discussion on bandwidth and expertise within the committee, as well as a discussion on the sequence and process of revision. The expectation is to submit revision recommendations to the ACRL Standards Committee every five years. Since the diversity standards were approved by the board in 2012, they are up for renewal this year. There is a need to bring in more people with expertise into the revision process.
  - One recommendation is to organize the standards by themes and revise a few standards a year based on a theme. The committee can also host a virtual or face-to-face working session with experts where participants and bring in and share ideas based on the theme.

2017–18 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
Diversity Standards Revision Plan

Brief Description
Continue the revision of Diversity Standards from previous work plan.

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence 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.
☐ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Brief sentence connecting your project to the Plan
A revised set of diversity standards would better support libraries that want to focus on issues of equity, access, diversity, and inclusion within its institution.

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: TBD)

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)*
Create program proposal for ALA Annual 2018, possibly on practical applications of incorporating the Standards across various institutions.	August 2017	Chair, Vice-Chair, collaborative representative and co-sponsor from external ACRL group (TBD)	
Determine new process for revisions to the Diversity Standards, including establishing sequence of events, organizing Standards by themes, etc.	December 2017	Entire committee	
Host a virtual working session with external experts where participants can bring in and share ideas based on Standards themes.	January 2017	Entire committee	Representatives from other related round tables, ethnic affiliates, etc.
Submit revision recommendations to themed standards to the ACRL Standards Committee for review.	June 2017	Entire committee	

Assessment: How will success be measured?
Feedback will be solicited from concerned round tables and ethnic affiliates (e.g. through virtual working session or other individual solicitations for feedback). Longer-term success will be measured by revision recommendations presented to ACRL Standards Committee and eventual adoption of the revised standards into library practice.

Activity/Project Name
Collaborate with related initiatives, including the ACRL Diversity Alliance Task Force and the planning group for the ACRL and ARL symposium on Diversity, Equity, and Inclusion.

Brief Description
Continue the work participating on the ACRL Diversity Alliance Task Force from the previous year's work plan, and begin participation on the planning group of the ACRL and ARL symposium.

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence 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.
☐ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Brief sentence connecting your project to the Plan
Directly engaging in these related initiatives would help to support ACRL and ARL's ongoing diversity and advocacy efforts on a national level.

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: TBD)

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)*
Continue previous year's work liaising and sharing pertinent information between the Diversity Committee and the ACRL Diversity Alliance Task Force.	Continuous	Diversity Committee liaison to the ACRL Diversity Alliance Task Force	
Identify potential volunteer to represent the Diversity Committee on the ACRL and ARL symposium planning group.	Fall 2017	Chair, Vice-Chair	
Liaise and share pertinent information between the Diversity Committee and the ACRL and ARL symposium planning group.	Continuous	Diversity Committee liaison to the ACRL and ARL symposium planning group	

Assessment: How will success be measured?
Feedback will be continually solicited from the appointed liaisons of these group, such as during the Diversity Committee's meetings and other communications.

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

Committee

Committee Name: (Dr. E.J.) Josey Spectrum Scholar Mentor Committee

Charge/Tasks: To administer the ACRL Dr. E.J. Josey Spectrum Scholar Mentor Program whereby academic and research librarians would be recruited to serve as mentors to Spectrum Scholars; linking mentors with specific scholars; preparing guidelines and an information program to assist mentors in working with scholars; sponsoring and co-sponsoring programs on mentoring and collecting feedback on the programs; and, administer the process of selecting Spectrum Scholar recipients for ACRL Conference travel grants.

Committee leadership

Visit the ACRL Directory of Leadership to find your committee roster. Click the "Next Year" link to view 2017–18 roster information.

- Current Chair (2016–17): Michele Alaniz
- Incoming Chair (2017–18): Kiyomi Deards
- Incoming Vice-chair (2017–18): Tamara Rhodes
- Incoming Board Liaison (2017–18): John Culshaw
- Staff Liaison: David Connolly & Gwendolyn Prellwitz

Submission information

Year-end report written by: Michele Alaniz

Work plan submitted by: Kiyomi Deards

2016–17 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 2016–17 membership year?

- Mentor/mentee matching
- Selection of ACRL Conference travel scholarship recipients

How did you go about getting them done?

- Committee communicated largely via ALA Connect, email, and Adobe Connect meetings
- Committee members made initial selections for mentors and mentees pairings previous to meeting
- Document with committee member pairings was shared during meeting.
- There was consensus on several of the pairings based on initial screening. When there was not consensus, committee discussed strengths of potential pairings and were able to reach agreement in all cases.
- In the mentor/mentee pairing, there were not enough Latina mentors available to meet requests by mentees, so one committee member recommended a second call for mentors and successfully recruited a colleague to fill need
- Committee had to meet more than once to rematch mentors and mentees in cases of non-responsive mentors
- Process for selecting travel scholarship recipients was similar to mentor/mentee matching process but required fewer meetings

What were the relevant results for your projects?

- Reviewed 12 applicants to receive ACRL Conference 2017 travel grants
- Selected 6 recipients and 2 alternates for ACRL 2017 conference scholarships
- Reviewed approximately 21 mentee and 51 mentor applications.
- Matched 21 mentees and mentors
- Based on feedback from Spectrum mentors, David Connolly created a new listservs so that mentors can share tips and strategies

During the mentor/mentee pairing process, the committee found areas for improvement. They are as follows:
- Modify language regarding disability question, based on comment made by mentee in application. Specifically, applicant found "No declared disability" and "No, I would prefer to be matched with a mentor with a different or no declared disability" wording offensive as it stigmatizes people with disabilities. The committee agreed, but no work was done on how to improve language.
- Improve recruiting efforts to fill needs for librarians of color as mentors. Committee should meet before call for mentors goes out so as to target or find mentors of color; and reach out to former scholars

Are any 2016–17 projects ongoing?

No

What worked well?

- Virtual communication worked well for the committee. Members met in Adobe Connect and communicated solely by email and ALA Connect.
- Having applications data presented in spreadsheet, as well as pdf, to make searching and comparison of desired qualifications more efficient

What could have worked better?

- Did not do any formal assessment of the pairings from previous year
- Time management in terms of scheduling Adobe Connect sessions. Tip: Be sure to schedule a week in advance

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

Although, I have served on this committee for a number of years, it is difficult to keep track of all the projects required of this committee. I know that I can retrieve the work plans for the previous years, but I feel that a working timeline or list would have helped me to write a better work plan as vice-chair, and achieve all goals as a chair.

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

I have stayed on this committee for a number of years because the work of this committee is so rewarding. Every year the committee makes connections between new librarians of color and mentors. As a librarian of color, I believe this work is important to aid in the diversification of the library profession. The connections made between committee members has also made for a positive experience.

Any other comments, recommendations, or suggestions?
Optional

2017-2018 Committee Work Plan

Note: Each activity/project should be reported using the grid below. Copy and paste the grid as many times as needed to detail each activity/project. Plans should be **Specific, Measureable, Attainable, Realistic, and Timely or SMART).** Deadlines and an overview of the work plan process are posted at http://connect.ala.org/node/175502.

Activity/Project Name and brief description: A brief, straightforward, descriptive name is preferred.

Update and review of previously used assessment survey and mentor and mentee application forms.

Select the *single* best connection to the ACRL Plan for Excellence and provide a brief sentence connecting your project to the Plan.

    ☒ **Value of Academic Libraries**
    Objective: ☐1 ☐2 ☐3 ☒4
    Description of connection to specific objective: A sentence is suggested.
    ☐ **Student Learning**
    Objectives: ☐1 ☐2 ☐3 ☐4
    Description of connection to specific objective: A sentence is suggested.
    ☐ **Research and Scholarly Environment**
    Objectives: ☐1 ☐2 ☐3 ☐4
    Description of connection to specific objective: A sentence is suggested.
    ☐ **Supports the programs and services that target education, advocacy, publications, or member engagement.**
    Description of connection to specific area: A sentence is suggested.

It provides the information needed to keep the survey of participants and goals of the committee in line with the evolving needs of mentees over time.

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)*
Review Previous Survey Instruments	September 2017	Committee and ACRL Staff	ALA Connect, email, conference/web
Distribute Survey to Spring 2017 matches	October 2017	ACRL Staff	ACRL and ALA communications resources

Review and revise application forms. Update if needed.	November 2017	Committee and ACRL Staff	ALA connect, email, conference/web call
Post application form to committee website	December 2017	ACRL Staff	ACRL and ALA communications resources

Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?*

Assess the impact of the entire project rather than the specific actions listed above. A sentence or brief paragraph is adequate.

Success will be defined as a 50% or higher response rate from participants in the follow-up survey and the review and updating, if needed, of the mentor/mentee survey.

If resources are required beyond the $150 division-level committee basic services funding, please work with your Board Liaison and Staff Liaison to prepare a Board Action Form requesting additional funds.

Activity/Project Name and brief description: A brief, straightforward, descriptive name is preferred.

Spectrum Scholar Mentor and Mentee Matching, this project matches the incoming ACRL Spectrum Scholars with relevant mentors from academic and research libraries.

Select the *single* best connection to the [ACRL Plan for Excellence](#) and provide a brief sentence connecting your project to the Plan.

☒ **Value of Academic Libraries**
Objective: ☐1 ☐2 ☐3 ☒4
Description of connection to specific objective: A sentence is suggested.

☐ **Student Learning**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☐ **Research and Scholarly Environment**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☐ **Supports the programs and services that target education, advocacy, publications, or member engagement.**
Description of connection to specific area: A sentence is suggested.

This project provides support for new professionals from diverse backgrounds as they prepare to start their LIS careers and helps advocate the need for an increase in librarians from underrepresented groups in the profession.

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)*
Call for Mentors (General and targeted at relevant ACRL sections)	December 2017	ACRL Staff and Committee Members	ACRL and ALA communication resources
Mentee and Mentor Matching	April 2018	ACRL Staff and Committee Members	ALA Connect, email, Google Spreadsheet and Google Folder, conference Calls
Notification to Mentor/Mentee Pairs	Within 2 weeks of match	ACRL Staff	ACRL and ALA communications resources
Training mentors and committee members	Ongoing Schedule coordinated by ACRL Staff	ACRL Staff	Online web training

Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?*

Assess the impact of the entire project rather than the specific actions listed above. A sentence or brief paragraph is adequate.

An assessment survey developed in 2014-2015 will be distributed to assess the pairing from spring 2017. This allows for surveys to be sent out in October so that mentor/mentee pairs will have been established for at least 6 months before pairs are asked to provide feedback on their experience. Success will be measured by 70% positive ratings of the mentoring experience from respondents.

If resources are required beyond the $150 division-level committee basic services funding, please work with your Board Liaison and Staff Liaison to prepare a Board Action Form requesting additional funds.

Activity/Project Name and brief description: A brief, straightforward, descriptive name is preferred. Spectrum Scholar Mentor and Mentee Support Development - Evaluate feedback and survey results in order to develop 1-2 activities to further support the mentor/mentee relationships and professional development.	

Select the _single_ best connection to the ACRL Plan for Excellence and provide a brief sentence connecting your project to the Plan.

    ☒ **Value of Academic Libraries**
    Objective: ☐1 ☐2 ☐3 ☒4
    Description of connection to specific objective: A sentence is suggested.

    ☐ **Student Learning**
    Objectives: ☐1 ☐2 ☐3 ☐4
    Description of connection to specific objective: A sentence is suggested.

    ☐ **Research and Scholarly Environment**
    Objectives: ☐1 ☐2 ☐3 ☐4
    Description of connection to specific objective: A sentence is suggested.

    ☐ **Supports the programs and services that target education, advocacy, publications, or member engagement.**
    Description of connection to specific area: A sentence is suggested.

This project provides support for mentors and mentees as they work together to foster the development of the mentees.

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)_	
Discuss Feedback and Survey results	September 2017	ACRL Staff and Committee Members	ACRL and ALA communication resources	
Initial Idea Selection	November 2018	ACRL Staff and Committee Members	ALA Connect, email, Google Docs, conference calls	
Activity and Assessment are implemented	March 2018	ACRL Staff and Committee Members	ALA Connect, email, Google Doc/Drive, ACRL and ALA communications	
Debrief on activity	May 2018	ACRL Staff and Committee Members	ACRL and ALA communication resources	

Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?*

Assess the impact of the entire project rather than the specific actions listed above. A sentence or brief paragraph is adequate.

A short survey will be developed for support activity participants focusing on what was most useful, what else attendees would like programming on, what further questions attendees have, and how useful attendees found the program (likert scale). Success will be defined as at least 50% of attendees finding the activity at least somewhat useful.

*If resources are required beyond the $150 division-level committee basic services funding, please work with your Board Liaison and Staff Liaison to prepare a Board Action Form requesting additional funds.

Activity/Project Name and brief description: A brief, straightforward, descriptive name is preferred.

ACRL Conference Travel Grant application form revision - This project will update and revise the application questions and travel grant information which will inform the committee's work next year.

Select the *single* best connection to the ACRL Plan for Excellence and provide a brief sentence connecting your project to the Plan.

    ☒ **Value of Academic Libraries**
Objective: ☐1 ☐2 ☐3 ☒4
Description of connection to specific objective: A sentence is suggested.

    ☐ **Student Learning**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

    ☐ **Research and Scholarly Environment**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

    ☐ **Supports the programs and services that target education, advocacy, publications, or member engagement.**
Description of connection to specific area: A sentence is suggested.

Reviewing and updating this form ensures that the ACRL conference travel grant distribution guidelines stay up-to-date in order to facilitate support of the advancement of equity, access, diversity, and inclusion for conference attendees.

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)*
Distribute ACRL Conference Travel Grant to Committee Members for review and comment	January 2018	Committee and ACRL Staff	ALA Connect, email, conference/web call, ACRL and ALA communications resources
Discuss application forms. Update if needed.	February 2018	Committee	ALA Connect, email, conference/web call, ACRL and ALA communications resources
Final edits are approved on form.	March 2018	Committee and ACRL Staff	ALA Connect, email, conference/web call
Application form goes live	May or June 2018	ACRL Staff	ACRL and ALA communications resources

Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?*

Assess the impact of the entire project rather than the specific actions listed above. A sentence or brief paragraph is adequate.

Success will be completing the review, and any needed updates, of the application form.

*If resources are required beyond the $150 division-level committee basic services funding, please work with your Board Liaison and Staff Liaison to prepare a Board Action Form requesting additional funds.

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

Committee

Visit the [ACRL Directory of Leadership](#) to find your charge.

Committee Name: Government Relations Committee

Charge/Tasks: Work with the ACRL Board and staff to formulate the ACRL legislative agenda seeking input from other ACRL committees and leaders. Assists the ACRL Board in efforts to incorporate the ACRL legislative agenda into the ALA legislative agenda. Serves in an advisory role to the ACRL Government Relations Specialist.

Committee leadership

Visit the [ACRL Directory of Leadership](#) to find your committee roster. Click the "Next Year" link to view 2017–18 roster information.

- Current Chair (2016–17): Clay Williams
- Incoming Chair (2017–18): Barbara Petersohn
- Incoming Vice-chair (2017–18):
- Incoming Board Liaison (2017–18):
- Staff Liaison: Kara Malenfant

Submission information

Year-end report written by: Clay Williams and Barbara Petersohn

Work plan submitted by: Clay Williams

2016–17 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 2016–17 membership year?
A brief bulleted list is suggested here; reference 2016–17 work plan projects

Wrote the ACRL Legislative Agenda 2117; http://www.ala.org/acrl/issues/washingtonwatch

How did you go about getting them done?
- *Solicited recommendations for the ACRL Legislative Agenda from ACRL committees and ALA Divisions.*
- *Worked with the former Chair of the Government Relations Committee and the Staff Liaison to develop a robust draft.*
- *The draft was reviewed and edited by the Government Relations Committee.*
- *The draft was copy-edited and then presented to the ACRL Board for vote.*

What were the relevant results for your projects?
- *Reviewed, researched, and updated legislative issues*
- *Several of these issues were selected as top priority and others were placed on the Watch List.*
- *Particularly difficult because of the election*

Are any 2016–17 projects ongoing?
None, but the Committee meeting in Chicago outlined a much more robust program for the next year.

What worked well?
- *Communication with the ACRL Staff Liaison, who was very helpful with timing and edits and recommendations to early drafts.*

What could have worked better?

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

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
ACRL Legislative Agenda

Brief Description
The Legislative Agenda, developed and revised by this committee, provides the background information for ACRL Board, ACRL staff and ACRL members to advocate effectively around national legislative policy issues important in higher education.

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence 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.
☒ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Brief sentence connecting your project to the Plan
The ACRL Legislative Agenda is the main focus of advocacy efforts throughout the year. It supports member efforts to advocate effectively for legislation and policies which will positively impact higher education.

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)*
Initial conference call to introduce members to each other and review the work of the committee	September, 2017	Chair	None
Investigate use of LibGuide platform as an editing tool for draft Agenda	November-December, 2017	Chair with committee volunteers	None
Solicit and collect legislative issues from ACRL and ALA committees.	January, 2018	Chair and Vice-chair	None
Review and decide on the use of LibGuides for writing and editing. Draft initial emerging and ongoing legislative issues to be considered for final Agenda.	January, 2018	Chair and Vice-chair, with input from all committee members	None
Create draft and begin editing final version of the Agenda.	March 1, 2018	Vice-chair coordinates with input from all committee members	None
Submit penultimate draft to ACRL Staff Liaison for copy editing.	March 27, 2018	Vice-chair	None
Submit final agenda, with Board action form to ACRL office for virtual vote.	April 2, 2018	Vice-chair	None

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)

Successful completion and approval of the Agenda by the Board. Other measures would include increased numbers of website views and use of the Legislative Agenda through the coming year.

2017–18 Committee Work Plan

Activity/Project Name
ACRL Scholarships for Library Legislative Day

Brief Description
The Government Relations Committee publicizes and awards scholarships (travel grants) to librarians to attend the Library Legislative Day activities in Washington, D.C.

Goal Area
Select the *single* best connection to the [ACRL Plan for Excellence](#) 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.
☐ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Brief sentence connecting your project to the Plan
Awarding scholarships (travel grants) to librarians offers them a first-hand experience in engaging and interacting with legislators and policy-makers and helps them build skills in becoming better advocates for libraries.

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)*
Review and agree on scholarship application process, evaluation rubric and timeline.	July-August, 2017	Chair and Vice-chair, with input from all committee members	$7,500 for 10 awards @ $750 each
Initial call for applications via social media and other outlets.	November, 2017	Chair with sub-committee	None
Follow-up reminders about scholarship via same outlets.	Late November and December, 2017	Chair with sub-committee	None
Review of applications and selection of recipients.	January, 2018	Sub-committee	None
Notification of award recipients.	February, 2018	Chair	None

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)

Success would be measured by the level of interest in the awards as indicated by the receipt of a significant number (>25) of excellent applications for the awards and their successful use in attending NLLD. This information could be collected and reported by the sub-committee reviewing the applications.

2017–18 Committee Work Plan

Activity/Project Name
Legislative Tool Kit

Brief Description
The Government Relations Committee will investigate the feasibility of developing a legislative tool kit targeted to academic librarians working with state and local legislators, and government relations staff at their college/university.

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence 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.

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

Brief sentence connecting your project to the Plan
The legislative toolkit would be a resource for librarians who want to learn more about advocacy for academic libraries, covering areas of interest including background information on the issues, the legislative process and communication strategies.

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)*
Develop an outline of topic areas for the toolkit, write proposal for the toolkit	October, 2017	Chair and committee member volunteer	None
Investigate options for completing this task with either additional committee members or a possible paid committee intern	November, 2017	Chair and committee	None
Investigate use of LibGuide via ACRL for toolkit platform.	November, 2017	Chair	None
Review proposal and other findings with committee; determine feasibility and next steps.	December, 2017 –January, 2018	Chair and committee	None

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)

Success would be determined by completion of this "feasibility study" including written guidelines and scope of work and final decisions about next steps.

Division-level Committee Year-end Report and Work Plan

Committee Name: Immersion Program Committee

Charge/Tasks: The Immersion Program Committee acts as an oversight council for the Immersion Program and works closely with Immersion Program faculty and ACRL staff to market and promote the various Immersion Program tracks, develop conference programming related to the Immersion Program, sustain the community of Immersion Program alumni and cultivate their engagement, support assessment efforts, and review applications for the Immersion Program tracks.

Committee leadership
Visit http://www.ala.org/acrl/aboutacrl/directoryofleadership/committees to find your committee roster. Click the "Next Year" link to view 2016–17 roster information.

Current Chair: Bethany Herman

Incoming Chair: John Cosgrove

Incoming Vice-chair: Jennifer Corbin

Incoming Board Liaison: Caroline Fuchs

Staff Liaison: Margot Conahan

Submission information

Year-end report written by: Bethany Herman

Next year work plan submitted by: John Cosgrove

2016-2017 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 2016-17 membership year?

- Reviewed applications for the 2017 Teacher and Program tracks.   The process was as follows:

  - Worked with ACRL staff liaison to verify that rubrics, track dates, and update online application system were current and working.
  - We formed teams and established an online meeting schedule for reviewing Immersion applications for Teacher and Program tracks in lieu of scheduling an in-person meeting at ALA Midwinter.
  - Using Adobe-Connect/Zoom/GoToMeeting and various closed online methods, we created closed online meetings to discuss the results of the reviewed applications and to make final recommendations.
  - Committee Chair solicited specific points of critique and responded to feedback requests from unselected applicants via email.

- Confirmed with Immersion Faculty Co-Coordinators on altering application process to reflect the new Immersion Program curriculum and the doing away with the individual tracks for the program. This will be on-going as they roll out the new program in 2017-2018.

- The Vice-chair led the search for new Immersion Faculty

- The Chair and Vice-chair began discussions with Immersion Faculty Coordinators about the changes to the curriculum and shifting committee's primary role from application review to marketing and community engagement with the Immersion Program.

How did you go about getting them done?

- Application review – see above for process.

- We confirmed the alteration of the application process shifting from a review and selection process to an open registration process at the ALA Annual 2017 meeting.

- The Chair and vice-chair reached out to IPC Faculty Coordinators to discuss the curriculum redesign of the Immersion Program moving from multi-track approach to a more inclusive, participant driven program.

- The Vice-chair lead the Immersion Faculty Search by directing a committee mixed between Immersion Program Committee members and Immersion Faculty.

What were the relevant results for your projects?
- We continued the practice of moving the group discussion of applications from an in-person meeting at Midwinter to closed online meetings which allow IPC members more time and flexibility in the review process and timeline.

- We reviewed a total of 111 applications (72 for Teacher track and 39 for Program Track) and accepted 88 for Immersion tracks this year (58 for Teacher track and 30 for Program track).

- Six new Immersion Faculty were selected and brought in to observe for the Teacher and Program tracks Summer programs.

Are any 2016–17 projects ongoing?
- Shifting committee focus from reviewing applications to possibly reviewing scholarships and to marketing to the larger library community.
- Developing a strong and sustainable marketing program for the Immersion experience.

What worked well?
- Continuing the practice of "unbundling" the application review process from the ALA Midwinter and Annual Meetings. This allows more flexibility for both the Immersion program as well as the committee members.

- The search process for the incoming Immersion Program Faculty went smoothly thanks to the efforts of the Immersion Faculty search committee and the support of ACRL staff.

- The support of ACRL staff such as Margot Sutton, Elois Sharpe, and Allison Payne.

What could have worked better?
- Consistent communication amongst committee members. This could be achieved by having regular (possibly monthly) meetings via conference software to work on ongoing projects such as marketing and outreach. This could work to bridge the gap of moving from in person meetings to more virtual work.

- It is challenging to get committee work done other than application review with so few members attending meetings in person at Midwinter or Annual, and it is difficult to solicit input or get active participation from members when only communicating electronically. Frequent meetings outside of Midwinter and Annual could help with this. Also, during this past Annual meeting, it was brought up that the current climate for funding could be a barrier to future Midwinter and Annual conference attendance.

What do you wish someone had told you before starting work on this committee?
- The committee's workload depends largely on the number of applicants to particular Immersion tracks and cannot be reliably anticipated. This makes planning related to job responsibilities more difficult at certain times of the year.

Activity/Project Name and brief description: A brief, straightforward, descriptive name is preferred.

Select the *single* **best connection to the ACRL Plan for Excellence and provide a brief sentence connecting your project to the Plan.**

> **Student Learning**
> **Objective:** 1 2 3 4
>
> *Description of connection to specific objective:* "Identify innovative practices in learning environments and instruction that enable academic librarians to transform learning" and "Increase understanding of new models of information fluency as pedagogy evolves" – Immersion enables librarians at different levels to build new learning programs at their institutions.

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.*

This committee is in a period of major transition as the Immersion Program is being completely overhauled and may move (pending approval) to a registration process, rather than an application process. The Committee's main responsibilities would then shift to marketing and communication rather than vetting applications. All of our projected dates are accordingly tentative and may, likely will, change a great deal as all this is sorted out.

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)*
Announce change in Immersion Program schedule	September/October 2017	Immersion Program Committee	Coordinate with ACRL staff.
Work out details of registration rather application. (Pending approval.)	Fall 2017	Immersion Program Committee with Program Faculty coordinators	Coordinate with ACRL staff.
Assuming approval of change to the way participants enroll in program (see above), move to a more frequent meeting schedule (monthly?) to reflect change in duties, namely marketing and communications.	Fall 2017/Spring 2018	Immersion Program Committee	Coordinate with ACRL staff.

Assuming approval (see above) communicate new process to membership and market next program accordingly.	Spring 2018	Immersion Program Committee	Coordinate with ACRL staff.
Develop a social media, marketing, and outreach program.	Spring 2018	Immersion Program Committee	Coordinate with ACRL Staff and Program Faculty.
Create meet-up opportunities at ALA and ACRL for interested parties.	TBD	Immersion Program Committee (Recruit on-site co-ordinators?)	Coordinate with ACRL staff.

Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?*
Success will be measured by the number of registrants for the newly revamped Immersion Program and feedback from Program Faculty and participants about the new process and the new program.

- With the changing academic climate and updates to the Immersion Program curriculum, this will change the nature of the work of this committee and how that work is carried out.

What made this work most rewarding (observations/comments/accolades)?
- A committee membership invested in the application review process and that genuinely care about the quality of the program and the experience of its participants.

- Special accolades to the Faculty Search subcommittee chaired by IPC Vice-chair, John Cosgrove for the successful search of adding six new members to the Immersion Faculty.

Any other comments, recommendations, or suggestions?
Optional
- Only require attendance for the Annual meeting for this committee and allow for more virtually held meetings.

- When moving to an open registration format for the Program, perhaps allow the committee to help review and select applications for ACRL scholarships.

- Develop a social media, marketing, and outreach program for the committee to be the main focus. This includes creating a LinkedIn group for current and past Immersion participants to connect.

- Committee could host a meetup to occur during ALA Annual and perhaps even during ACRL conference years. This could be a social hour/meet up for past, current and prospective participants to meet with Immersion Faculty and committee members to solicit feedback on the program, to discuss the benefits of participation, and to reach out to future potential applicants.

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

Committee Name: Liaisons Coordinating Committee

Charge/Tasks: Oversees and coordinates the ACRL liaison relationship activities across all levels of the association; establishes and manages processes of establishing liaison relationships and provides common guidelines for appointing liaisons to the ACRL units managing liaison relationships; assesses effectiveness of the liaison program and makes recommendations for its improvement; communicates assessment findings with board and future directions for the liaison program.

Committee leadership

- Current Chair (2016–17): Kathy L. Magarrell
- Incoming Chair (2017–18): Michael Courtney
- Incoming Vice-chair (2017–18): Michele Demeter
- Incoming Board Liaison (2017–18): Emily Daly
- Staff Liaisons: Mary Ellen K. Davis and Allison Payne

Submission information

Year-end report written by: Kathy Magarrell

Work plan submitted by: Michael Courtney

What were the major projects/activities accomplished by your committee in the 2016–17 membership year?

- The 2015 report (DOC 4.1) was a catalyst in that it called out some of the strengths and weaknesses of the current program. This was a year for taking stock of the LCC charge and to pursue feedback from all committee members, as well as the liaisons.
- We revisited Doc. 4.1, section IX: cleared up the "connect community" language in the Connect file structure, thus reducing confusion over the filing of liaison reports over time.
- Developed a communication plan to facilitate better communication between committees. The plan would include at least one virtual meeting between conferences. (This process may change if Board decides to flatten the committee, which we recommend.)
- Discussed developing an "on-boarding" document for all liaisons. Content of document would be created by LTDC based on feedback from committee discussions and from the liaisons themselves. This would provide continuity and clarity for all liaisons. Perhaps the on-boarding document could include a best practices section.

How did you go about getting them done?

Many smart, engaged librarians tackled these things together.

What were the relevant results for your projects?

Ironically, one of our action items was to begin to outline a strategy for growing the program. However, after some focused discussions, the LCC wondered if it was still feasible and desirable to pursue this action.

The Chair of the Liaisons Assembly had conversations with the liaisons to get their thoughts. What follows is from the LTDC (and Assembly Chair's) report:

The Talking Points LibGuide (http://acrl.libguides.com/val/liaisons) was one of the aspects of the 2016-17 annual report that did not proceed as planned. Although LTDC had hoped to work on the maintenance and updating of this resource, it was discovered that the LibGuide is owned by the VAL committee and not accessible for updates by LTDC directly. In addition, LTDC has learned from members of the Liaisons Assembly that they would like to pursue other means of communicating with each other (regularly scheduled virtual meetings) and with ACRL members (liaison-of-the-month showcase in *ACRL Insider*). The initial purpose of the LibGuide was to support the liaisons in their outreach to non-library associations when speaking about current trends in academic libraries, but the liaisons are not perceiving resources related to "hot topics" as highly relevant to their liaison roles as they shared during the previous day's discussion at Liaisons Assembly. Instead, the liaisons are seeking tangible, actionable goals from ACRL leadership to guide their work. An outcomes-based agenda for liaisons would also help Liaisons Coordinating Committee which has had more focused conversations in the past year on assessment and return-on-investment for the program as a whole.

Are any 2016–17 projects ongoing?

A brief bulleted list is suggested here; reference 2016–17 work plan projects

- Develop a communication plan to facilitate better communication between committees. The plan would include at least one virtual meeting between conferences. This process may change if Board decides to flatten the committee, which we recommend.
- Develop an "on-boarding" document for all liaisons. Content of document would be created by LTDC based on feedback from committee discussions and from the liaisons themselves. This would provide continuity and clarity for all liaisons. Perhaps a best practices document would be appropriate.
- Create outcomes and goals for liaisons with their feedback.
- Create guidelines for content for Board reports. The goal is to get similar content to avoid the problem of comparing apples and oranges.

How did you go about getting them done?

Many smart, engaged librarians tackled these things together.

What were the relevant results for your projects?

Ironically, one of our action items was to begin to outline a strategy for growing the program. However, after some focused discussions, the LCC wondered if it was still feasible and desirable to pursue this action.

Attendance at the Liaison Assembly is low. Last year there we 4 in attendance and 6 this summer. New liaisons noticed no consistency regarding who is notified about the appointment (see LTDC notes from Jan 22, 2017). An on-boarding/best practices document would help.

It bears mentioning that the program started in 1995. The idea of librarian liaisons was new, exciting and powerful. Perhaps the Board (with help from LCC) should examine the charge and see how it fits in the current environment. There are also new challenges confronting the academic library and higher education in general. Given those issues, it is not clear that this is the best use of ACRL resources.

What worked well?

Having knowledgeable, engaged committee members. It was also very helpful to have members with some "institutional memory."

What could have worked better?

Getting more liaisons involved. Having a more thorough introduction to the LCC, especially new chairs and vice-chairs. There weren't really any problems of that type this time because most members were experienced ACRL folks.

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

It took me a little while to see how the committees worked together – a little history/background on the LCC would have been helpful. I think the low attendance of liaisons at the Assembly should have been mentioned up front. That would facilitate decision-making.

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

Working with excellent colleagues. Feeling like our work makes a difference and has the potential to continue doing so.

Any other comments, recommendations, or suggestions?

If the Board does decide to flatten the committee under LCC, it may be helpful to put a small task force of former and current members to review the original purpose of the committee and see how it is holding up. There are individual liaisons who are satisfied and feeling good about the program. That is obviously a good thing, but it is hit and miss, depending on the liaison. It is not applicable across the board.

Committee

Visit the ACRL Directory of Leadership to find your charge.

Committee Name: **Liaisons Coordinating Committee**

Charge/Tasks: Oversees and coordinates the ACRL liaison relationship activities across all levels of the association; establishes and manages processes of establishing liaison relationships and provides common guidelines for appointing liaisons to the ACRL units managing liaison relationships; assesses effectiveness of the liaison program and makes recommendations for its improvement; communicates assessment findings with board and future directions for the liaison program.

Committee leadership

Visit the ACRL Directory of Leadership to find your committee roster. Click the "Next Year" link to view 2017–18 roster information.

- Current Chair (2016–17): Kathy Magarrell
- Incoming Chair (2017–18): Michael Courtney
- Incoming Vice-chair (2017–18): Michele Demeter
- Incoming Board Liaison (2017–18): Emily Daly
- Staff Liaison: Allison Payne

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

ACRL Liaisons Program Report for 2018

Brief Description

The ACRL liaisons program was restructured in 2010 with the intent of making engagement with higher education organizations as effective as possible. The ACRL Board has asked for periodic status reports on the current effectiveness and impact of the program.

Goal Area

☐ **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.

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

Brief sentence connecting your project to the Plan

ACRL programs, services, and publications that target education, advocacy, and member engagement.

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)*
The committee will prepare a report for the ACRL Board to review. This report will be similar to the 5-year report written and turned in by members of the 2015-16 committee.	February 2018	Liaisons Coordinating Committee	

Assessment: How will success be measured?

A satisfactory report on the LCC actions and initiatives will be presented to the Board in January 2018. The format and content of future reports could be based on the 2018 report.

Activity/Project Name

Develop strategies for future directions of the liaison program.

Brief Description

The Liaisons Coordinating Committee encourages ACRL units to explore liaisons and work with other associations. In an effort to grow the program, there is a need to explore future directions in engagement with liaison programs.

Goal Area

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☒ **New Roles and Changing Landscapes**
- ☒ 1. Deepen ACRL's advocacy and support for a full range of information professionals.
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☐ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Brief sentence connecting your project to the Plan

An effort to deepen advocacy, education, and support for liaison work across.

Timeline

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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)*
Brainstorm ways to boost attendance of liaisons at meetings; discuss strategies for future growth of the liaison program; consider the development of a survey instrument or other measurable method for soliciting liaison feedback that can be implemented on a regular schedule	Fall 2017	Liaisons Coordinating Committee	
Establish a method to survey, interview, or solicit feedback via other methods on liaison experiences, desires, and suggestions for improved engagement	Spring 2018	Liaisons Coordinating Committee	

Assessment: How will success be measured?
Possible measurable outcomes include surveying liaisons; other methods could be an interview format, or a conference call; indicators of success could also be an increase in number of liaisons attending meetings.

Activity/Project Name

Explore changes to the structure of the Liaisons component committees.

Brief Description

In order to more effectively conduct its work, the committee will explore options for changing the structure of component committees, such as flattening the overall structure, and present a proposal for accomplishing this to the ACRL Board.

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

Brief sentence connecting your project to the Plan

ACRL programs, services, and publications that target education, advocacy, and member engagement.

Timeline

    ☐ continuous project assigned in charge
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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)*
The committee will discuss options for changes to the structure of the Liaisons component committees, such as flattening the overall structure	Fall 2017	Liaisons Coordinating Committee	
Pursuant to ongoing discussions, a proposal in the form of a Board Action Form would need to be completed and submitted to the ACRL Board for consideration	First week of January 2018	Liaisons Coordinating Committee	

Assessment: How will success be measured?

The outcome of ongoing discussions may result in submission of a Board Action Form to recommend changes to the overall structure of the Liaisons component committees.

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

Committee

Visit the ACRL Directory of Leadership to find your charge.

Committee Name: Liaisons Grants Committee

Charge/Tasks: Manages liaison program support budget; establishes and manages competitive processes for liaisons to apply for funding for specific activities over a defined period with a focus on assessable outcomes.

Committee leadership

Visit the ACRL Directory of Leadership to find your committee roster. Click the "Next Year" link to view 2017–18 roster information.

- Current Chair (2016–17): Lori Phillips
- Incoming Chair (2017–18): Rachel Crowley
- Incoming Vice-chair (2017–18): Farzaneh Razzaghi
- Incoming Board Liaison (2017–18): Emily Daly
- Staff Liaison: Allison Payne

Submission information

Year-end report written by: Lori Phillips

Work plan submitted by: Rachel Crowley

2016–17 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 2016–17 membership year?

Managed the funding proposal life cycle through regular communication with ACRL staff and individual liaisons, and between committee members.

Invited proposal submissions, discussed, scored and awarded funding to one "early" proposal and 11 other proposal submitted during the fall cycle of applications. Consulted with individual liaisons for specific questions as needed.

Revised the funding rubric to place more emphasis on assessment and outcomes.

Updated grants information on Liaisons webpage: http://www.ala.org/acrl/issues/councilofliaisons

Decided during February virtual meeting to keep one official funding cycle (reminder to liaisons July 1, proposals due August 1, notifications by October 1) but agreed to consider proposals on an ad hoc basis.

How did you go about getting them done?

Funding proposals were solicited from ongoing and new liaisons via direct email from LGC Chair.

Funding proposals were shared with LGC via ALA Connect, discussed through conference calls and email, and assigned numerical scores.

Liaisons were notified of awards and provided information about how to claim reimbursement via direct email from LGC Chair, with information also posted to ALA Connect.

Worked with ACRL Staff Liaison to update links on webpage

What were the relevant results for your projects?

12 proposals evaluated by the committee

$22,540 awarded for individual liaisons, leaving $7,460 in unawarded funds in the budget, to cover possible new liaison appointments or late-arising needs

The funding rubric used by the committee was revised and is posted to ALA Connect

A handout was developed for distribution at the Liaisons Assembly meeting by the Liaisons Training and Development Committee during Midwinter 2017 providing tips for submission of strong funding proposals.

Are any 2016–17 projects ongoing?

Solicitation and review of funding proposals is ongoing.

What worked well?

Excellent ACRL staff support

What could have worked better?

Some committee members did not participate in the work of the committee.

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

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
Evaluate and approve funding requests from liaisons.

Brief Description

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence and provide a brief sentence connecting your project to the Plan.

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☐ **New Roles and Changing Landscapes**
    ☐ 1. Deepen ACRL's advocacy and support for a full range of information professionals.
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    ☐ 3. Expand ACRL's role as a catalyst for transformational change in higher education.
☒ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**
Brief sentence connecting your project to the Plan
The Liaisons Grants Committee's charge is to manage the liaison program support budget; establish and manage competitive processes for liaisons to apply for funding for specific liaison activities over a defined period of time with a focus on assessable outcomes. (ALA)

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)*
Facilitate timely completion of reimbursement requests from FY16	July-August 2017	Staff Liaison, Chair, Vice Chair	
Notify LCC, LDTC, Board Liaison, and ACRL of funding request timeline for higher ed. and scholarly org. liaisons application deadline. Obtain a list of liaisons, especially new liaisons and notify them regarding funding opportunities and share rubric, template and other related documents and web page links.	July 2017	Chair	
Send FY 2017 funding reminder and guidelines to current liaisons	July 2017	Chair	
Receive and distribute funding proposals to LGC	August 2017	Chair and Vice Chair	
Notify committee of total Board allocation for program	September 2017	Chair and Vice Chair	
Discuss, evaluate, vote on funding proposals via conference call	October 2017	Full Committee	

Specific Action	Due Date	Party Responsible	Resources Needed *(e.g., financial*, technology, staff support)*
Inform individual liaisons and ACRL of grant awards, along with feedback to liaisons about areas open to improvement in the proposals. Share info with LCC.	October 2017	Chair	
Examine and revise templates for email notifications, award letters, etc. as needed	November 2017	Chair and Committee	
Provide funding application development for new liaisons via phone or webinar, in partnership with LTDC and LCC	TBD	Chair and Vice Chair	
Evaluate and/or revise the ACRL Liaisons Grant Funding Request and the Guidelines for Funding Members of the Liaisons Assembly	Spring 2017	Committee	
Work with other component committee to address issues and improve support for liaisons	Ongoing	Chair and Vice Chair	
Send reminder to FY 17 reimbursement and year-end report to current liaisons due August 2017	June-July 2017	Chair or Vice Chair	

Assessment: How will success be measured?

Liaisons meeting the specified criteria and deadlines will be funded to the extent that the annual budget allows.

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

Committee
Committee Name: Liaisons Training & Development Committee
Charge/Tasks: Manages support services for liaisons, provides training and resource materials for liaisons including suggestions for communicating the results of liaison work to ACRL membership. The Chair and members are appointed by the ACRL Vice President/President-Elect.

Committee Name: Liaisons Assembly Committee
Charge/Tasks: Members of ALA who are currently serving in liaison positions at all levels of the association. The Assembly is chaired by the Chair of the Liaisons Training and Development Committee.

Committee leadership
Current Chair (2016–17): Carrie Donovan
Incoming Chair (2017–18): Christopher Cox
Incoming Vice-chair (2017–18): Susie Skarl
Incoming Board Liaison (2017–18): Emily Daly
Staff Liaison: Allison Payne

Submission information
Year-end report written by: Carrie Donovan
Work plan submitted by: Christopher Cox

2016–17 Year-end Committee Report

What were the projects accomplished by the committee in the 2016–17 membership year?
The Liaisons Training & Development Committee hosted two professional development opportunities for liaisons, one on the topic of digital scholarship and another on library space planning. The details for each event are as follows:

ACRL Liaisons Virtual Meeting: Digital Scholarship (12/08/2016)
Virtual panel presentation and discussion about digital scholarship in which the panelists shared their experience working in centers of digital scholarship, collaborating with graduate students and faculty, and incorporating digital scholarship into teaching and undergraduate research. Speakers: Meg Sica-Brown, Assistant Dean for Collections and Scholarly Communication, Colorado State University; Dunstan McNutt, Research & Instruction Librarian, Amherst College; Erika Jenns, Scholars' Commons Programming and Outreach Librarian, Indiana University Bloomington; Kate McCready, Publishing Services Librarian, University of Minnesota
ACRL Liaisons Virtual Meeting - Library Spaces (5/18/2017)
The panelists will share their experience in measuring user needs related to space, designing innovative spaces to match new library services, and assessing the use and relevance of existing spaces. There will also be time for Q&A. We look forward to seeing you there! For anyone who is not able to attend, the session will be recorded. Speakers: Jason Aubin (University of Nevada, Las Vegas), Susan Beatty (University of Calgary), Meghan Sitar (University of Michigan)

The Liaisons Assembly Committee held regular meetings virtually to discuss a potential shared project involving the documentation and communication of the evolving role of a liaison – both for ACRL members and for the members of external associations to which the liaisons provide outreach and engagement. These discussions resulted in a "Communication Plan" that contains action items and could inform the work of the Assembly in the coming year(s). It also offered a way for liaisons to work collectively and pool their growing expertise in the area of liaisonship in a way that would benefit their work as liaisons to non-library organizations and the liaison work of ACRL members in their local environments.

How did you go about getting them done?
- Members of the Liaisons Training & Development Committee invited presenters with expertise and experience in the topical areas, worked with ACRL staff to schedule a virtual space for the events, publicized the events to liaisons, and attended the webcasts to ensure functionality of technology and to facilitate online discussion forums.
- The Chair of the Liaisons Assembly Committee scheduled virtual meetings, documented discussions, and drafted the "Communication Plan".

What were the relevant results for your projects?
- Webcast on Digital Scholarship
- Webcast on Library Spaces
- Liaisons Communication Plan

Are any 2016–17 projects ongoing?
- The ACRL Board requested a survey of liaisons and summarizing report regarding the activities and impact of liaisons in 2013, 2015, and every two years that follow. The next report is due Fall 2017.
- In summer 2015, the Liaisons Training & Development Committee hosted a panel of liaisons as part of ALA programming and plans to host such a panel at least every three years. The next such program would be at ALA Annual 2018 or before.

What worked well?
- Using the ACRL Liaisons Assembly listserv (liaisons@lists.ala.org) to communicate with liaisons worked particularly well for informing liaisons of professional development opportunities and upcoming meetings. This practice also ensures that all communication from Liaisons Training & Development Committee is distributed to the Liaisons Coordinating Committee and the Liaisons Grants Committee who are also part of the liaisons listserv; thereby improving the flow of information among the three committees.
- Holding virtual meetings of the Liaisons Training & Development Committee in addition to in-person meetings at ALA Annual and Midwinter was helpful for sustaining progress toward the tasks in the committee's work plan.
- Holding virtual monthly meetings of the Liaisons Assembly Committee, in addition to in-person meetings at ALA Annual and Midwinter, helped the group build a sense of community and advance toward a collective project.
- The Chair and Vice-chair of the Liaisons Training & Development Committee had a conference call with the Chair and Vice-chair of the Liaisons Grants Committee to learn about the processes, timelines, and workflows related to grants for liaisons.

What could have worked better?
- Although the editing and maintenance of the liaisons "Talking Points" LibGuide was part of the Liaisons Training & Development Committee's work plan, it was not possible for the committee to pursue this endeavor as the Libguide is under the ownership of the Value of Academic Libraries Committee.
- With the ex-officio appointment of a member of the VAL Committee to the Liaisons Assembly in 2016, it is now possible that editing and updating the LibGuide's talking points will happen more easily.

What do you wish someone had told you before starting work on this committee?
- While the Liaisons Training & Development Committee is part of a component committee structure, the three committees rarely interact nor does their work often intersect.
- The Liaisons Assembly Committee meetings and events do not have large numbers of participants or attendees.
- Being appointed as Chair of the Liaisons Training & Development Committee involves chairing two ACRL committees: LTDC and the Liaisons Assembly Committee.
- Although it is thought that the recruiting, appointment, and leadership of ACRL Liaisons is under the purview of the Liaisons Coordinating Committee, practical experience shows that liaison appointments have been established, filled, and reviewed by various other ACRL committees and interest groups over the years.

What made this work most rewarding (observations/comments/accolades)?
Providing the professional development opportunities in the form of webcasts for the liaisons was rewarding.

Any other comments, recommendations, or suggestions?
Throughout the year, the following recommendations have emerged from the Liaisons Assembly Committee, the Liaisons Grants committee, and the Liaisons Training & Development Committee that might inform the next work plan:

1. Design and deliver professional development opportunities for liaisons:
- Host a virtual learning opportunity for liaisons in collaboration with the Liaisons Grants Committee regarding how to craft outcomes and plans for assessing liaison work as part of annual funding proposals.
- Host a virtual learning opportunity for new liaisons (presented by experienced liaisons) regarding ways of connecting beyond conference attendance, including targeted, discipline- or association-focused outreach.

2. Support Liaisons Assembly Committee in rolling out their Communication Plan:
- Initiate and sustain *ACRL Insider* series in the form of a liaison showcase (similar to member-of-the-week).
- Put together a panel of liaisons for Midwinter 2018 (proposals due in October 2017), webinar for ACRL members, or series of online videos regarding what it means to be a liaison (a possible title is "Liaising with Liaisons: Bridging the Gap").

3. Streamline communication and engagement with liaisons on behalf of the component committees (Liaisons Coordinating Committee, Liaisons Grants Committee, and Liaisons Training & Development Committee):
- Adopt a Systematic Approach to Liaison Onboarding
  - ACRL staff could email the Chair and Vice-chair of LTDC, LGC, LCC, when made aware of a new liaison.
  - The Chair of Liaisons Training & Development Committee could send an invitation with general information and expectations on behalf of the Chair and Vice-chair of LTDC, LGC, LCC, so that the new liaisons are aware of the leadership and role of the component committees.
  - In addition to sending new liaisons the "welcome aboard," LTDC Chair could set-up new liaisons up with a mentor in the program.
  - The Chair of Liaisons Training & Development Committee could be more intentional about establishing relationship between outgoing liaisons and incoming liaisons for enhanced continuity.
- Review Liaison Approval/Appointment Process within the Association
  - Currently, there is no strategic oversight of how liaison appointments are initiated or approved. Neither the ACRL Board nor the Liaisons Coordinating Committee approve appointments (see: Selecting Target Organizations for more information).

2017–18 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, Measurable, Attainable, Realistic, and Timely or SMART).**

1.

Activity/Project Name
Design and deliver professional development opportunities for liaisons.

Brief Description
Host virtual learning opportunities for liaisons to assist them in improving their skillset and service to ACRL. Ideas for programs include a program in collaboration with the Liaisons Grants Committee regarding how to craft outcomes and plans for assessing liaison work as part of annual funding proposals, and a program allowing new liaisons to connect with experienced liaisons outside of conference attendance.

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence and provide a brief sentence connecting your project to the Plan.

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☐ **Research and Scholarly Environment**
    ☐ 1. Increase the ways ACRL is an advocate and model for open dissemination and evaluation practices.
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☐ **New Roles and Changing Landscapes**
    ☐ 1. Deepen ACRL's advocacy and support for a full range of information professionals.
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☒ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Brief sentence connecting your project to the Plan
This initiative would provide a program that would help the liaisons perform more effectively.

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: _____)

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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)*
Verify with liaisons that the programs proposed will meet their needs	September 1	Chair, Liaisons	None
Develop description of each event, establish outcomes for each, and proposed timeline for event (fall or spring)	September 15	Chair, Vice Chair, Committee	None
Identify individuals to present the information	October 1	Chair, Committee	None
Hold event	November/March	Speakers, Liaisons, Committee	Technology assistance
Gather feedback	Gather feedback within two weeks following each event.	Chair	Survey software

Assessment: How will success be measured?
A survey will be sent to liaisons following the program to determine their satisfaction with them and to determine if they met the proposed outcomes. Additional feedback would be sought at the in person meetings at Midwinter and Annual.

2.

Activity/Project Name
Develop ACRL Insider series highlighting liaisons

Brief Description
Support Liaisons Assembly Committee in rolling out their Communication Plan through the creation of a new ACRL Insider series in the form of a liaison showcase (similar to member-of-the-week)

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence and provide a brief sentence connecting your project to the Plan.

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    ☒ 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.
☐ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Brief sentence connecting your project to the Plan
This would highlight the liaison role that librarians are and can be fulfilling with outside organizations.

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: __could become continuous if successful_____)

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)*
Contact appropriate ACRL contact to determine if the project is feasible and what it would entail	October 1	Chair	Staff support
Collect information from liaisons to create the profiles	November 1	Committee, liaisons	
Begin rollout of profiles	January 1	Chair, ACRL	Staff support

Assessment: How will success be measured?

Determine if the ability exists to determine how many people are reading the posts. Identify a mechanism to see if more members of ACRL are familiar with the ACRL liaison program.

3.

Activity/Project Name
Program related to what it means to be a liaison.

Brief Description
Put together a panel of liaison for Midwinter 2018 (proposals due in October 2017). Title could be "Liaising with Liaisons: Bridging the Gap".

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence 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.
☐ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Brief sentence connecting your project to the Plan
Again, this would meet ACRL's new roles for librarians and advocacy portion of the Plan for Excellence.

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)*
Coordinate with Committee to determine a plan and concept for program	September 10	Chair, Liaisons	
Submit proposal for program via online form	August 28 (one-week extension, if needed)	Chair	Staff support
Identify liaisons for presentations	November/December 2017		
Publicized MW Open Forum	December 2017	Chair	Publicize on ALA Connect to all four Liaisons Committees. Promote on other channels, such as in ACRL Insider series, ACRL listservs, etc.
Conduct Program	Midwinter 2018	TBD presenters	
Conduct evaluation	Send during Midwinter, and collect responses by 2/28/17	Chair	Survey software

Assessment: How will success be measured?

Conduct a brief survey at the end of the Midwinter program gauging impact of the program and understanding of the liaisons roles and importance to ACRL.

4.

Activity/Project Name
Streamline communication and engagement with liaisons on behalf of the three component committees (Liaisons Coordinating Committee, Liaisons Grants Committee, and Liaisons Training & development Committee)

Brief Description
Create a systematic approach to liaison onboarding and review the liaison appointment process within the administration

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence 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.
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☐ **New Roles and Changing Landscapes**
    ☐ 1. Deepen ACRL's advocacy and support for a full range of information professionals.
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    ☐ 3. Expand ACRL's role as a catalyst for transformational change in higher education.
☒ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Brief sentence connecting your project to the Plan
This goal has more to do with coordination with the Liaisons Coordinating Committee and associated subcommittees than other goals and thus is not really easy to categorize based on the ACRL Plan of Excellence.

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)*
Engage in dialogue with Liaisons Coordinating Committee, and ACRL Board regarding onboarding and appointment process	September 20	Chair, Coordinating Committee	
Have discussion regarding this via conference call or at Midwinter	???	Chair, Coordinating Committee, ACRL Board	Staff support
Implement any changes proposed			

Assessment: How will success be measured?
Re-assess effectiveness of changes to onboarding and liaison appointments following change implementation.

11

Association of College & Research Libraries

50 E. Huron St. Chicago, IL 60611

800-545-2433, ext. 2523

acrl@ala.org, http://www.acrl.org

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

Committee

Committee Name: Membership Committee

Charge/Tasks: *To advise ACRL staff on matters related to membership promotion and member recruitment, engagement, and retention.*

Committee leadership

Visit http://www.ala.org/acrl/aboutacrl/directoryofleadership/committees to find your committee roster. Click the "Next Year" link to view 2016-2017 roster information.

Current Chair: Katie Gibson

Incoming Chair: Rachel Minkin

Incoming Vice-chair: Jodie Borgerding

Incoming Board Liaison: Jeanne Davidson

Staff Liaison: Mary Jane Petrowski

Submission information

Year-end report written by: Katie Gibson

Next year work plan submitted by: Rachel Minkin

2016–2017 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 2016–2017 membership year?

- Getting Involved in ACRL Webcast
- ACRL 2017 Conference Buddy Program
- ACRL 2017 Conference online orientation
- ALA Annual Conference Buddy Program
- ALA Annual Conference online orientation
- ALA Annual Conference ACRL 101

How did you go about getting them done?

The committee tried a new approach and created working groups for each of the projects for the year. The working groups checked in with the rest of the committee at periodic virtual meetings throughout the year.

What were the relevant results for your projects?

- Getting Involved in ACRL Webcast
    - 68 attendees
    - Evaluations very positive. Of the 22 responses received, 20 agreed it was a useful program.

- ACRL 2017 Conference Buddy Program
    - 100 first-time attendee slots filled within 24 hours, and there was a waiting list of 80. 88 mentors signed up, and 12 first-time attendees received contact information of a Membership Committee member.
    - Very low response rate on evaluations.

- ACRL 2017 Conference online orientation
    - 150 attendees across 2 sessions
    - 74 of the 78 evaluation responses agreed that the program was useful, and only 1 disagreed.

- ALA Annual Conference Buddy Program
    - 33 first time attendees and 25 mentors. 8 were provided contact information of a Membership committee member.
    - Evaluations have been sent out, but results are not yet available.

- ALA Annual Conference online orientation
    - 2 sessions offered with low attendance (around 10 at each session).
    - There was a very low response rate on the evaluations, but responses in the chat were very positive.

- ALA Annual Conference ACRL 101
    - About 40 attendees and 18 representatives from Interest Groups and Sections.

Are any 2016–2017 projects ongoing?
- ALA Annual Buddy program evaluations have yet to be sent.

What worked well?
- Working groups for each project.
- Regular check-ins to keep work on track.

What could have worked better?
- More frequent check-ins: Some projects got started a bit later than originally planned.
- Publicity: More clear publicity plan for online orientations.
- Two programs had low attendance, so next year's committee could look into updating that content, and re-working how it is presented.

What do you wish someone had told you before starting work on this committee?
Stay on top of the work plan and self-set deadlines.

What made this work most rewarding (observations/comments/accolades)?
Working with the committee has been wonderful, and I have particularly enjoyed reaching out to and supporting first-time conference attendees and those who are new to ACRL.

Any other comments, recommendations, or suggestions?

2017–18 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
Get Involved! Webcast

Brief Description
Talk new ACRL Members through the process of volunteering for ACRL committees, including benefits of doing so and possible challenges

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence and provide a brief sentence connecting your project to the Plan.

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    ☐ 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.
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    ☐ 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.

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

Brief sentence connecting your project to the Plan
ACRL Membership strives to promote engagement in order to increase ACRL membership retention. By lowering the bar, we hope to promote more volunteerism and by highlighting possible pitfalls, encourage more selective/ intentional volunteerism.

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: _____)

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)*
Set up a Get Involved task group/ Rachel will call for committee volunteers	Late August/ early September	Rachel	
Establish date of web event and coordinate logistics with Elois Sharpe (ACRL).	As soon as task group forms	Get Involved task group	Elois Sharpe
Identify speakers for the web event	At first mtg (Oct), possibly earlier	Get Involved task group	
Task force meets virtually to create slides and scripts for webinar	Probably 2 mtgs, once in October, once in November	Get Involved task group	Task group will decide
Publicity: all available channels	To run in conjunction with ACRL call for volunteers publicity (?)	Get Involved task group	Staff liaison to push to ACRL level – social media, etc., committee members to push at local levels
Practice webinar	Late November or early December prior to actual date for mid December final product	Get involved task group	Hosting assistance by Elois would be great, technology assistance

Assessment: How will success be measured?

End of session online evaluation, most likely. Success will be measured by positive responses to questions assessing comfort and knowledge of volunteering process.

Does attendee know how to volunteer?

Does attendee know the benefits of volunteering?

Does attendee understand how to fill out form for best volunteer fit?

Increase in number of volunteers

ACRL gets fewer questions about how the volunteer process works

Activity/Project Name
ACRL 101

Brief Description
An in-person session hosted at ALA Annual providing overview of ACRL leadership, sections, benefits of membership

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence 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.
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☐ **Research and Scholarly Environment**
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☐ **New Roles and Changing Landscapes**
    ☐ 1. Deepen ACRL's advocacy and support for a full range of information professionals.
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    ☐ 3. Expand ACRL's role as a catalyst for transformational change in higher education.
☒ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Brief sentence connecting your project to the Plan
Promotional, encourages new ACRL Members to match up their interests with the wide variety of opportunities ACRL provides: sections, interest groups, etc.

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)
Set up ACRL 101 task group/ Rachel will call for committee volunteers	As early as possible	Rachel	
Identify/ contact ACRL leadership to speak as session	As early as possible	ACRL 101 task group members to craft message, reach out if comfortable	
Revise Get Involved materials or recreate new content	Possibly 2 meetings, March and April	ACRL 101 task group	

Assessment: How will success be measured?

Per Jeanne: number of attendees as well as an assessment given to each participant (either online or in-person, to be determined) or other methods as determined by the task group. (Sounds good!)

Activity/Project Name
Buddy Program

Brief Description
Provide new ACRL Members/ new ALA Annual attendees with a seasoned conference attendee contact

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence 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.
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☐ **Research and Scholarly Environment**
    ☐ 1. Increase the ways ACRL is an advocate and model for open dissemination and evaluation practices.
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    ☐ 1. Deepen ACRL's advocacy and support for a full range of information professionals.
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☒ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Brief sentence connecting your project to the Plan
In order to keep new ACRL Members/ ALA Annual attendees feel welcome/ comfortable and therefore engaged.

Timeline
    ☒ continuous project assigned in charge
    ☐ short-term project that will be completed this membership year
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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)*
Set up Buddy task group/ Jodie will call for committee volunteers for task force	January	Jodie	
Coordinate with ALA on call for first-timers to sign up for a Buddy	January	Buddy Task group members	Staff liaison to assist in finding ALA counterpart?
Publicity	April (?)	Buddy task group members	Staff liaison to push to ACRL level – social media, etc., committee members to push at local levels
Call for seasoned conference attendees	May (?)	Buddy task group members	Staff liaison to push to ACRL level – social media, etc., committee members to push at local levels
Open up requests for conference budddies	June (?)	Buddy task group members	Staff liaison to push to ACRL level – social media, etc., committee members to push at local levels

Assessment: How will success be measured?
Anecdotal from participants on either side. An assessement of what worked best for both parties and information gathering on how often they were in contact, by what means, etc.

Activity/Project Name
ALA Annual Conference Online Orientation review/ update

Brief Description
A project we've done a number of years, rethinking purpose, audience, and need

Goal Area
Select the *single* best connection to the [ACRL Plan for Excellence](#) and provide a brief sentence connecting your project to the Plan.

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

Brief sentence connecting your project to the Plan
Review to see if we're truly connecting to member engagement. Format or content changes? Etc.

Timeline
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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)*
Set up Orientation task group/ Rachel will call for committee volunteers for task force	November	Rachel	
Assess need and by whom	December - Feb	Task group members	ACRL staff has record of how many views other sessions have? Review prior assessments. Who is audience?
If still needed, assess content/ format to address audience needs	Feb - March	Task group members	Web hosting assistance to possibly record videos etc. Dependent on task group findings.
Create new orientation	April	Task group members	Dependent on task group findings/ needs
Practice orientation	May	Task group members	Hosting assistance by Elois would be great, technology assistance or possibly other needs dependent on task group

Assessment: How will success be measured?

Success will be measure 2 fold: can we assess the need for the program and if the answer is yes, did we create an orientation to meet that need? Details are hazy since we need to complete an initial assessment.

Step 1: assess the need for the program through attendance/viewing numbers in the past, survey of past participants (if possible) and/or survey of new members to identify needs. Step 2: based on analysis of the program review, determine need for revision and/or continuation of the program.

Activity/Project Name
ACRL Welcome video

Brief Description
An archive-able webcast/ video which would orient new members and help them navigate their first year or so of ACRL membership.

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence and provide a brief sentence connecting your project to the Plan.

☐ **Value of Academic Libraries**
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☒ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Brief sentence connecting your project to the Plan
Standarized welcome message ensures all new members receive appropriate orientation to ACRL and receives pertinent information. Will be in conjunction with "Get Involved!" webinar which covers how to volunteer once a member.

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: _____Spring 2019____)

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Outline the steps and intermediate deadlines planned to complete the project.
(add rows as needed)

12

Specific Action	Due Date	Party Responsible	Resources Needed *(e.g., financial*, technology, staff support)*
Assemble ACRL Welcome task force – part 1	End of August/ beginning of September	Rachel	
Content	December	ACRL Welcome task force	Staff and board support to maintain alignment w/ ACRL goals
Format decision	December	ACRL Welcome task force	Staff and board support to investigate options available through ACRL
Story boarding (rough sketch)	Depends on content – first draft by end February	ACRL Welcome task force	
Story boarding (later drafts)	By mid April	ACRL Welcome task force	
Story boarding (final)	By Annual conference	ACRL Welcome task force	
Assemble ACRL Welcome task force- part 2	By end of Aug 2018	New chair in conjunction w/ taskforce leadership	

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)

A prompt connected to/ with video to prompt viewers to take an online assessment checking either for qualitative "Do you feel more knowledgeable about…" sorts of questions or could check for fact retention.

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

Committee

Visit the [ACRL Directory of Leadership](#) to find your charge.

Committee Name: ACRL Section Membership Committee

Charge/Tasks: *To facilitate the sharing of information among section membership committees; to gather section membership reports annually, compile them, and submit a comprehensive membership report to the ACRL board; to foster collaboration among sections on membership-related activities and projects.*

Committee leadership

Visit the [ACRL Directory of Leadership](#) to find your committee roster. Click the "Next Year" link to view 2017–18 roster information.

- Current Chair (2016–17): Melanie J. Meyers
- Incoming Chair (2017–18): Michelle Leonard
- Incoming Vice-chair (2017–18): Kim Tully
- Incoming Board Liaison (2017–18): Jeanne R. Davidson
- Staff Liaison: Mary Jane Petrowski

Submission information

Year-end report written by: Melanie Meyers

Work plan submitted by: Michelle Leonard

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 2016–17 membership year?
A brief bulleted list is suggested here; reference 2016–17 work plan projects

1. Orientation to the Section Membership Committee
2. Achieve 100% participation from every section for ACRL 101 at ACRL Conference in March 2017.
3. Ensuring all sections participate in the scholarship drive, ideally by donating unused funds to the ACRL Scholarship Fund.
4. Get 100% participation from every section for Conference Orientation at Annual, June 2017
5. Ensure 100% participation from all sections to report their monthly outreach and membership statistics.

How did you go about getting them done?
A brief bulleted list is suggested (correspond bullets to those above)

1. Orientation to the Section Membership Committee
    a. Sent out a poll to determine scheduling, reserved virtual meeting space, emailed agenda to committee members and posted on ALA Connect. Orientation proceeded virtually as planned.
2. Achieve 100% participation from every section for ACRL 101 at ACRL Conference in March 2017.
    a. Emailed all sections to ask for participation, asked them to identify members to attend and represent their sections. Sent out reminder emails one month in advance, and sent the final list to ACRL leadership
3. Ensuring all sections participate in the scholarship drive, ideally by donating unused funds to the ACRL Scholarship Fund.
    a. Emailed all committee members to encourage their sections to donate money to the scholarship drive, provided them with a sample email to make it easier. Also, donated our committee budget to fund, and followed up with reminder emails as to deadline for participation.
4. Get 100% participation from every section for Conference Orientation at Annual, June 2017
    a. Emailed all sections to ask for participation, asked them to identify members to attend and represent their sections. Sent out reminder emails one month in advance, and sent the final list to ACRL leadership
5. Ensure 100% participation from all sections to report their monthly outreach and membership statistics.
    a. Correspond with committee members monthly to ensure numbers are entered in the google form for data collection

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)

1. Orientation to the Section Membership Committee
   a. Orientation proceeded virtually as planned, and was well attended.
2. Achieve 100% participation from every section for ACRL 101 at ACRL Conference in March 2017.
   a. 14 of 17 sections participated (82.3%) in the ACRL 101 program in Baltimore- we did not reach our goal of 100%.
3. Ensuring all sections participate in the scholarship drive, ideally by donating unused funds to the ACRL Scholarship Fund.

   a. 10 of 17 sections participated (58.8%). We did not reach 100%
4. Get 100% participation from every section for Conference Orientation at Annual, June 2017
   a. We did not achieve 100% participation for Annual. I know that for at least one section, the orientation conflicted with section business meetings, which made it very difficult to procure people to represent.
5. Ensure 100% participation from all sections to report their monthly outreach and membership statistics.
   a. There is a large discrepancy in compliance on this. Some sections do it faithfully every month; others do not enter information at all. I think this is partially due to the fact that all sections have different practices in terms of communicating with their members.

Are any 2016–17 projects ongoing?
A brief bulleted list is suggested here

Running projects that should happen every year:

1. Getting 100% participation every year at ACRL 101 at Annual
2. Getting 100% participation from every section for the scholarship drive
3. Conducting virtual orientation for committee members

What worked well?
A brief bulleted list is suggested here

- I recommend continuing the virtual orientation going forward, as it seems more convenient for committee members.

What could have worked better?
A brief bulleted list is suggested here

- I would recommend not having people enter the outreach information anymore. ACRL provides the lists to the sections, I don't know if there is any point in people re-entering the information in this form. Since we are not seeing uniformity of responses, I don't see what the value is, since we are getting 50% of if the info at best. Certain sections do it faithfully, others not at all. Unless someone can think of a better way to impress on people why ACRL needs this data, people will just keep skipping it because it seems like busywork. At this juncture, there is no impetus to do the work, and no consequences for refusing.

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

2017–18 Committee Work Plan

Coming soon.

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

Committee

Visit the ACRL Directory of Leadership to find your charge.

Committee Name: New Roles and Changing Landscapes

Charge/Tasks: To oversee and implement ACRL's New Roles and Changing Landscapes goal, as described in the strategic plan; work with the ACRL Board and other ACRL units in creating a comprehensive effort including coalition building, professional development, publications, research, advocacy, diversity, and consultation services and in developing the ACRL New Roles and Changing Landscapes Initiative; and monitor and assess the effectiveness of this initiative.

Committee leadership

Visit the ACRL Directory of Leadership to find your committee roster. Click the "Next Year" link to view 2017–18 roster information.

- Current Chair (2016–17): Jill Gremmels
- Incoming Chair (2017–18): Mark Emmons
- Incoming Vice-chair (2017–18): Anne Grant
- Incoming Board Liaison (2017–18): Jeanne Davidson
- Staff Liaison: Howard Prager

Submission information

Year-end report written by: Jill Gremmels

Work plan submitted by: Mark Emmons

2016–17 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 2016–17 membership year?

- Environmental scan
- Made connections with chair and vice-chair of the Research Planning and Review Committee, whose work has obvious relevance; established a plan for continued information-sharing
-

How did you go about getting them done?

- Divvied up the work among all committee members
- Monthly virtual meetings
- Smaller sub-committees took the lead on preparing Board Action Forms

What were the relevant results for your projects?

- The environmental scan has provided a useful framework for all initiatives.
- We got Board approval in principle for the "constellation" project and the "implementing change" course project.

Are any 2016–17 projects ongoing?

- Constellation
- Implementing Change

What worked well?

The committee was outstanding. Everyone pitched in and worked. We had fascinating discussions and enthusiastic idea-sharing.

What could have worked better?

I think it's just hard getting a new goal-area committee started. Some of the fumbling around probably just goes with the territory. A chair who had served on the Board would have been more effective.

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

I really had no idea what I was doing, at least at the beginning. SPOS was very helpful, but without Mark and his prior experience on the Board, I would have been lost.

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

Getting to know the committee members and working with them. I don't think I've ever been part of a group that was more dedicated and engaged. Every conversation with them was an intellectual delight, and we made some good progress on some significant initiatives, too.

Any other comments, recommendations, or suggestions?

Mark is going to be a fantastic chair next year. Look for great things from NRCL!

2017–18 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).**

Please note that the work plan was developed individually by 2017/2018 chair Mark Emmons based on conversations and documents. The two work teams will be formed in July and will likely make changes and tune ups to the specifics of each work plan.

Activity/Project Name #1
A brief, straightforward, descriptive name is preferred.

OER Constellation

Brief Description
A brief description of project.

NRCL will develop a constellation of support mechanisms for librarians responsible for Open Education Resources. NRCL will (1) identify communities of practice, (2) identify librarians who can provide training in the form of a webinar, (3) develop a list of basic proficiencies, and (4) identify elements of a toolkit and work with the community of practice to begin compiling the toolkit and to identify gaps in the toolkit. NRCL will work with ACRL staff to market and publicize the OER constellation. In addition, NRCL will prioritize the next two roles for which to create constellations and identify communities of practice so that new committee members with appropriate experience may be named. Work will be completed by June 30, 2018.

Goal Area
Select the *single* best connection to the [ACRL Plan for Excellence](#) 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.
☐ **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.

The OER Constellation will deepen ACRL's advocacy and support for librarians with OER librarians. This will be the first step in a larger constellation project that will deepen ACRL's advocacy and support for a full range of information professionals in a variety of new roles.

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)*
Identify communities of practice	September 1, 2017	NRCL OER team	
Identify librarians who can provide training in the form of a webinar. Set up webinar	November 1, 2017	NRCL OER team	Staff support to set up webinar.
Develop a list of basic proficiencies	January 15, 2018	NRCL OER team	Staff support to publicize proficiencies.
Identify elements of a toolkit and work with the community of practice to begin compiling the	June 30, 2018	NRCL OER team	

Specific Action	Due Date	Party Responsible	Resources Needed *(e.g., financial*, technology, staff support)*
toolkit and to identify gaps in the toolkit			
NRCL will prioritize the next two roles for which to create constellations and identify communities of practice so that new committee members with appropriate experience may be named	June 30, 2018	NRCL OER team	

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)

The OER Constellation will be successful if (1) it is completed, (2) it is used, and (3) it is well regarded. Completion will be assessed by making sure all four parts are finished by June 30, 2018. Use will be measured by web metrics – the first year will set a baseline with a goal of increasing use each year. How well it is regarded will be measured by a survey of each component administered during the first year of availability.

Activity/Project Name #2
A brief, straightforward, descriptive name is preferred.

Change & Innovation Course

Brief Description
A brief description of project.

NRCL will design and develop the curriculum for a self-directed, self-paced, online course on facilitating and leading library innovation that would be taken by teams of library employees. NRCL will gather case studies from academic libraries who have successfully managed change on their campuses to be included in the curriculum. NRCL will work with ACRL staff to identify an instructional designer to implement the course. NRCL will work with ACRL staff to ensure that the course offered a facilitated version of the course, using either ACRL Consulting Services or a library leader from another institution. Work will be completed by June 30, 2018.

Goal Area

Select the *single* best connection to the ACRL Plan for Excellence 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.

☐ **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.

The Change & Innovation Course will equip library workforce at all levels to effectively lead, manage, and embrace change on their campuses by providing the education and tools they need.

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: Fall 2018)

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)
Design and develop the curriculum for a self-directed, self-paced, online course on facilitating and leading library innovation that would be taken by teams of library employees.	June 30, 2018	NRCL Change Course team	
Gather case studies from academic libraries who have successfully managed change on their campuses to be included in the curriculum.	June 30, 2018	NRCL Change Course team	Staff support and technology support for survey.
Identify an instructional designer to implement the course.	June 30, 2018. Course to be offered later in 2018.	NRCL Change Course team as SME to instructional designer	Financial support to hire course designer. Staff support to publicize course.

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)

The Change & Innovation Course will be successful if (1) the curriculum is completed, (2) the course is designed, (3) institutional change teams take the course, and (4) the course promotes change and innovation at individual institutions. Completion and design will be successful if finished by June 30, 2018. Use will be measured by numbers of institutions that take the course – the first year will set a baseline with a goal of increasing use each year. The instructional designer will embed assessment measures on both the course itself with a built in follow up evaluating if the course promoted change and innovation.

Activity/Project Name #3
A brief, straightforward, descriptive name is preferred.

Brainstorming

Brief Description
A brief description of project.

As a new committee, NRCL is still in the forming and storming phase and is still coming up with ideas that will meet the NRCL Goal areas. NRCL will continue to develop ideas throughout the year. These include continuing exploration of the academic library matrix and a venue for sharing information about formal academic librarian collaborations with other campus units as well as developing new ideas and projects that meet the three objectives under New Roles & Changing Landscapes. Particular attention will be paid to how we might expand ACRL's role as a catalyst for transformational change in higher education, since that area is not yet covered by either of our first two projects.

Goal Area
Select the *single* best connection to the [ACRL Plan for Excellence](#) 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.
☐ **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)*
Determine usefulness and feasibility of academic library matrix.	Fall 2018	Matrix team	
Determine usefulness and feasibility of a venue for sharing information about formal academic librarian collaborations with other campus units.	Fall 2018	Collaboration team	
Brainstorm additional ideas that will deepen ACRL's advocacy and support for a full range of information professionals.	Ongoing, June 30, 2018	NRCL chair and vice chair	
Brainstorm additional ideas that will Equip library workforce at all levels to effectively lead, manage, and embrace change.	Ongoing, June 30, 2018	NRCL chair and vice chair	
Brainstorm ideas that will Expand ACRL's role as a catalyst for transformational change in higher education.	Ongoing, June 30, 2018	NRCL chair and vice chair	

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)

Brainstorming will be successful if (1) it takes place and (2) it results in additional projects that advance the Plan for Excellence. Brainstorming will be recorded in meeting minutes. Additional projects will be initially successful if ratified in principle by the ACRL Board, with additional assessment included in the work plan.

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

Committee

Visit the [ACRL Directory of Leadership](#) to find your charge.

Committee Name: Publications Coordinating Committee

Charge/Tasks: To recommend to the ACRL Board the appointment of editors of ACRL journals and publications for which there are no paid staff; to approve the appointment of editorial board members on the recommendation of the respective editors; to advise the ACRL Board and Budget and Finance committee on matters relating to ACRL publications; to promote writing and effective research methods to librarians; to gather stakeholder input regarding new publishing directions for the purposes of recommending specific actions or for the purposes of advising the ACRL Board; to encourage the recruitment of new authors and to bring them into the ACRL publishing pipeline by referring them to the appropriate editor; and to promote author submission of proposals and manuscripts across the full range of ACRL publications.

Committee leadership

Visit the [ACRL Directory of Leadership](#) to find your committee roster. Click the "Next Year" link to view 2017–18 roster information.

- Current Chair (2016–17): Emily Ford
- Incoming Chair (2017–18): Erin Ellis
- Incoming Vice-chair (2017–18): Cass Kvenild
- Incoming Board Liaison (2017–18): Irene Herold
- Staff Liaison: David Free, Erin Nevius

Submission information

Year-end report written by: Emily Ford

Work plan submitted by: Erin Ellis

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 2016–17 membership year?

A brief bulleted list is suggested here; reference 2016–17 work plan projects

- Completion of a demographic survey of Editorial Boards
- Successful proposal and delivery of ALA Annual Conference program on data publishing
- Successful appointment of a new Editor for *RBM*, Social Media Editor for *C&RL*
- Completed filling PIL editorial board
- Successful vote and appointment of incoming Editorial Board members for publications

How did you go about getting them done?

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

- Collaborating as a committee and with Editors/Editorial Board Chairs to develop the survey and solicit responses
- Collaborating with the Research and Scholarly Environment Committee to successfully propose a conference program
- Working as a committee and with search committees to successfully find and appoint editors and editorial board members

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)

- High response rate on demographic survey. Completed a draft report based on demographic survey results. Based on results and discussions, Editors are now more intentional with soliciting a diversity of volunteers for editorial board positions
- 65 people attended Annual Program, Perspectives on Data Publishing
- 2 new editors in place after successful searches (RBM and C&RL Social Media Editor), and successful appointments to editorial boards for all publications

Are any 2016–17 projects ongoing?

A brief bulleted list is suggested here

- Draft demographic survey report is being finalized and prepared for publication
- Continuing to monitor open peer review developments at PIL

What worked well?

A brief bulleted list is suggested here

- This was the second year collaborating with ReSEC for the Annual Program proposal. These collaborations have resulted in two funded Annual programs.
- Posting editorial board slates to ALA Connect all at once and giving a two-week time frame for discussion then voting

What could have worked better?
A brief bulleted list is suggested here

- Member engagement on the committee could be improved
- Appointment process for incoming members of PCC introduced confusion. The Chair did not understand the appointment process after she made recommendations for appointments to the Committee. Clarifying the appointment process for all ACRL -level Committee Chairs would help alleviate confusion.

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

I would have liked to know ACRL's publications a bit better before starting, particularly *RCL*, *CHOICE*, and *CLIPP Notes*. Even having served on the Committee for three years prior, there was quite a lot to learn. I also was confused by the appointments process to the Committee, and would have liked to know how and why appointments were made. It is also hard to know what level of engagement is appropriate for the PCC Chair on all of the Editorial Boards, since they are Ex-Officio on so many with this appointment.

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

- Seeing the development of ideas and projects discussed three years ago coming to fruition, e.g. open peer review at PIL, has been especially rewarding.
- Working with engaged members on the Committee, particularly Tara Das (she was hired out of librarianship halfway through the year), who chaired the RBM Editor search, and led the collaboration of the ALA Annual Conference program proposal. And Cass Kvenild, incoming Vice-Chair, who has exhibited leadership on the committee in many ways, but in particular for volunteering to serve on the RBM Editor Search committee. Her comments and thoughts are always thoughtful and substantive.
- Working with Editors. Especially Wendi Arant Kaspar, who comes up with great ideas and questions, pushing PCC's work to be more thorough and substantive.
- Working with ACRL Staff. Erin and David are incredibly responsive, friendly, and overall great people to work with.

Any other comments, recommendations, or suggestions?
Optional

2017–18 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
This work plan outlines several projects that align with the ACRL Publications charge, and with current and developing publishing practices that align with ACRL member needs.

Brief Description
- Explore opportunity to increase diversity on editorial boards
- Support the open peer review plan at PIL
- Improve discussion opportunities prior to new editorial board member votes
- Promote writing and publishing in ACRL publications

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence 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.
☒ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Brief sentence connecting your project to the Plan
The projects and work of this committee enhance ACRL Publications and explores new areas of the publication process that supports members.

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)*
Investigate possibility of adding optional components to the ACRL Volunteer Form – to gather information that will help diversify editorial boards	December	PCC/Chair	ACRL staff
Monitor and support the development of the Publications in Librarianship (PIL) open review plan	December	PCC	
Develop and submit 2018 ALA annual conference proposal that promotes writing and publishing in ACRL publications	February-March	Vice-Chair and other collaborators	
Determine venue for a pre-slate or pre-vote meeting for editors – to better facilitate discussion of candidates	March-April	PCC	

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)

We will consider our work to be a success when:

- We identify an option that helps editors diversify membership on their boards.
- We offer appropriate support to PIL in preparation for the presentation of their open peer review plan at midwinter.
- We develop and submit a successful conference proposal.
- We implement a better mechanism for discussion of candidates before editorial board appointments are made.

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

Committee

Committee Name: Academic Library Trends and Statistics Survey Editorial Board

Charge/Tasks: The ACRL Academic Library Trends and Statistics Survey Editorial Board has oversight responsibility for ACRL's annual Academic Library Trends and Statistics Survey including the development of an annual questionnaire on current trends or issues. The Editorial Board also develops materials publicizing and encouraging participation by academic libraries in the annual ACRL survey; represents ACRL on the ANSI-NISO Z39.7 standing committee; and submits appointment recommendations to the ACRL Publications Coordinating Committee for approval.

Committee leadership

Visit the ACRL Directory of Leadership to find your committee roster. Click the "Next Year" link to view 2017–18 roster information.

- **Current Chair (2016–17): Ted Mulvey**
- **Incoming Chair (2017–18): Ted Mulvey**
- **Incoming Vice-chair (2017–18): Georgie Donovan**
- **Incoming Board Liaison (2017–18): Mary Jane Petrowski**
- **Staff Liaison: Irene Herold**

Submission information

Year-end report written by: Ted Mulvey
Work plan submitted by: Ted Mulvey

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 2016–17 membership year?

- Development of Trends questions for the 2017 ACRL Annual Survey.
  - Trends category related to faculty status of librarians in academic libraries was decided upon at ALA Midwinter in January.
  - Questions were developed between Midwinter and Annual, with revisions for the upcoming survey to be completed by July in time for publication.
- Annual Survey and Instructions: include definitions on collections for 'shared collections'; work on questions related to consortial collections and Student FTEs; better inform librarians about IPEDS Human Resources (HR) component.
  - The IPEDS Task Force met to begin discussion on this; no further progress was made.
- Increase response rate for ACRL annual survey; consider providing incentives to new participating institutions.
  - A subcommittee was formed by Gale Etschmaier and Alexia Hudson-Ward to draft a letter to non-participant institutions. This letter was sent out in January, with a follow-up in late June/early July.
- Create LibGuide for documentation related to Annual Survey Instrument.
  - A subcommittee was formed to develop and publish this LibGuide. It was published in March 2017.
- Solicit participation from institutions willing to write up a case study related to streamlined IPEDS reporting.
  - Counting Opinions has a few institutions who might be willing to do this, no further progress made.

How did you go about getting them done?

In all cases, subcommittees were formed made up of various members of the Editorial Board. Work progressed throughout the year, with check-ins at Midwinter and Annual.

What were the relevant results for your projects?

- A Trends category was decided upon with questions drafted and to be published in next year's survey.
- Task Force met to discuss definitions, no further progress made due to current Washington DC climate.
- A letter was drafted and sent out to non-participant institutions. So far, we have seen a 3% increase in response rate.
- A LibGuide was developed and published.
- Some institutions have been identified as possible volunteers.

Are any 2016–17 projects ongoing?

No.

What worked well?

Members meeting virtually via email accomplished much of the work to be done. Also, having a virtual attendance option for members unable to attend in-person meetings at Midwinter and Annual has proved invaluable.

What could have worked better?

N/A

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

N/A

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

Developing questions that can result in valuable data for academic libraries to better assess their collections and overall environment.

Working with a dedicated group of members invested in bettering academic libraries.

Any other comments, recommendations, or suggestions?

N/A

2017–18 Committee Work Plan

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

Activity/Project Name and brief description: (1) Trends questions for the 2018 ACRL Annual Survey.

Select the *single* best connection to the [ACRL Plan for Excellence](#) and provide a brief sentence connecting your project to the Plan.

⊠ **Value of Academic Libraries**
Objective: ⊠1 ☐2 ☐3 ☐4
Description of connection to specific objective: The ongoing collection of academic library data helps to leverage existing research that will articulate and promote the value of academic and research libraries.

☐ **Student Learning**
Objectives: ☐1 ☐2 ☐3 ☐4 ☐5
Description of connection to specific objective:

☐ **Research and Scholarly Environment**
Objectives: ☐1 ☐2 ☐3
Description of connection to specific objective:

☐ **New Roles and Changing Landscapes**
Objectives: ☐1 ☐2 ☐3
Description of connection to specific objective:

☐ **Supports the programs and services that target education, advocacy, publications, or member engagement.**
Description of connection to specific area:

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)*
Form subcommittee	August 2017	Ted Mulvey	
Develop list of topics to vote upon by Editorial Board	January 2018	Ted Mulvey	
Draft trend questions	January through May 2018	Ted Mulvey	
Bring final draft of trend questions to Editorial Board meeting at ALA annual 2018 for approval	June 2018	Ted Mulvey	

Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?*
Data gathered as part of the 2018 ACRL Academic Library Trends and Statistics will be made available through ACRL *Metrics* in mid-2019 and published in fall 2019.

*If resources are required beyond the $150 division-level committee basic services funding, please work with your Board Liaison and Staff Liaison to prepare a Board Action Form requesting additional funds.

2016–17 Committee Work Plan

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

Activity/Project Name and brief description: (2) Develop an executive summary of FY17 Trends faculty status survey data
Select the *single* best connection to the [ACRL Plan for Excellence](#) and provide a brief sentence connecting your project to the Plan. ☒ **Value of Academic Libraries** Objective: ☒1 ☐2 ☐3 ☐4 *Description of connection to specific objective:* The ACRL Annual Survey increases the visibility of libraries in national conversations and activities focused on the value of higher education. Developing a summary of Trends data will help institutions to better focus on key points gleaned from the Survey. ☐ **Student Learning** Objectives: ☐1 ☐2 ☐3 ☐4 ☐5 *Description of connection to specific objective:* ☐ **Research and Scholarly Environment** Objectives: ☐1 ☐2 ☐3 *Description of connection to specific objective:* ☐ **New Roles and Changing Landscapes** Objectives: ☐1 ☐2 ☐3 *Description of connection to specific objective:* ☐ **Supports the programs and services that target education, advocacy, publications, or member engagement.** *Description of connection to specific area:*
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)*
Develop RFP for analysis of FY17 Trends Faculty Survey data	October 2017		
Submit and post RFP	November 2017		
Decide on researchers based upon RFP submissions	January 2018		
Work with RFP designee to draft executive summary of key findings.	February 2018-June 2018		
Vote for publication at ALA Annual 2018	June 2018		

Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?*
An executive summary of the data will be published.

2017–18 Committee Work Plan

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

Activity/Project Name and brief description: (3) Continue working to increase response rate for ACRL annual survey.

Select the *single* best connection to the ACRL Plan for Excellence and provide a brief sentence connecting your project to the Plan.

☒ **Value of Academic Libraries**
Objective: ☒1 ☐2 ☐3 ☐4
Description of connection to specific objective: The ACRL Annual Survey increases the visibility of libraries in national conversations and activities focused on the value of higher education.

☐ **Student Learning**
Objectives: ☐1 ☐2 ☐3 ☐4 ☐5
Description of connection to specific objective:

☐ **Research and Scholarly Environment**
Objectives: ☐1 ☐2 ☐3
Description of connection to specific objective:
☐ **New Roles and Changing Landscapes**
Objectives: ☐1 ☐2 ☐3
Description of connection to specific objective:

☐ **Supports the programs and services that target education, advocacy, publications, or member engagement.**
Description of connection to specific area:

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)*
Obtain list of missing contacts from Counting Opinions, both library directors and institutional keyholders	September 2017		
Confirm contact information (director name/email/phone #) from list provided by Counting Opinions.	September/October 2017		
Develop message to send to non-respondent institutions.	December 2017		
Contact individual institutions and consortia to increase awareness of ACRL survey and submission	January/February 2018		

Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?*
Increased participation in 2018 Annual Survey.

2017–18 Committee Work Plan

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

Activity/Project Name and brief description: (4) 2018 Annual Survey & Instructions: Work on updating definitions identified as needing changes based on Survey feedback.

Select the *single* best connection to the [ACRL Plan for Excellence](#) and provide a brief sentence connecting your project to the Plan.

☒ **Value of Academic Libraries**
Objective: ☒1 ☐2 ☐3 ☐4
Description of connection to specific objective: The continued additions and revisions to the survey instrument help to refine the ongoing research defining the value and impact of academic and research libraries.

☐ **Student Learning**
Objectives: ☐1 ☐2 ☐3 ☐4 ☐5
Description of connection to specific objective:

| | Research and Scholarly Environment |
| Objectives: ☐1 ☐2 ☐3 |
| *Description of connection to specific objective:* |
| ☐ New Roles and Changing Landscapes |
| Objectives: ☐1 ☐2 ☐3 |
| *Description of connection to specific objective:* |
| |
| ☐ Supports the programs and services that target education, advocacy, publications, or member engagement. |
| *Description of connection to specific area:* |

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)*
Garner feedback from Counting Opinions to analyze requests for changes	April 2018		
Develop definitions	May-June 2018		
Incorporate definitions into survey instrument and instructions	June-September 2018		
Publicize through ACRL media channels (C&RL News, etc.)	September 2018		

Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?*
Definitions included in the 2018 Survey Instrument and Instructions are used as a pilot project for inclusion into the 2019-2020 IPEDS collection cycle.

2017–18 Committee Work Plan

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

Activity/Project Name and brief description: (5) Work with Counting Opinions or another individual(s) to develop data visualization of past Survey responses to include in the Editorial Board's LibGuide.

Select the *single* best connection to the **ACRL Plan for Excellence** and provide a brief sentence connecting your project to the Plan.

☒ **Value of Academic Libraries**
Objective: ☒1 ☐2 ☐3 ☐4
Description of connection to specific objective: Data visualization of past responses can help to increase awareness of Survey importance; will also serve as an "easy-to-see" way of understanding responses and trends.

☐ **Student Learning**
Objectives: ☐1 ☐2 ☐3 ☐4 ☐5
Description of connection to specific objective:

☐ **Research and Scholarly Environment**
Objectives: ☐1 ☐2 ☐3
Description of connection to specific objective:

☐ **New Roles and Changing Landscapes**
Objectives: ☐1 ☐2 ☐3
Description of connection to specific objective:

☐ **Supports the programs and services that target education, advocacy, publications, or member engagement.**
Description of connection to specific area:

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)*
Work with Counting Opinions or other individuals to identify possible target data	October 2017		
Begin development of data visualization from target data	October 2017-January 2018		
Publish data visualization(s) on LibGuide	January 2018-June 2018		

Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?*

Data visualization(s) will be developed and published on the Editorial Board's LibGuide.

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CHOICE Committee Year-end Report and Work Plan Template

Committee

Visit http://www.ala.org/acrl/aboutacrl/directoryofleadership/committees to find your charge.

Committee Name: Choice Editorial Board

Charge/Tasks: The board serves in an advisory capacity to the editor and the publisher on the *Choice* programs. Tasks: consider and make recommendations for editorial policy. Review changes in editorial policy proposed by editor. Review projects proposed for *Choice* sponsorship. Review decisions of the editor concerning grievances which publishers, authors, or reviewers wish to appeal. Advise editor on content, arrangement, and promotion of *Choice*.

Committee leadership

Visit http://www.ala.org/acrl/aboutacrl/directoryofleadership/committees to find your committee roster. Click the Next Year link to next year's roster information.

Current Chair: Peggy Seiden term through 2018

Incoming Chair: Peggy Seiden

Incoming Vice-chair: none

Incoming Board Liaison: Irene

Staff Liaison: Jennie Burroughs

Submission information

Year-end report written by: Peggy Seiden

Next year work plan submitted by: Mark Cummings

2016-17 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 2015-2016 membership year?
- *Review and discussion of the Publisher's Report including budget and financial performance data.*
- *Review and Discussions of the Strategic Plan, particularly those areas concerning new directions and business that can capitalize on the Choice brand.*
- *Discussion and feedback CC Advisor*
- *Discussion on how to reuse Choice and RCL content in new products such as subject bibliographies*
- *Continuing discussion Choice Open, reviews of Open Educational Resources.*

How did you go about getting them done?
- *We held 2 in person meetings (at Midwinter and Annual) and two conference calls in intervening period (November and April)*
- *The Chair of the Board and Editor also held interim conference calls to plan agendae for meetings and review project status.*

What were the relevant results for your projects?
- *The discussions inform the priorities for Choice operations, potential value of proposed projects to different audiences, as well as directions for specific projects.*

Are any 2015-2016 projects ongoing?
- *Rebranding of Choice*
- *CC Advisor (formerly Choice Db Reviews)*
- *Open Choice (formerly Choice OER)*

What worked well?
- *The Committee has great balance in terms of representing a variety of different types of institutions as well as expertise.*
- *The Chair made a specific effort to focus on diversity in recommending new appointments, because of the ACRL Publications Coordinating Committee initial findings on the composition of the various editorial boards. We also had a brief discussion of concerns regarding equity in publishing and whether there was something that we as an editorial board might do to ensure a broad spectrum of reviewers and materials for review.*

What could have worked better?
- *Attendance continues to be an issue, even in terms of the phone calls.*
- *The editor and Chair need to be more conscientious about scheduling regular meetings with each other.*

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

What made this work most rewarding (observations/comments/accolades)?
The partnership with Mark Cummings and his staff. They are creative and wonderful to work with.

Any other comments, recommendations, or suggestions?
Optional

2017-2018 Committee Work Plan

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

Activity/Project Name and brief description: Participate in ongoing strategic planning for a reimagination of Choice products and services for both existing and new audiences.

Select the *single* best connection to the [ACRL Plan for Excellence](#) and provide a brief sentence connecting your project to the Plan.

☐ **Value of Academic Libraries**
Objective: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☐ **Student Learning**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☐ **Research and Scholarly Environment**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☒ **Supports the programs and services that target education, advocacy, publications, or member engagement.**
Description of connection to specific area: Choice (a) provides substantive content and tools that facilitate the work of academic librarians and (b) contributes revenues from operations to the ACRL in furtherance of its programs and mission.

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)*
Consult regularly at ALA Midwinter and Annual meetings	Ongoing	Choice staff; editorial board members	Meeting space at ALA conferences; WiFi access preferred
Biannual midterm conference calls	Ongoing	Choice staff; editorial board members	
Board charge expanded to include CC Advisor	Ongoing	Choice staff; editorial board members	

3

Continues review and counsel for OER review service	Ongoing	Selected member of editorial board	

Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?*

- Choice financial reports of revenue from subscriptions, licensing, and advertising
- Choice Reviews usage data
- CC Advisor usage data
- Website analytics
- Social media impact
- Customer/subscriber feedback
- AYP on *Open Choice* development plan

Choice/Choice Reviews

If resources are required beyond the $150 division-level committee basic services funding, please work with your Board Liaison and Staff Liaison to prepare a Board Action Form requesting additional funds.

4

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

Committee

Visit the [ACRL Directory of Leadership](#) to find your charge.

Committee Name: CLIPP Committee

Charge/Tasks: To develop procedures for operating a CLIPP program and to oversee the program.

Committee leadership

Visit the [ACRL Directory of Leadership](#) to find your committee roster. Click the "Next Year" link to view 2017–18 roster information.

- Current Chair (2016–17): Diana Symons
- Incoming Chair (2017–18): Mary Francis
- Incoming Vice-chair (2017–18): TBD
- Incoming Board Liaison (2017–18):
- Staff Liaison:

Submission information

Year-end report written by: Diana Symons

Work plan submitted by: Mary Francis

2016–17 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 2016–17 membership year?
A brief bulleted list is suggested here; reference 2016–17 work plan projects

- Progress on two new CLIPP projects: first draft of a CLIPP manuscript completed and the survey completed for a second CLIPP
- Updated survey pool list
- Updated web content and made sure committee name ("CLIPP" and not "CLIP Notes") was consistent throughout
- Created CLIPP card to distribute at ACRL 2017 and other networking events
- Led roundtable discussion at ACRL 2017

How did you go about getting them done?
A brief bulleted list is suggested (correspond bullets to those above)

- The committee assigns primary and secondary editors to each new CLIPP publication project
- Committee members volunteered for other initiatives

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)

- Increased awareness of the CLIPP program
- Nearing publication of first CLIPPs after long hiatus

Are any 2016–17 projects ongoing?
A brief bulleted list is suggested here

- Two accepted proposals are moving through the publication process
- Another Call for Proposals will need to be issued soon

What worked well?
A brief bulleted list is suggested here

- Most committee members were very engaged and willing to take on extra work

What could have worked better?
A brief bulleted list is suggested here

- Would have liked better attendance at the ACRL roundtable

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

2017–18 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

CLIPP Publications

Brief Description

See current projects through to publication.

Goal Area

Select the *single* best connection to the ACRL Plan for Excellence 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.

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

Brief sentence connecting your project to the Plan

CLIPP publications will identify and describe best practices and policies in college and small university libraries.

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)*
Brighid's Proposal: Draft of CLIPP publication	Fall-Winter 2017	Brighid with John Garrison and second editor. Reviewed by full committee.	N.A.
Brighid's Proposal: Sent to ACRL for publishing	Spring-Summer 2018	Bridhid with John Garrison and second editor. ACRL staff Erin Nevius.	Staff input on previous editing and publishing practices.
Review publishing format for CLIPP publication	Spring-Summer 2018	Full committee with ACRL staff Erin Nevius.	Staff input on previous editing and publishing practices.
Jen and Bonnie's Proposal: First draft of CLIPP publication	Winter-Spring 2017-2018	Jen and Bonnie with Mary Francis and Luann DeGreve.	N.A.
Survey pool contacts updated	Fall-Winter 2018	Full committee.	N.A.
Review and accept possible proposals	Fall 2017 and Spring 2018	Full committee.	N.A.

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)

Success will be measured by the publication of at least one CLIPP title.

Activity/Project Name

CLIPP Awareness and marketing

Brief Description

Increase awareness of CLIPP publications and solicit new proposals.

Goal Area

Select the *single* best connection to the ACRL Plan for Excellence 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.
☒ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Brief sentence connecting your project to the Plan

CLIPP publications will identify and describe best practices and policies in college and small university libraries.

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)*
Call for Proposals via listservs	September 2017 and April 2018	CLIPP committee members	N.A.
Individually contacting possible authors encouraging them to submit a proposal	Ongoing	CLIPP committee members	N.A.
Print and electronic cards to give to perspective authors	Ongoing	CLIPP committee members	N.A.

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)

Success will be measured by the number of proposals we receive in the coming year.

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

Committee

Visit http://www.ala.org/acrl/aboutacrl/directoryofleadership/committees to find your charge.

Committee Name: *College & Research Libraries* **Editorial Board**

Charge/Tasks: The editorial board serves in an advisory capacity to the editor on the contents of the journal issues, and board members form the core of referees, reviewing manuscripts submitted for possible publication.

Committee leadership

Visit 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: Wendi Arant Kaspar

Incoming Chair: Wendi Arant Kaspar

Incoming Vice-chair: N/A

Incoming Board Liaison: Ann Campion Riley

Staff Liaison: David Free

Submission information

Year-end report written by: Wendi Arant Kaspar

Next year work plan submitted by: Wendi Arant Kaspar

2016–17 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 2016–17 membership year?
- *Published 6 regular issues of the journal, College & Research Libraries*
- *Hosted one C&RL twittercast with authors of "Format Aside: Applying Beall's Criteria to Assess the Predatory Nature of both OA and Non-OA Library and Information Science Journals."*
- *Creation of libguide for Authors*
- *Creation of libguide on guidelines and best practices for Reviewers*
- *Migration to new publishing platform (OJS)*
- *Assessed reviewer performance, removing some and adding others to address gaps in expertise.*

How did you go about getting them done?
- *Followed established procedures for peer review of manuscripts and production of individual issues*
- *Collaborated with PCC to identify candidates and recommend editorial board appointments*
- *Collaborated with ACRL staff to learn editorial system.*

What were the relevant results for your projects?
- *Received 66 in 2017 (as of June 1); accepted 1.*
- *Received 161 manuscripts in 2016; accepted 40 (as compared with 152 submitted in 2015; 45 accepted).*
- *Developed and conducted one online forum.*
- *The reporting of journal usage stats changed with the new system; it appears that they have increased but the exact measures need to be reconciled.*

Are any 2016–17 projects ongoing?
- *Preparation of upcoming issues of the journal is ongoing*
- *Preparation of C&RL Spotlight column is ongoing*
- *Social media activities are ongoing*
- *Development of short videos addressing best practices and tips for authorship, editorial and publication process*

What worked well?
- *Peer review process has worked well*
- *Collaboration with ACRL staff has worked well*

What could have worked better?
- *With the new system and some changed processes, the assistant to the editor position is somewhat in flux. Not sure if it is needed anymore.*

What do you wish someone had told you before starting work on this committee?
- *It would have been helpful to have an understanding of how C&RL works with ACRL staff and the PCC.*

What made this work most rewarding (observations/comments/accolades)?
- *Communication with ACRL staff (David Free and Dawn Mueller) was very effective re: the migration to OJS. They have both been very helpful regarding addressing exceptional situations and trying new things.*

Any other comments, recommendations, or suggestions? *N/A*

2017–18 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
Incorporate additional functionality and models in the journal through implementation of features in OJS.

Brief Description
These efforts may manifest in several ways: development review, author template, article based publishing, embedding assistance (libguides) in journal publication platform.

Goal Area
Select the *single* best connection to the [ACRL Plan for Excellence](#) 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.

☒ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**
Continuous improvement of C&RL to reflect current best practices in scholarly communication helps show that the association puts into practice its commitment to research and the scholarly environment.

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.

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial*, technology, staff support)
Development review pilot for C&RL	Estimated 1-year pilot	Kaspar, Budd, Ford	NA
Discussion and planning for OJS submission process in 2018	At expiration of current editorial system contract, spring 2018	Kaspar, Free, Mueller	Collaboration with ACRL staff
Enhancement of author & reviewer help in LibGuides with addition of multimedia elements	Ongoing	Kaspar, Filgo and editorial board	
Investigation of article based publishing model for C&RL	June 2018	Kaspar, Free, Mueller	Collaboration with ACRL staff
Develop a social media plan of activity for journal in consultation with social media editor	June 2018	Kaspar, Free, Filgo	Collaboration with ACRL staff
Creation of paper submission template	December 2017	Kaspar, Mueller	Collaboration with ACRL staff

Assessment: How will success be measured?
Success will be measured through the completion of milestones for the above projects as indicated in their plans.

Association of College & Research Libraries
50 E. Huron St. Chicago, IL 60611
800-545-2433, ext. 2523
acrl@ala.org, http://www.acrl.org

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

Committee

Visit http://www.ala.org/acrl/aboutacrl/directoryofleadership/committees to find your charge.

Committee Name: C&RL News Editorial Board

Charge/Tasks: The editorial board serves in an advisory capacity to the editor on all policy matters concerning editorial content or format.

Tasks:
- To react to ideas for development of C&RL News that have been proposed by the editor.

- To suggest ways in which C&RL News might be improved in format or content.

- To provide the editor with information regarding trends in the field that might affect future directions or content of C&RL News.

- To suggest new editorial features, either regular or irregular, for consideration by the editor.

- To assist the editor in developing editorial policies

Committee leadership

Visit http://www.ala.org/acrl/aboutacrl/directoryofleadership/committees to find your committee roster. Click the "Next Year" link to view 2016–17 roster information.

Current Chair: Kaetrena Davis Kendrick

Incoming Chair: Amanda Dinscore

Incoming Vice-chair: N/A

Incoming Board Liaison: Dr. Irene M.H. Herold

Staff Liaison: David Free

Submission information

Year-end report written by: Kaetrena Davis Kendrick

Next year work plan submitted by: Amanda Dinscore

2016–17 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 2016–17 membership year?

- *Made significant headway in creating Readership Survey.*
- *Provided suggestions/ comments to the editor about content and format.*
- *Provided suggestions for content based on presentations and other regional interactions.*

How did you go about getting them done?

- *The board worked consistently to craft a Readership Survey, focusing on the creation of thoughtful questions and effective user design. The draft of the survey can be found at* http://bit.ly/2rDcbVZ
- *Board members suggested articles based on intriguing projects and presentations, and also suggested covers.*

What were the relevant results for your projects?

- *The board continued discussions about the suggestion of a new international column in the News.*
- *Column on the Framework for Information Literacy (proposal reviewed by Board in 2015- 2016; launched Sept 2016) is well-received.*
- *Board members suggested articles based on intriguing projects and presentations, and also suggested covers.*

Are any 2016–17 projects ongoing?

- *Readership Survey*
- *With the arrival of C&RL social media coordinator Ellen Selgo, C&RL News Board membersw will begin exploring social media options and solutions for C&RL News.*

What worked well?

- *Under the leadership of editor-in-chief David Free, the work of the C&RL News board runs smoothly. In particular, I commend his role in the launch of the new C&RL News website. As I vacate my role as Chair, I'd like to thank David for his support and guidance.*

What could have worked better?

- *N/A*

What do you wish someone had told you before starting work on this committee?
N/A

What made this work most rewarding (observations/comments/accolades)?
David Free's assistance and proactive communication style are key to this rewarding appointment. I also enjoy seeing the fruit of our discussions appear on the pages of the publication. Additionally, the skillsets of our members were particularly useful this year with regard to User Experience Design.

Any other comments, recommendations, or suggestions?
The Board elected to table our work with social media solutions when the C&RL Social Media Coordinator position was vacated in early 2017. In spring 2017, the position was filled, and the Board will resume that goal in the 2017-2018 Work Plan.

2017–18 Committee Work Plan

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

Activity/Project Name and brief description: Readership Survey Launch

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Select the *single* best connection to the [ACRL Plan for Excellence](#) and provide a brief sentence connecting your project to the Plan.

    ☐ **Value of Academic Libraries**
Objective: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective:

    ☐ **Student Learning**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective:

    ☐ **Research and Scholarly Environment**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective:

    X **Supports the programs and services that target education, advocacy, publications, or member engagement.** *C&RL News* is the trade publication serving as a communication mechanism for pursuing all aspects of the PFE (including the goals), as well as enabling the ongoing activities of the association.

Timeline:
☐ continuous project assigned in charge
X 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)*
To complete survey draft to include new website migration usability. Current draft can be located at http://bit.ly/2rDcbVZ			
To launch survey	Fall 2017		

Assessment: How will success be measured? The Editorial Board will review the crafted survey; the *C&RL News* Editor will launch the survey. Survey results will be analyzed and reported; recommendations will be discussed.

Activity/Project Name and brief description: Social media exploration for C&RL News content

---

Select the *single* best connection to the [ACRL Plan for Excellence](#) and provide a brief sentence connecting your project to the Plan.

    ☐ **Value of Academic Libraries**
Objective: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective:

    ☐ **Student Learning**

3

Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective:

☐ **Research and Scholarly Environment**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective:

X **Supports the programs and services that target education, advocacy, publications, or member engagement.** *C&RL News* is the trade publication serving as a communication mechanism for pursuing all aspects of the PFE (including the goals), as well as enabling the ongoing activities of the association.

Timeline:
☐ continuous project assigned in charge
X 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)*
Explore value of using social media options to promote *C&RL News* content, partnering with existing ACRL channels	Annual meeting	Editorial Board	Connect/email/meetings/ social media accounts
Provide input on value of using social media outlets to push *C&RL News* content	Annual meeting	Editor	Connect/email/meetings/ social media accounts

Assessment: How will success be measured? The editorial board will ask one or two members to explore options for enhancing the *C&RL News* social media presence and report back at Midwinter and Annual meetings. The editor will advise on the utility and value of various social media promotions for *News* content.

Activity/Project Name and brief description: Ongoing feedback on *C&RL News* content, covers, and format**.**

Select the *single* best connection to the [ACRL Plan for Excellence](#) and provide a brief sentence connecting your project to the Plan.

☐ **Value of Academic Libraries**
Objective: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective:

☐ **Student Learning**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective:

☐ **Research and Scholarly Environment**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective:

X **Supports the programs and services that target education, advocacy, publications, or member engagement.**
Description of connection to specific area: C&RL News is the trade publication serving as a communication mechanism for pursuing all aspects of the PFE (including the goals), as well as enabling the ongoing activities of the association.

Timeline:

4

X	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)*
Provide suggestions/ comments to editor on *C&RL News* contents and format. Respond to development suggestions from editor.	Continuous input, but agenda items for formal reporting out for Midwinter and Annual.	Editorial Board	Connect/email/meetings
Respond to suggestions and incorporate into publication as appropriate.	Via Editor's Report at Midwinter and Annual	Editor	Connect/email/meetings
Follow up on content suggestions and locate/ work with potential authors.	Continuous input, but agenda items for formal reporting out for Midwinter and Annual.	Editor	Connect/email/meetings

Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?* Our goal is consistent quality and improvement in content and delivery of *C&RL News*. The annual and midwinter conference reports to the board from the Editor-In-Chief highlight measurable success indicators such as: top readership statistics for individual articles online, subscription statistics via social network channels, numbers of manuscripts submitted and rejected, page counts, advertising data and revenue.

*If resources are required beyond the $150 division-level committee basic services funding, please work with your Board Liaison and Staff Liaison to prepare a Board Action Form requesting additional funds.

Activity/Project Name and brief description: Scout content for C&RL News at local, state, regional, and national levels.

Select the *single* best connection to the ACRL Plan for Excellence **and provide a brief sentence connecting your project to the Plan.**

    ☐ **Value of Academic Libraries**
Objective: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective:

    ☐ **Student Learning**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective:

    ☐ **Research and Scholarly Environment**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective:

    X Supports the programs and services that target education, advocacy, publications, or member engagement.
Description of connection to specific area: C&RL News is the trade publication serving as a communication mechanism for pursuing all aspects of the PFE (including the goals), as well as enabling the ongoing activities of the association.

Timeline:

5

X 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)*
Provide suggestions for possible *C&RL News* content to editor based on presentations and other interactions at local, state, regional, and national conferences and other professional interactions.	Continuous input, but agenda items for formal reporting out for Midwinter and Annual.	Editorial Board	Connect/email/meetings
Follow up on content suggestions and locate/ work with potential authors.	Continuous input, but agenda items for formal reporting out for Midwinter and Annual.	Editor	Connect/email/meetings

Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)? C&RL News* will continue to publish timely articles on current trends in the field. The Editor-In-Chief and the editorial board pay close attention to which topics are trending in online readership statistics for *C&RL News* articles and columns, and future topics are agenda items at the Midwinter and Annual meetings.

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

Committee

Visit the [ACRL Directory of Leadership](#) to find your charge.

Committee Name: ACRL New Publications Advisory Board

Charge/Tasks:

To encourage research, writing, and nonprint media production that may be appropriate for a separately published title by ACRL; to solicit topics and, without guarantee of publication, to suggest them to appropriate authors; to review all manuscripts/materials submitted for possible publication as a separate ACRL published title; to serve as an advisory body to the ACRL publications officer.

Committee leadership

Visit the [ACRL Directory of Leadership](#) to find your committee roster. Click the "Next Year" link to view 2017–18 roster information.

- Current Chair (2016–17): Rebecca K. Miller
- Incoming Chair (2017–18): Rebecca K. Miller
- Incoming Vice-chair (2017–18):
- Incoming Board Liaison (2017–18): Dr. Irene M.H. Herold
- Staff Liaison: Erin Nevius

Submission information

Year-end report written by: Rebecca K. Miller

Work plan submitted by: Rebecca K. Miller

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 2016–17 membership year?
A brief bulleted list is suggested here; reference 2016–17 work plan projects

- Worked with ACRL staff to successfully publish 15 titles in FY 17
- Worked with ACRL staff to work toward publishing 18 titles in FY 18
- Worked with ACRL staff to identify and start reviewing at least 10 additional titles for FY 19 and beyond
- Conducted new outreach activities to recruit authors and promote existing publications, including:
  - Hosting a panel at ACRL 2017 to discuss publishing books and articles with ACRL
  - Supported Erin Nevius in hosting "pitch the editor" meetings at ACRL 2017
  - Made recruitment stickers for New Publications Advisory Board members to use at ACRL 2017 to identify and recruit potential authors
  - Continued conversations about publications through webinars and podcasts
- Identified new subject areas for publications and identified/recruited authors for these areas

How did you go about getting them done?
A brief bulleted list is suggested (correspond bullets to those above)

- Working with advisory board members through email, conference calls, and business meetings
- Relying heavily on the support of Erin Nevius

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)

- Supported Erin Nevius and other ACRL staff in offering five webinars and one podcast related to new publications
- Reviewed and offered feedback on the 28 titles currently in the ACRL Publications pipeline
- Hosted a panel at ACRL 2017 with over 100 participants

Are any 2016–17 projects ongoing?
A brief bulleted list is suggested here

- We are continuing to explore better ways to use advisory board members' individual areas of expertise to enhance the review process
- We are continuing to identify additional innovative recruitment and publicity methods

What worked well?
A brief bulleted list is suggested here

- New outreach methods, such as the panel at ACRL, have helped us reach new potential authors and made the publishing process more transparent and accessible

What could have worked better?
A brief bulleted list is suggested here

- We are still exploring better methods for reviewing proposals and offering helpful feedback to authors in a timely, sustainable, and effective manner

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

- Seeing the books and other publications we helped create actually get published
- Working with authors and other scholars to distribute and share their work

Any other comments, recommendations, or suggestions?
Optional

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.

Ongoing recruitment and review of high quality proposals

Brief Description
A brief description of project.

Continue to work with ACRL staff to help identify, recruit, and develop authors and proposals for publication with ACRL Publications.

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence 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.
☒ **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.

While the ACRL Publications Advisory Board engages in supporting each of the goal areas listed above, we mostly conduct our work in order to directly support the publishing programs and services of ACRL, which in turn also promotes

the value of academic libraries, student learning, the research and scholarly environment, and new roles and changing landscapes.

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)*
Ongoing review of proposals	Ongoing	All board members; chair oversees	Time and attention of board members
Continuing recruitment of authors/editors	Ongoing	All board members and Erin Nevius	Time and attention of board members and ACRL staff
Encourage ACRL leaders to publish with ACRL	Ongoing	Board chair and ACRL staff	Time and attention

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)

Successful content development as exemplified by published works in multiple types of formats (printed books, open access content, digital books, electronically hosted content). Development of strong Association/Member author and editor relationships such that recognition of ACRL as a publisher of content for academic librarians grows and is strengthened.

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.

Outreach and Enhanced Transparency

Brief Description
A brief description of project.

Continue to increase efforts to reach out to potential authors and make the entire publishing process more transparent and accessible to all Association and community members.

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence 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.
☒ **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.

While the ACRL Publications Advisory Board engages in supporting each of the goal areas listed above, we mostly conduct our work in order to directly support the publishing programs and services of ACRL, which in turn also promotes the value of academic libraries, student learning, the research and scholarly environment, and new roles and changing landscapes.

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)*
Identify new potential titles and areas for publication	Ongoing	All board members; chair oversees	Time and attention
Offer programs at conferences on our work	Ongoing	All board members; chair oversees	Time and attention; collaboration with ACRL staff and Association members involved in conference planning
Effectively market our work and its products	Ongoing	All board members; chair oversees	Time and attention; collaboration with other areas of ACRL related to serial publications, conferences, and other outreach mechanisms: C&RL News, ACRLog, ACRL email, something sort of like ACRL member of the week
Leverage Open Access Week initiatives	October 2017	All board members; chair oversees	Work with publishing staff to identify existing open resources and market those; possibly conduct a webinar or podcast on these

Specific Action	Due Date	Party Responsible	Resources Needed *(e.g., financial*, technology, staff support)*
Strategizes for ACRL 2019 conference	Spring 2019	All board members; chair oversees	Time and attention; collaboration

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)

Recruitment of new authors, publishing in new areas, enhanced member awareness of and regard for ACRL publications.

2017–18 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.

Enhanced Awareness of Board Work and Diversification of Boards

Brief Description
A brief description of project.

Work with Publications Coordinating Committee (PCC) to help raise awareness of the work that all of the component committees of PCC conduct with the ultimate goal of recruiting diverse colleagues to serve in these roles.

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence 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.
☒ **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.

While the ACRL Publications Advisory Board engages in supporting each of the goal areas listed above, we mostly conduct our work in order to directly support the publishing programs and services of ACRL, which in turn also promotes

the value of academic libraries, student learning, the research and scholarly environment, and new roles and changing landscapes.

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)*
Continue to work with PCC to make work transparent	Ongoing	Board members, in collaboration with PCC	Time and attention
Assist with openly providing feedback in the appointment process	Spring 2018	Board members, with chair oversight	Time and attention

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)

Recruitment of new colleagues representing a diversity of backgrounds, experiences, and work environments.

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

Committee

Visit the [ACRL Directory of Leadership](#) to find your charge.

Committee Name: Publications in Librarianship Editorial Board

Charge/Tasks: To encourage research, writing, and nonprint media production writing that may be appropriate for the ACRL publications in librarianship series; to solicit topics and, without guarantee of publication, to suggest them to appropriate authors; to review all manuscripts/ materials submitted, and approve them for publication in the publications in librarianship series. Tasks to evaluate manuscripts, nonprint material and proposals. To recommend revisions required for publication. To publicize opportunities for publication in the library literature. To assess the relevance and quality of publications through an analysis of sales and reviews.

Committee leadership

Visit the [ACRL Directory of Leadership](#) to find your committee roster. Click the "Next Year" link to view 2017–18 roster information.

- Daniel Clark Mack (Editor, May 1, 2016, to June 30, 2021)

- Brian J. Doherty (Member, July 1, 2016, to June 30, 2019)

- Bradford L. Eden (Member, July 1, 2017, to June 30, 2020)

- Rebecca Jackson (Member, July 1, 2016, to June 30, 2019)

- Dallas Long (Member, July 1, 2017, to June 30, 2020)

- Lorelei Tanji (Member, July 1, 2016, to June 30, 2019)

- Irene M.H. Herold (Board Liaison, July 1, 2017, to June 30, 2018)

- Erin Nevius (Staff Liaison, July 1, 2017, to June 30, 2018)

Submission information

Year-end report written by: Daniel Mack

Work plan submitted by: Daniel Mack

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 2016–17 membership year?
A brief bulleted list is suggested here; reference 2016–17 work plan projects

- Revise Publications in Librarianship charge
- Initiate review of previously submitted MSS
- Review new MSS and proposals
- Add 2 new members to Board
- Create new rubric for assessing MSS and proposals
- Investigate and assess options for Open Peer Review

How did you go about getting them done?
A brief bulleted list is suggested (correspond bullets to those above)

- Collaborating as an editorial board to revise charge
- Individual review of previously submitted and new MSS and proposals; composite review written by Editor.
- Collaborating as an editorial board to investigate and assess options for OPR for submitted MSS

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)

- Revised PIL charge, resulting in a new and more relevant charge to publish works that are relevant in all areas of academic librarianship
- Reviewed 3 manuscripts and 3 proposals for PIL
- Added 2 new members to PIL Editorial Board
- Chose WordPress CommentsPress Core Plugin as platform for OPR

Are any 2016–17 projects ongoing?
A brief bulleted list is suggested here

OPR implementation will be ongoing

What worked well?
A brief bulleted list is suggested here

- Collaboration among Board members worked very well
- New rubric for assessing submitted proposals and manuscripts was effective and increased efficiency and standardization of Board members' evaluations

What could have worked better?
A brief bulleted list is suggested here

- Since several members of the Board are unable to attend conferences, we engaged by email and conference call. Calling is not necessarily the most effective way for a committee to meet. We will explore a more effective medium for synchronous communication instead of phone; possibly WebEx or Google Hangout.

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

I would have liked to know more about ACRL's other Editorial Boards. This was not a significant problem though since information is readily available on the web, and since members of Boards are easy to engage during the PCC meeting at conference.

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

- Collaborating with a diverse group of new colleagues toward a common goal in which we all believe
- Investigating new modes of review for scholarly publications
- Working with the outstanding professional staff at ACRL

Any other comments, recommendations, or suggestions?
Optional

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

This work plan outlines several projects that align with the ACRL Publications charge, and with current and developing publishing practices that align with ACRL member needs.

Activity/Project Name and brief description:

This work plan outlines four goals that will align the PIL Editorial Board with current and developing publishing practices and align with ACRL member needs. The goals are:

- Revise Publications in Librarianship charge;

- Initiate review of manuscripts already submitted;

- Investigate and assess options for open peer review;

- Create and implement policies and procedures for open peer review option for PIL publications.

Goal Area

Select the *single* best connection to the ACRL Plan for Excellence 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. ***Description of connection to specific objective:* Promote innovative, relevant research that communicates the value of academic and research libraries using new models of scholarship**.
    ☐ 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. ***Description of connection to specific objective:* Promote innovative, relevant research that communicates the value of academic and research libraries using new models of scholarship**.
    ☐ 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**

4

☐ 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.
☒ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Brief sentence connecting your project to the Plan

The projects and work of this committee enhance ACRL Publications and explores new areas of the publication process that supports members.

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)*
Review manuscripts assigned to Board	July 2017-June 2018	PIL Editorial Board	
Research and write multiple options for policies and procedures for open peer review option for PIL publications	1 December 2017	PIL Editorial Board	
Submit policy and procedure options to PCC for review	1 December 2017	PIL Editorial Board	
Write and distribute call for manuscript submissions	10 January 2018	PIL Editorial Board	
Implement OPR platform	Spring 2018	PIL Editorial Board	Technology and staff support may be necessary depending on results of above action

Recruit potential OPR reviewers from among previous PIL authors/editors	Spring 2018		

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)

We will consider our work to be a success when:

- We implement policies and procedures for open peer review of submitted manuscripts, solicit well-written and well-researched manuscripts for review, and publish books on timely and relevant topics that combine theory and practice.

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

Committee

Visit the [ACRL Directory of Leadership](#) to find your charge.

Committee Name: *RBM* Editorial Board

Charge/Tasks: The editorial board serves in an advisory capacity to the editor on the contents of the journal; the board members are the core of referees, reviewing manuscripts submitted for possible publication.

Committee leadership

Visit the [ACRL Directory of Leadership](#) to find your committee roster. Click the "Next Year" link to view 2017–18 roster information.

- Current Chair (2016–17): Jennifer K. Sheehan
- Incoming Chair (2017–18): Richard Saunders
- Incoming Vice-chair (2017–18): n/a
- Incoming Board Liaison (2017–18): Irene M. H. Herold
- Staff Liaison: David Free/Dawn Mueller

Submission information

Year-end report written by: Jennifer K. Sheehan

Work plan submitted by: Richard Saunders

2016–17 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 2016–17 membership year?
- Completed necessary review and editing for twice-yearly publication of journal.

How did you go about getting them done?
- Met virtually before Annual conference and before Midwinter meeting.
- Conducted large amount of business via email, both as a group and individually.

What were the relevant results for your projects?
- Two issues published, consisting of 7 formal articles, 5 book reviews, and 1 informal piece.

Are any 2016–17 projects ongoing?
- Continued publication of the journal.

What worked well?
- Participation in review by community is growing.
- We used AdobeConnect for a virtual meeting, which seemed to function better than a conference call.

What could have worked better?
- Both numbers of submissions and numbers of subscribers are low.
- Quality of submissions is not particularly high.

What do you wish someone had told you before starting work on this committee?
- The amount of work it takes to put together the journal every six months.
- How difficult it would be to try to make changes.

What made this work most rewarding (observations/comments/accolades)?
- Feedback from readers and the gratitude and excitement of (particularly first time) authors.

2017–18 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
Step One

Brief Description
The editor and *RBM* editorial board members will encourage submissions to the journal by making personal appeals to librarians at institutions in their area and beyond: contacting college and university librarians directly to invite submissions, visiting with RBMS members individually at conferences.

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence 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.

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

Brief sentence connecting your project to the Plan
Contacting prospective submitters individually encourages scholarship in the field; holding submissions to scholarly standards raises the quality of the journal's output.

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)*
Produce a business card representing the journal editor and editorial board members	1 Jul 2017	Richard Saunders	
Editor, board members will contact librarians soliciting submissions.	30 Jun 2018	Richard Saunders; *RBM* board members	Time and attention; Knowledge of the field
Review submissions.	Ongoing	Editorial board and external reviewers	Time and attention; Knowledge of the field
Participate in production process to ensure issues are published according to schedule	Ongoing	Editor	Communication with production staff

Assessment: How will success be measured?
- The annual number of submissions to *RBM* will increase over the previous two years.
- The scholarly quality of submissions will increase, as determined by the editor.

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

Committee

Visit the [ACRL Directory of Leadership](#) to find your charge.

Committee Name: "Resources for College Libraries" Editorial Board

Charge/Tasks: The editorial board is charged to serve in an advisory capacity to CHOICE staff regarding Resources for College Libraries editorial policy matters.

Committee leadership

Visit the [ACRL Directory of Leadership](#) to find your committee roster. Click the "Next Year" link to view 2017–18 roster information.

- Current Chair (2016–17): Neal Baker
- Incoming Chair (2017–18): Neal Baker
- Incoming Vice-chair (2017–18): n/a
- Incoming Board Liaison (2017–18): Dr. Irene M.H. Herold
- Staff Liaison(s): Anne Doherty; Mark Cummings

Submission information

Year-end report written by: Neal Baker

Work plan submitted by: Neal Baker, Anne Doherty, and members of the editorial board

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 2016–17 membership year?

- Advised and made recommendations on RCL editorial policy and development.
- Initiated a visioning activity to brainstorm alternate use cases, outreach, and product avenues.

How did you go about getting them done?

- Met virtually to discuss and reach consensus, supplemented by email.

What were the relevant results for your projects?

- Visioning summary statement containing feedback from 100% of current board members
- Produced a [program report](#) on the AC16 panel "Collections at the Crossroads," published in the September issue (vol. 77, no. 8) of *C&RL News*.

Are any 2016–17 projects ongoing?

- Providing advisory feedback, support, and recommendations on RCL editorial policy.
- Assist in recruiting project participants – subject editors and referees.
- Continued feedback on collection management and library trends to enhance the usefulness of RCL to various audiences including academic library personnel, students and other end users, and as a collection assessment tool.

What worked well?

- Members' virtual participation and willingness to contribute targeted feedback.

What could have worked better?

- Better attendance at the ALA Annual meeting by current members.

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

2017–18 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.

Resources for College Libraries editorial board

Brief Description
A brief description of project.

To provide ongoing feedback and enhance *Resources for College Libraries* content, functionality and its use as a collection development and assessment tool.

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence 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.
☒ **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.

By supporting the publication and editorial development of *Resources for College Libraries*, the board promotes the continued role for collection development and assessment tools in shaping academic library collections, including increasing access to data and supporting the scholarly environment.

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)*
Consult on a regular basis between meetings and 2 meetings during the year	Ongoing	Editorial Board; Staff Liaison	ALA connect; virtual meeting technology; staff support throughout
Support recruitment of editors and peer reviewers	Ongoing	Editorial Board	Regular communication of needs
Advise on future trends for collections and editorial enhancements	Ongoing	Editorial Board; Staff Liaison	

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)

Staff reports, sales data, and publication content will continue to be used to measure the overall effectiveness of RCL.

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

Committee

Visit the [ACRL Directory of Leadership](#) to find your charge.

Committee Name: Professional Development Committee

Charge/Tasks: To advise ACRL staff on matters related to professional development needs assessment, program development and evaluation, and elearning. Responsible for selecting and allocating funding to annual conference programs, selecting Midwinter workshops and institutes and Annual Conference preconferences, and awarding scholarships.

Committee leadership

Visit the [ACRL Directory of Leadership](#) to find your committee roster. Click the "Next Year" link to view 2017–18 roster information.

- Current Chair (2016–17): Carrie Forbes
- Incoming Chair (2017–18): Heidi Steiner Burkhardt
- Incoming Vice-chair (2017–18): Eric Kidwell
- Incoming Board Liaison (2017–18): Lauren Pressley
- Staff Liaison: Margot Conahan

Submission information

Work plan submitted by: Heidi Steiner Burkhardt

2017–18 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
Review and select 2018 Annual Conference Proposals

Brief Description
A brief description of project.

Goal Area
Select the *single* best connection to the [ACRL Plan for Excellence](#) 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.
☒ **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.

The work of the PDC supports the infrastructure of ACRL in providing peer review using criteria-based assessment and facilitation to identify quality programming for the benefit of organization. Selection of ALA Annual Conference Programs directly impacts member education and member engagement.

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)*
2018 Program Proposals sent to PDC	9/11/2017	ACRL	Access to proposal review system for all committee members.
2018 Annual Conference proposal ratings due to PDC Chair	9/28/2017	PDC	None
Final list of accepted/rejected 2018 Annual Conference proposals due to ACRL	10/2/2017	PDC Chair	None
2018 Annual Conference notifications issued	10/9/2017	ACRL	None

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)

Success is reflected in the timely review of submissions and thoughtful application of the prescribed criteria to reach decisions.

Activity/Project Name
Review and select E-Learning scholarship applications

Brief Description
A brief description of project.

Goal Area
Select the *single* best connection to the [ACRL Plan for Excellence](#) 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.
☒ **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.

The work of the PDC supports the infrastructure of ACRL in providing peer review using criteria-based assessment and facilitation to identify quality programming for the benefit of organization. Selection of ALA Annual Conference Programs directly impacts member education and member engagement.

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)*
e-Learning Scholarships applications sent to PDC for review	11/13/2017	ACRL	Access to applications and evaluation mechanism for all committee members.
e-Learning Scholarship ratings due to PDC Chair	12/1/2017	PDC	None
Final list of accepted/rejected e-Learning Scholarship ratings due to ACRL	12/6/2017	PDC Chair	None
e-Learning Scholarship notifications issued	12/12/2017	ACRL	None

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)

Success is reflected in the timely review of submissions and thoughtful application of the prescribed criteria to reach decisions.

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

Committee

Visit the [ACRL Directory of Leadership](#) to find your charge.

Committee Name: ACRL 2017 President's Program Planning Committee

Charge/Tasks:

1. Plan the ACRL President's Program for ALA 2017 Annual
2. Plan an ACRL President's Forum at ALA Midwinter 2017
3. Plan the ACRL President's Program at ACRL National 2017
4. Plan a presentation for the ACRL Leadership Council and Member Meeting at ALA 2017 Annual

Committee leadership

Visit the [ACRL Directory of Leadership](#) to find your committee roster. Click the "Next Year" link to view 2017–18 roster information.

- Current Chair (2016–17):   Anne Casey & Pat Kreitz, co-chairs
- Incoming Chair (2017–18):   N/A
- Incoming Vice-chair (2017–18):   N/A
- Incoming Board Liaison (2017–18): N/A
- Staff Liaison: Megan Griffin

Submission information

Year-end report written by: Anne Casey & Pat Kreitz

Work plan submitted by: N/A

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 2016–17 membership year?

A brief bulleted list is suggested here; reference 2016–17 work plan projects

1. Presented *Presidential Forum: Leadership Development for New Library Roles* at Midwinter 2017
2. Presented *Hitting the Reset Button: Succeeding in Challenging Situations as a Resonant Leader* at the ACRL 2017 Conference
3. Facilitated *Putting the Resonance in Leadership*, a group discussion exercise at the 2017 ACRL Leadership Council and Membership Meeting
4. Co-planned the 2017 ACRL/PLA Joint Presidents' Program at the ALA Annual Conference

How did you go about getting them done?

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

Committee members discussed potential topics, enlisted speakers, planned and presented programs

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)

- Planned and implemented three programs and one interactive discussion
- Increased program attendees' awareness of resonant leadership
- Enhanced interest in the Joint Presidents' Program related to ongoing leadership presentations

Are any 2016–17 projects ongoing?

A brief bulleted list is suggested here

The two programs at ALA Annual are finished.

What worked well?

A brief bulleted list is suggested here

- Having an active and engaged committee was important
- Strong support from ACRL staff liaisons

What could have worked better?
A brief bulleted list is suggested here

We did not have a meeting time scheduled for Annual 2016 and had to scramble for a place to meet

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

Irene Herold came into the Presidency with a defined vision of providing more leadership programming – her guidelines and continuous support made this job easy.

The ACRL staff are wonderful – especially Megan Griffin!

Any other comments, recommendations, or suggestions?
Optional

It is not common for the President's Program Committee to plan anything outside the annual program. By asking us to plan presentations for Midwinter, ACRL Annual, and the Leadership Council Meeting, we jelled as a committee and were able to provide a much broader level of programming on the leadership theme of our President.

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

Committee

Visit http://www.ala.org/acrl/aboutacrl/directoryofleadership/committees to find your charge.

Committee Name: 2018 ACRL Presidents Program Planning Committee

Charge/Tasks:
Identify topic and potential speaker(s) for and plan the ACRL president's program to be offered at the ALA Annual Conference.

Committee leadership

Visit http://www.ala.org/acrl/aboutacrl/directoryofleadership/committees to find your committee roster. Click the "Next Year" link to view 2016–17 roster information.

Current Chair: Jeanne Davidson

Incoming Chair: NA

Incoming Vice-chair: NA

Incoming Board Liaison: Cheryl Middleton

Staff Liaison: Megan Griffin

Submission information

Year-end report written by: NA

Next year work plan submitted by: Jeanne Davidson

2016–17 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 2015–16 membership year?
- *A brief bulleted list is suggested here; reference 2015–16 work plan projects*

How did you go about getting them done?
- *A brief bulleted list is suggested (correspond bullets in order to those above)*

What were the relevant results for your projects?
- *A brief bulleted list is suggested that includes assessment as appropriate (correspond bullets in order 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 2015–16 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*

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

2017–18 Committee Work Plan

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

Activity/Project Name and brief description: Plan engaging, informative and up-beat program for ALA Annual Conference in New Orleans.

Select the *single* best connection to the [ACRL Plan for Excellence](#) and provide a brief sentence connecting your project to the Plan.

☐ **Value of Academic Libraries**
Objective: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective: A sentence is suggested.

☐ **Student Learning**
Objectives: ☐1 ☐2 ☐3 ☐4 ☐5
Description of connection to specific objective: A sentence is suggested.

☐ **Research and Scholarly Environment**
Objectives: ☐1 ☐2 ☐3
Description of connection to specific objective: A sentence is suggested.

☐ **New Roles and Changing Landscapes**
Objectives: ☐1 ☐2 ☐3
Description of connection to specific objective: A sentence is suggested.

☒ **Supports the programs and services that target education, advocacy, publications, or member engagement.**
Description of connection to specific area: Provide a high quality program on the President's theme that engages ACRL members at ALA Annual in New Orleans.

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)*
Frame the scope and content of the program	August, 2017	Committee	
Identify and contact potential speakers with invitations to participate	August/September 2017	Committee and Chair	
Work out logistics for speakers and their presentations	October 2017	Committee Chair	Megan Griffin's assistance and financial resources available for the program
Work with presenters to ensure quality program addresses goals and theme of the President	Spring 2018	Committee and Chair	Megan's assistance as needed

3

Publicize and market the program prior to ALA Annual; consider additional marketing beyond ACRL press release and social media push in May and ALA promotions	Spring 2018	ACRL staff, Chair and Committee	Megan's assistance to coordinate ACRL efforts and communication with ALA

Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?* Program is well attended and evaluations of the program are positive.

*If resources are required beyond the $150 division-level committee basic services funding, please work with your Board Liaison and Staff Liaison to prepare a Board Action Form requesting additional funds.

4

N:\Membership Units\Committees\!Annual work plans\2016–17

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

Committee

Visit the [ACRL Directory of Leadership](#) to find your charge.

Committee Name: Research and the Scholarly Environment

Charge/Tasks:

To oversee and coordinate ACRL's Research and Scholarly Environment Initiative as described in the strategic plan; work with the ACRL Board and other ACRL units in creating a comprehensive effort including coalition building, professional development, publications, research, and advocacy and in developing the ACRL research and scholarly communications website; and monitor and assess the effectiveness of the ACRL Research and Scholarly Environment Initiative.

Committee leadership

Visit the [ACRL Directory of Leadership](#) to find your committee roster. Click the "Next Year" link to view 2017−18 roster information.

- Current Chair (2016–17): Amy Buckland
- Incoming Chair (2017–18): Patricia Hswe
- Incoming Vice-chair (2017–18): Yasmeen Shorish
- Incoming Board Liaison (2017–18): Dr. Beth McNeil
- Staff Liaison: Kara Malenfant

Submission information

Year-end report written by:Amy Buckland

Work plan submitted by: Patricia Hswe

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 2016–17 membership year?
A brief bulleted list is suggested here; reference 2016–17 work plan projects

a. Development of a new Scholarly Communication Research Agenda. The current ACRL ScholComm Agenda (http://www.ala.org/acrl/issues/scholcomm/scresearch04) was drafted in 2004. With all the current changes in the publishing ecosystem, the list of research topics needs serious updating. Draft proposal is attached.

b. Comprehensive redesign of the Scholarly Communication Toolkit - http://acrl.libguides.com/scholcomm/toolkit/

c. Form a subcommittee to investigate opportunities to support library relationships, open and (anti-open) initiatives, and promote equitable partnerships.

d. Form a subcommittee of ReSEC to support the Board's needs to draft responses to initiatives and legislative actions

e. Support of two OpenCon scholarships.

How did you go about getting them done?
A brief bulleted list is suggested (correspond bullets to those above)

a. A subcommittee was struck (led by Nathan Hall, including Paul Bracke, Lori Critz, Mary Galvin, Amy Nurnberger, Kara Malenfant) to evaluate the best way to approach a new research agenda. Advice was sought from Kara as she was involved in facilitating VAL's research agenda. A process proposal was submitted at Annual 2017 and is attached to this document. It is an exciting and thoughtful proposal that would position ACRL well as a leader in exploring the diverse voices in scholarly communication and ensuring strong representation. I have never been so impressed with the work done by ReSEC as I am with this initiative. I encourage ACRL to fund it and promote the hell out of it.

b. Liaising with Steven Harris (who oversees the toolkit), Christine Fruin was hired to migrate the content to LibGuides and updated the content, all by Open Access week 2016. The work was done by by the end of September and was incredibly well received. Though LibGuides we can see that the content has been shared to other LibGuides, and Christine worked hard to integrate the work the Research Data Management Roadshow is doing to both promote that intiative and also flesh out all the angles in scholcomm.

c. The ReSEC community has long requested a venue to discuss issues related to library vendors – both in terms of sponsorship and in terms of behavior as our "partners" in the scholarly communication sphere. This subcommittee, chaired by Mel DeSart, has been named the Relationships Subcommittee, with a view to evaluating the extra-institutional and the intra-institutional relationships libraries have in order to accomplish their work. I would encourage

ACRL to give this subcommittee a forum for public discussion, to show engagement with the community and a responsiveness to current issues.

d. ReSEC is eager to ensure the board positions ACRL as a strong voice in the scholarly communication environment. In the past, any requests for public comment/support of various new initiatives, has been brought to the ReSEC chair and vice-chair for an initial draft (with support from Kara Malenfant – which is crucial and I can't thank her enough!). The newly-formed ReSEC Response Group, chaired by Yasmeen Shorish, has helped to take the weight off the chair and vice-chair, by drafting responses as a group. This new group can also take the initiative to recommend the board offer public support for initiatives, raising awareness of all the possibilities out there.

Also, the chair of this subcommittee is now part of the succession planning for ReSEC, with the assumption they will go on to be vice-chair the following year (if desired). Having someone move from chair of the Response Group in to the vice-chair role ensures they have a current awareness of current public initiatives, are familiar with working with the board, and have the experience of drafting public comments.

e. ACRL supported the attendance of two members (Michelle Reed and Tim Dolan) to OpenCon in Washington, DC. Not only do these sponsorships offer an incredible opportunity (and added value) to our membership, but supporting early career librarians with regards to all-things-open is really where we should be spending our energy. This year it was decided that part of the sponsorship to OpenCon included required membership in ReSEC for one term. I highly recommend keeping this requirement for sponsorship, as it ensures the knowledge acquired by these members at OpenCon can immediately be put to use on ReSEC and within ACRL.

Are any 2016–17 projects ongoing?
A brief bulleted list is suggested here

● The support of both the Scholarly Communications Roadshow and the Research Data Management Roadshow take up little time but have tremendous impact. Helping the Roadshow Presenter Coordinators select presenters, and evaluating host locations for subsidized roadshows is a short term project for a small group from ReSEC.
● The monthly scholarly communication column in *C&RL News* is always well received, and the recent addition of guest experts adds a helpful mix of voices.
● The ACRL/SPARC Forum and subsequent discussion group at both Annual and Midwinter could be considered our "showcase events." We are thankful to SPARC for taking the lead on organizing the Forum and covering costs for speakers whenever necessary.
● The development of an Open Data statement to accompany our Open Access statement is currently underway and lead by Steven Harris.
● The formation of a Relations subcommittee to draft a framework, or guidelines, of effective practices for academic libraries with respect to external and internal relationships.

What worked well?
A brief bulleted list is suggested here

ReSEC continues to be composed of some of the most motivated members of ACRL. There is never a lack of volunteers for work, and the work that is produced is excellent. I would encourage the ACRL board to continue to look to ReSEC for guidance and support when it comes to all-things-scholcomm, and to not be afraid to task the group with big hairy scary things (which would be resourced appropriately, of course!)

What could have worked better?
A brief bulleted list is suggested here

As always, discussions around "what is scholarly communication" need to continue, to ensure that ReSEC isn't just given all things new happening in academic libraries, simply because they are such a competent group who are game to tackle new things.

What do you wish someone had told you before starting work on this committee?
That I'd be so impressed with the work, and learn so much from my colleagues. We should seriously use this as a marketing point for the committee.

What made this work most rewarding (observations/comments/accolades)?
THESE PEOPLE ARE GREAT. And the support from the Board is always reassuring. Having Kara and Beth as point-people for ReSEC was essential to our ability to get everything done.

Any other comments, recommendations, or suggestions?
With support from the Board, ReSEC can position ACRL as the home for scholcomm librarians – something that is currently lacking in the community. I encourage ACRL to resource the committee adequately and to trust the intentions of the group, as they will not steer your wrong.

2017–18 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
National Research Agenda

Brief Description
Develop and implement a process for a new national research agenda for ACRL's Research and Scholarly Environments Initiative.

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence 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.
   X 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.
☐ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Brief sentence connecting your project to the Plan
As it has been ten years since the research agenda was last updated, our priorities for research need to be revisited and new ones investigated, with particular attention to the inclusion of voices previously not considered or consulted for such an agenda - which is part of coalition building, a key ReSEC task; this project would complement what we already do through the *C&RLN* column, the Scholarly Communication and Research Data Management roadshows, the OpenCon scholarships, and the Toolkit.

Timeline

☐ continuous project assigned in charge
☐ short-term project that will be completed this membership year
X multi-year project continuing past this membership year (expected completion date: _MW 2019_____)

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)

PROJECT NAME: National Research Agenda
Team members: Nathan Hall (chair), Paul Bracke, Lori J. Critz, Mary Galvin, Amy Nurnberger.

Specific Action	Due Date	Complete/In Progress and Notes (e.g., who's responsible)
Interview prospective consultants	9/15/17	ReSEC and ACRL staff
Select consultant	9/30/17	ReSEC and ACRL staff
Invite selected participants	10/15/17	ACRL staff
Plan meeting	10/15 to 12/10	ACRL staff (with input from consultant)
Send participants agenda & other information	1/8/18	Consultant, ReSEC, and ACRL staff
Invitational meeting in Denver, CO	2/8 to 2/9	Consultant, ReSEC, and ACRL staff
Send first draft of RFP to ReSEC and ACRL staff	2/23/18	All participants
Feedback due to consultant	3/9/18	ReSEC and ACRL staff
Revised draft, including rubric, to all meeting participants	3/23/18	Consultant
Feedback due to consultant	4/6/18	All meeting participants
Final RFP of publishable quality due to ReSEC and ACRL staff	4/20/18	Consultant
RFP issued	5/2/18	ACRL staff

Proposals due	5/30/18	Prospective authors/researchers
Review proposals and select finalists	6/13/18	Consultant, ReSEC and ACRL staff
Interview finalists, discuss, determine awardee, and notify awardee	7/4/18	ACRL staff (in consultation with ReSEC)
Negotiate contract	7/18/18	ACRL staff (in consultation with ReSEC)
Notify all applicants and publicly announce	8/1/18	ACRL staff

Assessment: How will success be measured?

A research agenda will be drafted and marketed to the ACRL community. Outreach asking for case studies or examples of implementation will demonstrate adoption by community. Assessment of an agenda of this type will need to occur over years. Precise measures or indicators of success are still TBD, dependent on the RFP or outcomes from the invitational workshop.

Activity/Project Name

Open Research Policy Statement

Brief Description

A revision of the Open Access Statement to include more types of scholarship and offer more relevance to non-tenure-track faculty.

Goal Area

Select the *single* best connection to the ACRL Plan for Excellence 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**

X 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.
☐ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Brief sentence connecting your project to the Plan

This effort seeks to expand the OA Policy Statement, which is an advocacy statement, in order to incorporate feedback gathered since the statement was released in 2016, including explicit mention of different types of digital scholarship that should be OA and a consideration of how to make the policy statement more relevant to non-tenure-track librarians.

Timeline

☐ continuous project assigned in charge
X short-term project that will be completed this membership year
☐ multi-year project continuing past this membership year (expected completion date: _MW 2018_____)

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)

PROJECT NAME: Open Research Policy Statement
Team Members: Steven Harris (chair), Abigail Goben, Pamella Lach, Amy Nurnberger, Penny Beile

Specific Action	Due Date	Complete/In Progress and Notes
In revised draft of the policy statement, provide additional details that address the importance and value of open scholarly products and open research.	1/15/18	Have draft completed before Midwinter, so that it may be discussed, as necessary, at Midwinter before being sent to Standards.
Send revised draft to Standards Committee for its review.	3/1/2018	Submit to Standards in the spring so that their evaluation is given to ReSEC before Annual 2018.
Final draft	6/21/18	Intention is to release the revised statement right after Annual.

Assessment: How will success be measured?

The revised statement will be approved, as per ACRL regulations.

Activity/Project Name

Relations Subcommittee

Brief Description

In light of recent events, such as the purchase of Bepress by Elsevier, and of the increasing practice of vendors to contact, and consult with, university administration, thus potentially usurping the role of academic libraries altogether, ReSEC is forming this subcommittee to help determine what librarians and libraries should be doing to counteract such go-arounds. The subcommittee would work toward defining a framework or set of recommended practices for the purpose of relationship understanding and building, both internally (on campuses) and externally (with various stakeholders).

Goal Area

Select the *single* best connection to the [ACRL Plan for Excellence](#) 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.
- X 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.

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

Brief sentence connecting your project to the Plan

The framework, or set of effective practices, should help guide the ACRL community in developing and maintaining more productive relationships with their internal and external constituents, done most productively with an increased capacity to address issues related to scholarly communication.

Timeline

☐ continuous project assigned in charge
☐ short-term project that will be completed this membership year
x multi-year project continuing past this membership year (expected completion date: MW 2019)

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)

PROJECT NAME: Relations Subcommittee
Team members: Mel DeSart, Pamella Lach, Amy Nurnberger, Charlotte Roh, Yasmeen Shorish

Specific Action	Due Date	Complete/In Progress and Notes
Draft problem statement and charge.	1/15/18	
ReSEC reviews draft before Midwinter 2018	2/1/18	
ReSEC discusses at Midwinter 2018, as necessary	2/11/18	
Subcmte drafts a framework / set of effective practices (this work may involve interviews, survey, literature review - depends on the judgment of subcomte)	2/15 to 6/1	
Subcmte updates ReSEC on progress via a short report	6/1 to 6/15	
ReSEC discusses at Annual 2018, as necessary	6/24/18	
Subcmte lead or subcomte member blogs about progress for ACRL community	Summer 2018	
Subcmte continues carrying out its charge	Summer and fall 2018	
Subcmte reports on progress to date and how it will wrap up the effort by Midwinter 2019	Fall 2018	
Subcmte submits draft report for ReSEC to review	1/10/19	

prior to Midwinter 2019		
ReSEC discusses final report as necessary	1/27/19	
Subcmte lead or subcmte member blogs about this work a final time for ACRL community	Spring 2019	

Assessment: How will success be measured?

Since feedback from the ALA/ACRL community on this effort is key, it will be important to be public at certain junctures of the subcommittee's work, such as after they have gathered enough data and information to begin fleshing out a framework or set of practices / guidelines and once they have a draft of this deliverable to share. Since ReSEC is a co-sponsor of the ACRL/SPARC Forum at the Midwinter and Annual meetings, one of these Forum occasions could be used to present the work of the subcommittee and offer a chance for the community to respond.

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Activity/Project Name

Data Privacy Guide

Brief Description

As much as those of us working in scholarly communication advocate for open access in research and scholarly publishing, we are also increasingly aware of the need for better guidance and support regarding data privacy. With such a concentration of expertise among its members, ReSEC is in a position to develop a set of recommendations for how academic libraries might work toward devising a strategy for data privacy.

Goal Area

☐ **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.
   X 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.
☐ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Brief sentence connecting your project to the Plan

Balancing openness with privacy protections is an area of need across academia, but one for which few support resources exist. This guide is an effort to help build capacity in this area.

Timeline

    ☐ continuous project assigned in charge
    X short-term project that will be completed this membership year
    ☐ multi-year project continuing past this membership year (expected completion date: _____Spring 2018_____)

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.

PROJECT NAME: Data Privacy Cookbook
Team Members: Amy Nurnberger, Abigail Gobel, Pamella Lach, Sandy DeGroote

Specific Action	Due Date	Complete/In Progress and Notes
Gain access to original EU design files		Complete
Gather relevant information for introductory document, in US context	June 2017	Complete
Synthesize disparate information into one introductory document	MW18	In progress
Finalize maturity model	MW18	In progress
Create linked reference cards	MW18	
Create the final document	Spring 2018	

Assessment: How will success be measured?

Essentially, assessment of this project would be measured by the number of downloads and how much people reference the guide when consulting or doing instruction. Assessment would rely on informal methods.

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

Committee

Visit the [ACRL Directory of Leadership](#) to find your charge.

Committee Name: Research Planning and Review Committee

Charge/Tasks: *Responsible for creating and updating a biennial environmental scan for the association that encompasses trends in academic librarianship, higher education, and the broader environment, e.g., economic, demographic, political, for release at the ACRL conference. Identifies the "ACRL Top 10 Trends" for release every two years in non-ACRL conference years.* **Note:** *Title of the report no longer includes "10"*

Committee leadership

Visit the [ACRL Directory of Leadership](#) to find your committee roster. Click the "Next Year" link to view 2017–18 roster information.

- Current Chair (2017–18): Chris Palazzolo
- Vice-Chair (2017-18): M. Kathleen Kern
- Past Chair (2016–17): Wayne Bivens-Tatum
- Incoming Board Liaison (2017–18): Caroline Fuchs
- Staff Liaison: Mary Jane Petrowski

Submission information

Year-end report written by: Wayne Bivens-Tatum

Work plan submitted by: Chris Palazzolo

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 2016–17 membership year?

- *Creation of the ACRL 2017 Environmental Scan*

How did you go about getting them done?

- *Online meeting to identify topical areas for review/research and assignment of topics to committee members. Introduction of Zotero and Dropbox sites.*

- *Online meetings to review progress on research/drafting of topical sections.*

- *Use of Midwinter meeting to review submitted drafts and identify additional content needs and overall organization of the final document-feedback sent to committee members as necessary*

- *Core group of committee members edited working draft*

- *Review of draft by ACRL Board*

- *Core group edited final report for submission to ACRL*

What were the relevant results for your projects?

- *Publication of the 2017 Environmental Scan*
- *Presentation of the Environmental Scan at ACRL Conference 2017*

Are any 2016–17 projects ongoing?

- *No*

What worked well?

- *Virtual meeting to identify topical areas for review/research and assignment of topics to committee members. Use of Zotero and Dropbox to coordinate bibliography and document creation.*

- *Virtual meetings to review progress on research/drafting of topical sections.*

- *Core group of committee members edited working draft*

- *Review of draft by ACRL Board*

- *Core group edited final report for submission to ACRL*

What could have worked better?

- *The virtual meetings. AdobeConnect through ACRL had too few possible meeting times and crashed 20 minutes into the first meeting. I ended up using GotoMeeting available through my workplace for the successful virtual meetings. Any technology that requires scheduling well in advance AND an ACRL staff member to set up and moderate is an unnecessary restriction on the ability to work virtually.*

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

What made this work most rewarding (observations/comments/accolades)?
Coordinating the group to produce an excellent document.

Any other comments, recommendations, or suggestions?
Optional

2017–18 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
2017 Top Trends in Academic Libraries: A Review of the Trends and Issues Affecting Academic Libraries in Higher Education

Brief Description

Every other year, the ACRL Research Planning and Review Committee produces a document on top trends in higher education as they relate to academic librarianship.

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence 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.
☐ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Brief sentence connecting your project to the Plan
The trends document articulates developments, advancements, and transitions in academic librarianship which affect the profession and higher education, more generally.

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: _____)

4

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)*
Submit Survey Draft to ALA Office of Research and Evaluation	August 31, 2017	Chair	
Survey of ACRL Committees and Section Leadership	September 29, 2017	Chair/Vice-Chair	Staff support from ACRL for survey implementation
Initial (Virtual) Member Meeting (brainstorm topics, start assigning, set up of documents folder)	September 22, 2017	Chair/Vice-Chair	
Second (Virtual) Member Meeting (refinement of topics, assignments)	October 2017	Chair/Vice-Chair	
Third (Virtual) Member Meeting	November 2017	Chair/Vice-Chair	
Fourth (Virtual) Member Meeting	December 2017	Chair/Vice-Chair	
Initial draft of Trends to Board, with references	January 30, 2017	Chris Palazzolo, Kathleen Kern as editors; other committee members as contributors; ACRL Board	
Editing (Virtual) Meeting	February 25, 2017	Chair/Vice-Chair, and committee member editors	

Specific Action	Due Date	Party Responsible	Resources Needed *(e.g., financial*, technology, staff support)*
Final Draft/Hard Deadline for C+RL News	March 30, 2017	Chair/Vice-Chair	

Assessment: How will success be measured?
Completion of draft and publication of Trends document in June 2018 issue of College and Research Libraries News.

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

Committee

Visit the [ACRL Directory of Leadership](#) to find your charge.

Committee Name: Standards Committee

Charge/Tasks: Responsible for overseeing the development of standards and guidelines adopted and promoted by the Association.

Tasks:

- Monitors existing ACRL standards and guidelines and recommends revision or recession when appropriate to the ACRL Board.
- Recommends new standards or guidelines as needed.
- Assist units of ACRL in developing standards and guidelines.
- Maintains a manual of policies and procedures related to the development of standards within ACRL.
- Recommends to the ACRL Board the acceptability of proposed standards, guidelines, and related documents.
- Guides and monitors the solicitation of member comment on ACRL standards and guidelines through email distribution lists (listservs) before they are recommended to the ACRL Board.
- Holds or delegates the holding of open hearings on ACRL standards when this option for gathering member comments is employed.
- Recommends to the ACRL Board the acceptability of proposed translations of standards, guidelines, and related documents into languages other than English.

Committee leadership

Visit the [ACRL Directory of Leadership](#) to find your committee roster. Click the "Next Year" link to view 2017–18 roster information.

- Current Chair (2016–17): **Marla E. Peppers**
- Incoming Chair (2017–18): **Amanda Z. Xu**
- Incoming Vice-chair (2017–18): **Kim L. Eccles**
- Incoming Board Liaison (2017–18): **Dr. Irene M.H. Herold**
- Staff Liaison: **David Free**

Submission information

Year-end report written by: **Marla E. Peppers**
Work plan submitted by: **Amanda Xu**

2016–17 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 2016–17 membership year?

- *Reviewed standards and guidelines, as submitted, and either returned them for clarification or recommended them to the ACRL Board for approval or other action.*
- *Contacted divisions, task forces and/or committees regarding standards and guidelines that were due (or coming up) for review or revision in order to determine the status, plans, and progress for those revisions and offer guidance and help.*

How did you go about getting them done?

- *Assigned standards due for a five year review to committee members, who then contacted the relevant committee or task force chair to check on progress.*

What were the relevant results for your projects?

- *Reviewed standards and submitted them to the ACRL Board for approval:*
  - Standards for Proficiencies for Assessment Librarians and Coordinators (Approved by the Board)
  - Guidelines Competencies for Special Collections Professionals (Approved by the Board)
  - Roles and Strengths of Teaching Librarians (Approved by the Board)
  - Guidelines for Recruitment Academic Librarians (Approved by the Board)
- *Creation of Guidelines for Media Resources in Academic Libraries Task Force*
- *Committee members contacted their assigned liaison committee or task force chairs and reported on progress and estimated completion dates. They also continued to assist these groups by providing direction on and answering questions about the revision process.*

Are any 2016–17 projects ongoing?

- *All standards and guidelines are on a five-year cycle for review and revision.*

What worked well?

- *ALA Connect has facilitated the work of the committee and made it possible to have a repository for all the committee's documents.*
- *Utilizing Google Docs to facilitate changes to tracking sheet.*

What could have worked better?

- *As has been previously noted, one of the most challenging tasks for committee members is identifying the appropriate contacts for standard/guidelines coming up for review. It is sometimes difficult to avoid "orphan" documents.*

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

Optional

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

Working with David Free, ACRL Staff Liaison to the Standards Committee. He is extremely helpful and serves as a great resource to the Chair and members. Further, the work of the Standards Committee, serving as the facilitator of communications between various groups and ultimately the ACRL Board in order to affect change as a result of updated guidelines (in some cases).

Any other comments, recommendations, or suggestions?
As previously mentioned, David Free has been very generous with his time and counsel. The newly appointed Chair/Vice Chair will look forward to his guidance.

2017–18 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
Manage standards and guidelines processes for new and revised documents.

Brief Description
Manage all standards and guidelines that are on a five-year cycle for review and revision.

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence 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.
  Description of connection to specific objective:

  - o *ACRL Standards and Guidelines provide useful performance indicators for libraries in higher education to use to develop collections, IT infrastructure, systems, discovery services, personnel and facilities in alignment with areas of research, curricular foci, or institutional strengths and meeting the diverse teaching and research needs of faculty and students.*

- ☒ 3. Build on Assessment in Action to expand community of practice and professional development opportunities.
  Description of connection to specific objective: *ACRL Standards and Guidelines influence national conversations focused on the value and assessment of library services to higher education. Specifically, the ACRL Standards and Guidelines define management and administration principle and external relations principle that guide libraries to engage in continuous planning assessment to inform resource allocation and to meet their mission effectively and efficiently, and communicate with campus and broader community through multiple strategies in order to advocate, educate and promote their value.*

- ☐ 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.
  Description of connection to specific objective: *ACRL Standards and Guidelines, particularly the information literacy guidelines in the various disciplines, provide useful outcomes and indicators for librarians to use as they work with faculty in setting, achieving and measuring institutional learning outcomes.*

- ☐ 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.

Description of connection to specific objective*: ACRL Standards and Guidelines, particularly guidelines for appointment, promotion, recruitment and tenure librarians with various statuses, serve as framework for leading and managing academic librarians in a strategic, proactive, consistent and measureable manner.*

☐ 3. Expand ACRL's role as a catalyst for transformational change in higher education.

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

Brief sentence connecting your project to the Plan

Manage all standards and guidelines that are on a five-year cycle for review and revision with focus on the value and assessment of library services to higher education, increased impact of information literacy, and enabler for library workforce at all levels to effectively lead, manage, and embrace change.

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, particularly anticipated documents for review in 2017-2018.

(add rows as needed)

Specific Action	Due Date	Party Responsible	Resources Needed *(e.g., financial*, technology, staff support)*
Review "Libraries in Higher Education, Standards for"	Fall 2017/Winter 2018	Higher Education in Library Review Task Force	Standards Committee (SC), SC Liaison (Amanda Xu) and Board of Director
Reach out to the groups for an update to their information literacy standards 1. Information Literacy Instruction, Objectives for: A Model Statement for Academic Librarians	Summer 2017 and ongoing to summer 2018	IS & ACRL Board STS TF & ILSC LES Planning Committee	SC Liaison: Nancy E. Fawley, incoming chair of the Information Literacy Framework and

Specific Action	Due Date	Party Responsible	Resources Needed *(e.g., financial*, technology, staff support)*
2. Information Literacy Standards for Science and Engineering/technology 3. Research Competency Guidelines for Literatures in English 4. Information Literacy Standards for Anthropology and Sociology Students 5. Political Science Research Competency Guidelines 6. Visual Literacy Competency Standards for Higher Education 7. Information Literacy Standards for Communication Studies (New) 8. Information Literacy Standards for Social Work (New) 9. Information Literacy Standards for Women's Studies (New) 10. Information Literacy Standards for Nursing 11. Information Literacy Standards for Teacher Education 12. Standards for Journalism, Information Literacy 13. Psychology Literacy Information Standards		EBSS TF & ILSC LPSS & ILSC ACRL Image Resources Group EBSS & ILSC WGSS & ILSC Health Sciences Interest Group & ILSC EBSS IE Committee & ILSC EBSS Communication Studies	Standard Committee
Reach out to the groups for an update to their standards (Part I – General) 1. Curriculum Materials Centers, Guidelines for 2. Standards for Proficiencies for Instruction Librarians and Coordinators: a Practical Guide	Summer 2017 and ongoing to summer 2018	EBSS/CMC Standards Committee IS Task Force	SC Liaison: Binh P. Le

Specific Action	Due Date	Party Responsible	Resources Needed *(e.g., financial*, technology, staff support)*
Reach out to the groups for an update to their standards (Part II – Instruction and information literacy) 1. Instruction Programs in Academic Libraries, Guidelines for 2. Characteristics of Programs of Information Literacy that Illustrate Best Practices: A Guideline	Fall 2017 and ongoing to 2018	IS IS Exec Committee	SC Liaison: Ann Campion Riley
Reach out to the groups for an update to their standards (Part III - RBMS) 1. Security and Theft in Special Collections, Guidelines Regarding 2. Interlibrary and Exhibition Loan of Special Collections Materials, Guidelines for	Fall 2017 and ongoing to summer 2018	RBMS TF	SC Liaison: Dr. Katherine Ott Quinnell
Prepare for anticipated documents for review (Part I) 1. Diversity Standards: Cultural Competency for Academic Libraries 2. Media Resources in Academic Libraries, Guidelines for	Fall 2017 and ongoing to summer 2018	ACRL Diversity Committee TF on Guidelines for Media Resources for Academic Libraries in Higher Education	SC Liaison: Amanda Xu
Prepare for anticipated documents for review (Part II) 1. Guidelines for University Library Services to Undergraduate Students 2. ACRL/SAA Joint Statement on Access to Research Materials in Archives and Special Collections Libraries		Undergraduate Librarians Discussion Group RBMS TF	SC Liaison: Scott Michael Sandberg
Prepare for anticipated documents for review (Part III) 1. Appointment, Promotion, and Tenure of Academic Librarians, A Guideline for	Fall 2017 and ongoing to	Status of Academic Librarians Standards &	SC Liaison: Kim Eccles

Specific Action	Due Date	Party Responsible	Resources Needed *(e.g., financial*, technology, staff support)*
2. Certification and Licensing of Academic Librarians, Statement on 3. Terminal Professional Degree for Academic Librarians, Statement on the 4. Academic Librarians without Faculty Status, Guidelines for 5. Faculty Status for Academic Librarians, Standards for 6. Faculty Status of College and University Librarians, Joint Statement on	summer 2018	Guidelines Review Task Force	

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)

Documents will be reviewed, revised, and approved within the five year cycle. Reviews will be initiated at least a year before the review is due, and the reviews will be completed according to the review cycle. Standards and guidelines will then be as up-to-date as possible.

Association of College & Research Libraries
50 E. Huron St. Chicago, IL 60611
800-545-2433, ext. 2523
acrl@ala.org, http://www.acrl.org

Division-level Committee Year-end Report and Work Plan

Committee

Visit http://www.ala.org/acrl/aboutacrl/directoryofleadership/committees to find your charge.

Committee Name: Information Literacy Frameworks and Standards Committee

Charge/Tasks: *Oversees the development and review of discipline-specific information literacy documents, including frameworks and standards. Provides guidance for groups developing discipline-specific IL documents, reviews drafts, and updates documentation related to the process. This committee, in conjunction with the Standards Committee, is responsible for the Framework for Information Literacy for Higher Education document, which includes proposing a process to the ACRL Board for how the document should be continually developed.*

Committee leadership

Visit http://www.ala.org/acrl/aboutacrl/directoryofleadership/committees to find your committee roster. Click the "Next Year" link to view 2016–17 roster information.

Current Chair: Ted Mulvey

Incoming Chair: Nancy Fawley

Incoming Vice-chair: Amanda Hess

Incoming Board Liaison: Caroline Fuchs

Staff Liaison: Mary Jane Petrowski

Submission information

Year-end report written by: Ted Mulvey

Next year work plan submitted by: Nancy Fawley

2016–17 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 2016–17 membership year?

- Liaisons from the ILFSC communicated our progress to appropriate groups developing, reviewing and/or revising their disciplinary IL standards.
- Revised the Tip Sheet for Disciplinary Information Literacy Standards to reflect current practice and the processes the committee envisions for Disciplinary Companion Documents to the *Framework for Information Literacy in Higher Education*.
- Revised the Checklist for Information Literacy Standards to reflect current practice.
- Planned and hosted a session at ALA Annual with WGSS, EBSS/Comm, and RBMS about developing new Frameworks.
- Created a web presence using ACRL's LibGuides.

How did you go about getting them done?

- The ILFSC chair also maintained communication with the Standards Committee to ensure that committee was aware of progress on the document revisions and directions being taken by the ILFSC.
- Most of the committee's work was accomplished via email.
- The ILFSC chair worked with WGSS, EBSS/Comm, and RBMS to develop a session on developing new Frameworks.

What were the relevant results for your projects?

- The committee maintained contact with the 11 groups working on revising and/or creating disciplinary IL documents.
- The Tip Sheet was revised and approved by the Standards Committee and Board.
- The Checklist was revised and approved by the Standards Committee and Board.
- A session was held at ALA Annual on developing new Frameworks.
- The committee's webpage had disappeared from the ACRL website. We created a LibGuide presence for the committee with links to resources and related committees, plus a chart with the documents that are being developed or updated and corresponding contacts and committee liaisons.

Are any 2016–17 projects ongoing?

- ILFSC liaisons will need to communicate and assist Sections in getting their reviews and revisions underway.

What worked well?

- Email worked well for the majority of our work.

What could have worked better?

- Providing a virtual attendance option at Mid-winter and Annual. Members do occasionally find it difficult to attend in-person due to local budget concerns; recommend incoming chair add a virtual option.
- More phone conferences for new members coming on-board. Liaison responsibilities are difficult to grasp without previous knowledge.

What do you wish someone had told you before starting work on this committee?
N/A

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

Any other comments, recommendations, or suggestions?
N/A

2017-2018 Committee Work Plan

Note: Each activity/project should be reported using the grid below. Copy and paste the grid as many times as needed to detail each activity/project. Plans should be **Specific, Measureable, Attainable, Realistic, and Timely or SMART).** Deadlines and an overview of the work plan process are posted at http://connect.ala.org/node/175502.

Activity/Project Name and brief description: (1) Continue acting as liaisons to groups developing, reviewing or revising disciplinary IL standards or frameworks documents..

Select the *single* best connection to the [ACRL Plan for Excellence](#) and provide a brief sentence connecting your project to the Plan.

☐ **Value of Academic Libraries**
Objective: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective:

☒ **Student Learning**
Objectives: ☐1 ☒2 ☐3 ☐4
Description of connection to specific objective: Disciplinary IL standards and now Frameworks enable librarians to articulate and advocate to key stakeholders for the role of librarians in setting, achieving and assessing student learning. Consistent communication and support to the groups creating or updating documents is essential in order to replace the many outdated IL standards.

☐ **Research and Scholarly Environment**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective:

☒ **Supports the programs and services that target education, advocacy, publications, or member engagement.**
Description of connection to specific area: Disciplinary companion documents facilitate librarians' efforts to set, achieve, and measure information literacy learning outcomes in a variety of settings and institutions.

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*)
Liaisons communicate with assigned groups about processes, procedures and expectations; provide outreach to groups yet to develop disciplinary documents.	Ongoing	ILFSC members	
Assignments are included in the Standards Committee's documentation of standards and guidelines reviews/revisions.	Ongoing	ILFSC Chair	
Incoming committee members are assigned	Ongoing	ILFSC Chair	

groups to work with. Information is updated in the ILFSC LibGuide.			
Point of contact(s) for groups updating or creating information literacy documents are updated in the ILFSC LibGuide	Ongoing	ILFSC Chair & committee members	

Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?*
The project will be successful if groups working on information literacy documents are well-informed by their committee liaison about the processes, procedures and expectations.

Activity/Project Name and brief description: (2) Host a forum at ALA Annual 2018 for groups updating or creating information literacy documents.

Select the *single* best connection to the [ACRL Plan for Excellence](#) and provide a brief sentence connecting your project to the Plan.

☐ **Value of Academic Libraries**
Objective: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective:

☒ **Student Learning**
Objectives: ☐1 ☒2 ☐3 ☐4
Description of connection to specific objective: Disciplinary companion documents enable librarians to articulate and advocate to key stakeholders for the role of librarians in setting, achieving and assessing student learning. This forum will bring together groups working on their documents to discuss processes and best practices.

☐ **Research and Scholarly Environment**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective:

☒ **Supports the programs and services that target education, advocacy, publications, or member engagement.**
Description of connection to specific area: The relationship of discipline-specific companion documents to the new *Framework for Information Literacy in Higher Education* is evolving as groups proceed with developing and finalizing their documents. The documents that are being created or updated represent a diverse group that expands beyond disciplinary areas. Information sharing in a face-to-face setting is important as more and more groups now begin to work on developing information literacy documents.

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*)
Set a date for the discussion at ALA Annual.	January 2018	ILFSC Chair, ACRL staff liaison	
Contact groups to participate.	Spring 2018	ILFSC Chair & committee members	
Finalize date, time, room for the event	Late spring 2018	ILFSC Chair, ACRL staff liaison	
Publicize the event	May/June 2018	ILFSC committee members	

Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?* The forum will be successful if the event is well-attended and information regarding the creation of information literacy documents is shared and discussed among participants.

Activity/Project Name and brief description: (3) Develop a best practices document based on the experiences of groups who have completed, or are in an advanced stage of completing, their information literacy documents.

Select the *single* best connection to the ACRL Plan for Excellence and provide a brief sentence connecting your project to the Plan.

☐ **Value of Academic Libraries**
Objective: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective:

☒ **Student Learning**
Objectives: ☐1 ☒2 ☐3 ☐4
Description of connection to specific objective: Disciplinary IL standards and now Frameworks enable librarians to articulate and advocate to key stakeholders for the role of librarians in setting, achieving and assessing student learning. A best practices document will share first-hand tips and suggestions from groups who have been through the process of creating or updating information literacy documents.

☐ **Research and Scholarly Environment**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective:

☒ **Supports the programs and services that target education, advocacy, publications, or member engagement.**
Description of connection to specific area: Creating or updating documents is a long process and using the Framework for Information Literacy in Higher Education as a frame of reference is new. This additional means of sharing information and best practices among the various groups is important to help them move forward in the process.

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)
Contact groups who have completed documents, or are further along in the process, for best practices to share.	January 2018	ILFSC members	
Compile the best practices and post to the committee LibGuide	Spring 2018	ILFSC members	
Communicate the document to groups working on their information literacy documents.	Late Spring 2018	ILFSC members	

Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?*
The best practices document will be completed, posted on the LibGuide and shared with groups working on their documents prior to ALA Annual 2018.

Activity/Project Name and brief description: (4) Develop a checklist to guide the committee in approving disciplinary standards

Select the *single* best connection to the ACRL Plan for Excellence and provide a brief sentence connecting your project to the Plan.

☐ **Value of Academic Libraries**
Objective: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective:

☒ **Student Learning**
Objectives: ☐1 ☒2 ☐3 ☐4
Description of connection to specific objective: Disciplinary IL standards and now Frameworks enable librarians to articulate and advocate to key stakeholders for the role of librarians in setting, achieving and assessing student learning. There is no internal documentation as to how the committee approves disciplinary documents.

☐ **Research and Scholarly Environment**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective:

☒ **Supports the programs and services that target education, advocacy, publications, or member engagement.**
Description of connection to specific area: A checklist for the committee to follow when approving disciplinary documents will streamline the process and make the decision-making process consistent as committee membership changes and "institutional memory" is lost.

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)*
Develop a draft checklist for approving disciplinary documents	August 2017	ILFSC chair & vice chair. ACRL Board liaison	
Use the checklist when evaluating the Guidelines for Primary Source Literacy	Fall 2017	ILFSC members	
Make any changes necessary and finalize.	Spring 2018	ILFSC members	
Add the checklist to the committee documentation on ILFSC LibGuide	Spring 2018	ILFSC chair	

Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?*
The checklist for evaluating disciplinary documents will be developed and finalized.

Activity/Project Name and brief description: (5) Update the committee charge to reflect the ACRL Board of Directors decision that the *Framework for Information Literacy in Higher Education* will follow the same revision process used for all ACRL standards as articulated in Chapter 14.6 of the ACRL Guide to Policies and Procedures.

Select the *single* best connection to the ACRL Plan for Excellence and provide a brief sentence connecting your project to the Plan.

☐ **Value of Academic Libraries**
Objective: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective:

☒ **Student Learning**
Objectives: ☐1 ☒2 ☐3 ☐4
Description of connection to specific objective: Disciplinary IL standards and now Frameworks enable librarians to articulate and advocate to key stakeholders for the role of librarians in setting, achieving and assessing student learning. The *Framework for Information Literacy in Higher Education* will now follow the same revision process used for all ACRL standards.

☐ **Research and Scholarly Environment**
Objectives: ☐1 ☐2 ☐3 ☐4
Description of connection to specific objective:

☒ **Supports the programs and services that target education, advocacy, publications, or member engagement.**
Description of connection to specific area The current ILFSC charge includes language that directs the committee to propose a process for how the Framework will be developed.

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)*
Submit an ACRL Board Action Form to request the change to the ILFSC charge	August 2017	ILFSC chair	
Request is approved and the charge is updated	Fall 2017	ILFSC chair	
The charge is updated on the website and the committee's LibGuide	Fall 2017	ILFSC chair	

Assessment: How will success be measured? *(e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)?*
The request to update the committee's charge is approved and the charge is updated on the website and the committee's LibGuide.

*If resources are required beyond the $150 division-level committee basic services funding, please work with your Board Liaison and Staff Liaison to prepare a Board Action Form requesting additional funds.

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

Committee

Visit the [ACRL Directory of Leadership](#) to find your charge.

Committee Name: Student Learning and Information Literacy

Charge/Tasks: *To oversee and implement ACRL's Student Learning Initiative as described in the strategic plan. Work with the ACRL Board and other ACRL units to create a comprehensive approach to student learning and information literacy efforts including a) promote and facilitate professional development, publications, research, and advocacy related to information literacy and student learning; b) support the development of the ACRL student learning/information literacy website; and c) monitor and assess the effectiveness of the ACRL Student Learning Initiative*

Committee leadership

Visit the [ACRL Directory of Leadership](#) to find your committee roster. Click the "Next Year" link to view 2017–18 roster information.

- Current Chair (2016–17): Rhonda Huisman
- Incoming Chair (2017–18): Elizabeth Berman
- Incoming Vice-chair (2017–18): Elizabeth Galoozis
- Incoming Board Liaison (2017–18): Mary Jane Petrowski
- Staff Liaison: Caroline Fuchs

Submission information

Year-end report written by: Rhonda Huisman
Work plan submitted by: Elizabeth Berman

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 2016–17 membership year?

- *Created, edited, and published the Global Perspectives on Information Literacy white paper; ACRL supported travel for international authors to present at a panel at the ACRL conference in Baltimore*
- *Worked with the ACRL VPO on the coordination and creation of the Framework Sandbox platform; hired curriculum designers and facilitators for potential Framework-focused training; supported and coordinated the IL column in CR&L News; developed and lead a 2-part series on the Framework and community colleges*
- *Coordinated and consulted with ReSec Committee on the Intersections/Scholarly Communications Roadshow facilitators; hired the lead coordinator*
- *Updated and maintained the SLILC Libguide resources and professional devleopment calendar*
- *Developed a 2-part series on the scholarship of teaching and learning (SOTL); developed a edited book proposal on SOTL and selected authors; lead ALA MW and annual discussions*
- *Developed and posted an annotated bibliography on high-impact practices (HIPs) on the SLILC Libguide; article published in CR&L News on project-based learning (HIPs)*
- *Continued work on accreditation resources and worked with SLILC liaison on posting resources on the SLILC libguide including a potential list of accreditation-related contacts at various institutions*

How did you go about getting them done?

- *Leads for each of the working groups were selected to help in coordinating the work, meeting times, and reporting to the chair or vice chair*
- *Small working groups had folders and timelines for their work shared in Google Drive*
- *Frequent meetings were encouraged in the small working groups, whether virtual or time to work together at MW or Annual*
- *SLILC met virtually through Adobe Connect 6 times throughout 2016-2017; minutes and notes were recorded and posted in ALA Connect as well as the SLILC Google Drive folders including the PPT presentations*
- *Use of the SLILC listserv to communicate with the committee members on feedback, deadlines, and documentation*
- *Consulted with other committees, groups, board liaison, staff liaison, and past chair as needed*
- *Worked with ACRL staff on logistics, requirements, funding, publishing guidelines, and other support as needed*
- *Served on committees, task forces, and other groups as related to SLILC's mission and goals*
- *Asked for periodic feedback and suggestions on how to coordinate and complete the work*

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)

- White Paper published: http://www.ala.org/acrl/sites/ala.org.acrl/files/content/publications/whitepapers/GlobalPerspectives_InfoLit.pdf
- More than 125 attendees at the ACRL Conference panel discussion on "Global Perspectives" lead by Merinda Hensley (past SLILC chair): http://www.ala.org/news/member-news/2017/03/acrl-global-perspectives-information-literacy-paper-released
- Article published on High-Impact Practices (project-based learning) by Rhonda Huisman: http://crln.acrl.org/index.php/crlnews/article/view/16697
- Framework webinars: more than 400 attendees
  - Guest speakers: *Ellen Carey*, Librarian & Assistant Professor, Santa Barbara City College; *Carleen Huxley*, Coordinator of Library Instruction, SUNY Jefferson Community College; *Ann Roselle*, Faculty Librarian at Phoenix College; *Meredith Farkas*, Faculty Librarian, Portland Community College (Sylvania Campus)
- SOTL webinars:
  - Guest speakers: Nancy Chick (University of Calgary), Margy MacMillan (Mount Royal University), and Cara Bradley (University of Regina).
- MW and ALA Discussion forums: approximately 75 attendees
  - Guest speaker: Lauren Hays
- 13 authors selected for the upcoming SOTL book (names pending final acceptance)
  - Editors: Cara Bradley, Lauren Hays, Melissa Mallon, Jackie Belanger, and Rhonda Huisman
- 3 Framework facilitators hired in November:
  - Andrea Baer, Instructional Services Librarian and Assistant Professor, University of West Georgia; Brittney Johnson, Head of Library Instruction, St. Edward's University; and Lindsay Matts-Benson, Instructional Designer, University of Minnesota.
- 6 proposals for the IL Column in *CR&L News; 2 declined*
  - Published columns: Emily Drabinski (Sept)

Are any 2016–17 projects ongoing?
- *The SOTL book is currently being written; authors have been notified and deadlines for submission, editing, and publication (2018) have been established and should be on target.*
- *Not a defined project, but guidelines for communication and more regular updating from liaisons that work with SLILC would be recommended*
- *Much of SLILC's work is ongoing (IL Column, developing resources to post in LibGuide, creating professional development opportunities, etc.)*

What worked well?
- *Some groups were very successful in their mission, activities, and reporting; they communicated with each other regularly and used the Google docs to record their activities and progress*
- *The LibGuide is a work in progress, but made some strides in getting cleaned up and more in line with SLILC's resources and activities*
- *Commitment to carry out the past chair's activity in getting the Global Perspectives project and white paper published*
- *Bringing attention to Scholarship of Teaching and Learning into the professional discourse and publications for librarians is exciting and the team did a great job in coordinating the webinars, discussions, and getting the book proposal secured with ACRL.*

What could have worked better?
- *More consistent times and communication with some of the committee members; re-location and job changes made things challenging at times*
- *Designate a role for a secretary or coordinator of notes, minutes, logistics, and publicity to centralize these processes, rather than the individual work groups having to figure these things out each time they wanted to plan for an event*
- *Creation of checklists, timelines, and other procedural documents (whether within the committee or from ACRL)*
- *Determine the outcome and measurements for activities/project teams very early and communicate with them on what would need to be reported at the end*
- *Better organization (from me) on how to help the committees do their work when we lost members of the committee and making decisions rather than waiting for a volunteer*

What do you wish someone had told you before starting work on this committee?
- *Time commitment was much higher than expected*
- *Designate the roles and expectations of the committee members; do not wait for people to volunteer*
- *Contact help within ACRL or other committee members when needed*

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

Any other comments, recommendations, or suggestions?
Optional

2017–2018 Committee Work Plan

Activity/Project Name: SLILC Website Development			
Brief Description: Evaluate, assess, and redesign the Student Learning and Information Literacy Committee website in order to promote excellent user experience.			
Goal Area ☒ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**			
Timeline: ☐ continuous project assigned in charge ☒ short-term project(s) that will be completed this membership year (with ongoing maintenance) ☐ multi-year project continuing past this membership year			
Outline the steps and intermediate deadlines planned to complete the project.			

Specific Action	Due Date	Party Responsible	Resources Needed
Content analysis and content mapping of current SLILC website/LibGuides and of FAB website/LibGuides.	Fall 2017	Website Project Team	None
Identify out-of-date or missing content; identify content owners.	Fall 2017	Website Project Team	None
Propose new architecture and organization for website; gather feedback; incorporate feedback into final design.	ALA Midwinter	Website Project Team; SLILC	None
Implement redesign of SLILC website.	Spring 2018	Website Project Team; project teams	Access to WordPress and LibGuides websites; Zotero account
Develop documentation for ongoing maintenance of website.	Spring 2018	Website Project Team	None
Update and maintain calendar of professional development opportunities on website.	Ongoing	Website Project Team; project teams	None

Assessment (how will success be measured?): A newly revised SLILC website (that incorporates material from the Framework Advisory Board website) will be available by ALA Annual.

Activity/Project Name: Information Literacy Self-Studies for Institutional Accreditation

Description of connection to specific objective: Provide access to resources for instruction librarians in colleges and universities preparing to document and report information literacy initiatives as part of an institutional accreditation process.

Goal Area

☒ **Student Learning**

    Objectives:

    ☐ 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 integrating information literacy into student learning.

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

Timeline:

☐ continuous project assigned in charge

☐ short-term project(s) that will be completed this membership year

☒ multi-year project continuing past this membership year

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

Specific Action	Due Date	Party Responsible	Resources Needed
Content analysis of major regional accreditors to understand where information literacy in represented in institutional self-studies.	Fall 2017	Accreditation Project Team	Collaboration with IS Information Literacy in the Disciplines Committee
Identify and provide access to examples of information literacy/instruction reports.	Spring 2018	Accreditation Project Team	None
Plan a series of webinars on writing information literacy into institutional self-studies.	Fall 2017, Spring 2018	Accreditation Project Team	Logistics support from Elois Sharp
Write "*Keeping Up With… Accreditati*on" post for C&RL News.	Spring 2018	Accreditation Project Team	Consult with David Free (ACRL Editor)
Review and revise content on website.	Annual	Accreditation Project Team; Website Project Team	None
Collaborate with ELI/ACRL Liaison regarding EDUCASE Learning Initiative	Ongoing	Accreditation Project Team; ELI/ACRL Liaison	Better understanding of role of ELI/ACRL Liaison.

Assessment (how will success be measured?): The SLILC website will be overhauled with current/relevant information, reflecting a 'clearinghouse' of materials for librarians working on accreditation at their own institutions.

Activity/Project Name: Diversity & Inclusion in Instructional Design			
Description of connection to specific objective: Build awareness of theories such as Universal Design and critical pedagogy as educational frameworks that guides the development of flexible learning environments that can accommodate individual differences.			

Goal Area

☒ **Student Learning**

    Objectives:

    ☒ 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 integrating information literacy into student learning.

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

Timeline:

☐ continuous project assigned in charge

☐ short-term project(s) that will be completed this membership year

☒ multi-year project continuing past this membership year

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

Specific Action	Due Date	Party Responsible	Resources Needed
Conduct scan of literature to understand learner-centered teaching; create "essential" reading list for library instructors.	Fall 2017/ Spring 2018	Diversity & Inclusion Project Team	None
Plan webinars or other professional development opportunities on Universal Design/Universal Design for Learning.	Fall 2018	Diversity & Inclusion Project Team	Logistics support from Elois Sharp
Create discussion guides for specific readings on applying critical pedagogy in instructional design.	Spring 2018	Diversity & Inclusion Project Team	None
Add tags or categories related to these theories in the Framework Sandbox	Fall 2017	Diversity & Inclusion Project Team; ACRL Framework Community Project Team	None
Identify potential venues for further discussion or collaboration related to global perspectives of information literacy.	Fall 2017/ Spring 2018	Diversity & Inclusion Project Team	None
Create, review, and revise content on website.	Ongoing	Diversity & Inclusion Project Team;	None

		Website Project Team	

Assessment (how will success be measured?): Events and publicity results from these actions and is communicated to the ACRL community in order to continue professional engagement and interest around these growing topics.

Activity/Project Name: Student Learning and Retention			

Description of connection to specific objective: Investigate and promote information literacy learning analytics in order to help instruction librarians understand and optimize learning and teaching environments.

Goal Area

☒ **Student Learning**

    Objectives:

    ☐ 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 integrating information literacy into student learning.

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

Timeline:

☐ continuous project assigned in charge

☐ short-term project(s) that will be completed this membership year

☒ multi-year project continuing past this membership year

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

Specific Action	Due Date	Party Responsible	Resources Needed
Continue to support development of information literacy questions for Community College Survey of Student Engagement (CCSSE).	Ongoing	Assessment Project Team; CJCLS Committee	None
Explore partnership or collaboration with NSSE researcher on evaluating data related to library engagement.	Fall 2017	Assessment Project Team; NSSE	Data from NSSE.
Identify learning analytics measurements relevant to information literacy.	Fall 2017, Spring 2018	Assessment Project Team; Value of Academic Libraries Goal Area	None
Review and revise content on website.	Ongoing	Assessment Project Team; Website Project Team	None

Assessment (how will success be measured?):

Activity/Project Name: Framework Professional Development (Toolkit, roadshows, webinars)			

Description of connection to specific objective: Develop a plan to design a professional development framework that highlights the ACRL Framework for Information Literacy.

Goal Area

☒ **Student Learning**

    Objectives:

    ☒ 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 integrating information literacy into student learning.

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

Timeline:

☒ continuous project assigned in charge

☐ short-term project(s) that will be completed this membership year

☐ multi-year project continuing past this membership year

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

Specific Action	Due Date	Party Responsible	Resources Needed
Coordinate curriculum and expectations for the curriculum team with regular communication on road show events; review feedback and assessment post-events and develop strategies for best practices.	Fall 2017/ Spring 2018	Framework Professional Development Committee; Lindsay Matts-Benson	Data from Chase Ollis
Plan webinars or other professional development opportunities focusing on utilizing the Framework in different domains/contexts.	Fall 2017/ Spring 2018	Framework Professional Development Committee	Logistics support from Elois Sharp
Collaborate with Immersion faculty to created shared talking points about teaching using the Framework.	Fall 2017	Framework Professional Development Committee; Immersion Program Committee; Immersion Presenter Coordinator	Support from Margot Conahan
Monitor and revise (as necessary) the Framework Toolkit.	Ongoing	Framework Professional Development Committee	None

Coordinate a panel of student learning and information literacy roadshows (Framework, Intersections, and Immersion)	ALA Annual	Framework Professional Development Committee; Intersections Committee; Immersion Presenter Coordinator	Logistics support from Elois Sharp
Review and revise content on website.	Ongoing	Framework Professional Development Project Team; Website Project Team	None

Assessment (how will success be measured?): High demand of Framework Roadshow; positive feedback of Roadshow. Usage statistics of Toolkit. Attendance at webinars, professional development events, and/or conference programs.

Activity/Project Name: Framework Community (listserv, Sandbox, column)			
Description of connection to specific objective: Foster a supportive community of librarians who utilize the ACRL Framework for Information Literacy.			
Goal Area ☒ **Student Learning** **Objectives:** ☐ 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 integrating information literacy into student learning. ☐ 4. Articulate and advocate for the role of librarians in setting, achieving, and measuring institutional student learning outcomes.			
Timeline: ☒ continuous project assigned in charge ☐ short-term project(s) that will be completed this membership year ☐ multi-year project continuing past this membership year			
Outline the steps and intermediate deadlines planned to complete the project.			

Specific Action	**Due Date**	**Party Responsible**	**Resources Needed**
Engage in dialog with other ACRL units (e.g. sections, communities of interest) that intersect with student learning and information literacy to understand specific needs of these populations and gaps in support for Framework.	Fall 2017	Framework Community Project Team; Instruction Section; Frameworks and Standards Committee; ACRL sections	None
Propose new professional development opportunities related to "special populations"; invite specific Sandbox submissions in identified gap areas	Spring 2018	Framework Community Project Team; Framework Professional Development Team	None
Craft a statement on the ACRL Framework for Information Literacy for higher education stakeholders and organizations.	Fall 2017	Framework Community Project Team	None
Solicit calls for submission and select proposals; work with authors as copy editor on bi-monthly *C&RL News* Framework column.	Ongoing	Framework Community Project Team	Consult with David Free (ACRL Editor)
Support, maintain, and promote ACRL Sandbox.	Fall 2017/ Spring 2018	Framework Community Project Team	None

Create regular "Spotlight on Scholarship" posts for website.	Ongoing	Framework Community Project Team; Website Project Team	None
Develop Framework-related content for the IS Newsletter	Ongoing	Framework Community Project Team; Instruction Section Communications Committee	None
Moderate ACRLFRAME listserv.	Ongoing	Framework Community Project Team	None
Review and revise content on website.	Ongoing	Framework Community Project Team; Website Project Team	None

Assessment (how will success be measured?): Usage statistics of Sandbox, ACRLFRAME listserv. Bi-monthly columns in *C&RL News*.

Activity/Project Name: Intersections of Information Literacy and Scholarly Communication professional development			
Description of connection to specific objective: Develop a plan to design a professional development framework that brings together the intersections of scholarly communication and information literacy.			

Goal Area

☒ **Student Learning**

    Objectives:

    ☒ 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 integrating information literacy into student learning.

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

Timeline:

☐ continuous project assigned in charge

☐ short-term project(s) that will be completed this membership year

☒ multi-year project continuing past this membership year

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

Specific Action	Due Date	Party Responsible	Resources Needed
Coordinate curriculum and expectations for the curriculum team with regular communication on road show events; review feedback and assessment post-events and develop strategies for best practices.	Fall 2017/ Spring 2018	Maryam Fakouri; Intersections Project Team	Data from Chase Ollis
Develop proposal and outline for open educational resource toolkit for the intersections.	Fall 2017	Intersections Project Team; Research & Scholarly Environment Committee; Joyce Ogburn	None
Begin develop content for open educational resource toolkit for the intersections.	Spring 2018	Intersections Project Team; Research & Scholarly Environment Committee; Joyce Ogburn	None
Coordinate a panel of student learning and information literacy roadshows (Framework, Intersections, and Immersion)	ALA Annual	Framework Professional Development	Logistics support from Elois Sharp

		Committee; Intersections Committee; Immersion Presenter Coordinator	
Review and revise content on website.	Ongoing	Intersections Project Team; Website Project Team	None

Assessment (how will success be measured?): High demand of Intersection Roadshow; positive feedback of Roadshow.

Activity/Project Name: Scholarship of Teaching and Learning			
Description of connection to specific objective: Build the capacity for librarians to engage in the practice of instructional and curricular design through dynamic, responsive content on the scholarship of teaching and learning; influence and change the landscape of information literacy instruction through the lens of professional teaching practices.			

Goal Area

☒ **Student Learning**

    Objectives:

    ☒ 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 integrating information literacy into student learning.

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

Timeline:

☐ continuous project assigned in charge

☒ short-term project(s) that will be completed this membership year

☐ multi-year project continuing past this membership year

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

Specific Action	Due Date	Party Responsible	Resources Needed
Review proposals for SoTL book.	Fall 2017	SoTL Project Team	None
Receive and edit submissions for SoTL book for 2018 publication.	Fall 2017/ Spring 2018	SoTL Project Team; Erin Nevis	None
Propose author panel for ACRL 2019.	Spring 2017	SoTL Project Team	None
Add relevant SoTL professional events to SLILC LibGuide calendar; participate in social media related to SoTL.	Ongoing	SoTL Project Team; Website Project Team	None
Review and revise content on website.	Ongoing	SoTL Project Team; Website Project Team	None

Assessment (how will success be measured?): The book will be published and publicized via multiple channels.

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

Committee

Visit the [ACRL Directory of Leadership](#) to find your charge.

Committee Name: Value of Academic Libraries Committee

Charge/Tasks: To oversee and coordinate ACRL's Value of Academic Libraries Initiative as described in the strategic plan; work with the ACRL Board and other ACRL units in creating a comprehensive effort including coalition building, professional development, publications, research, advocacy, and consultation services and in developing the ACRL Value website; and monitor and assess the effectiveness of the Value Initiative.

Committee leadership

Visit the [ACRL Directory of Leadership](#) to find your committee roster. Click the "Next Year" link to view 2017–18 roster information.

- Current Chair (2016–17): Jaime Corris Hammond
- Incoming Chair (2017–18): Alan Carbery
- Incoming Vice-chair (2017–18): Adam Murray
- Incoming Board Liaison (2017–18): Emily Daly
- Staff Liaison: Kara Malenfant

Submission information

Year-end report written by: Jaime Corris Hammond

Work plan submitted by: Alan Carbery

2016–17 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 2016–17 membership year?
A brief bulleted list is suggested here; reference 2016–17 work plan projects

- Research Agenda

- Transitioning Assessment in Action from the 3 year to an ongoing program
- Developing incentives for librarians to present at higher education conferences
- Identify objectives to support the goal of supporting libraries in advancing issues of equity, access, diversity and inclusion

How did you go about getting them done?
A brief bulleted list is suggested (correspond bullets to those above)

- Selection, oversight, feedback, and presentation of the Research Agenda as it progressed
- Hiring presenters for and overseeing development of ongoing AIA programming, including a presenter coordinator
- Determining appropriate conferences and procedures for applying and being awarded funding
- Identified key higher education groups with similar initiatives, developed working definitions, and conducted an environmental scan of related initiatives.

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)

- Presented 1 webinar and 4 update sessions on the status of the Research Agenda at ALA Midwinter, Annual, ACRL, and the Library Assessment Conference.
- Hired 3 Assessment in Action Curriculum Designer/Presenters, 1 Assessment in Action Presenter Coordinator, and 1 Standards for Libraries in Higher Education Coordinator
- Held 1 preconference, 1 workshop, and 1 unconference related to the Assessment in Action program at ACRL 2017, and 1 program at the Library Assessment Conference

Are any 2016–17 projects ongoing?
A brief bulleted list is suggested here

- Research Agenda deployment, promotion, and associated activities
- Assessment in Action operationalization and associated events
- Scholarships for librarians presenting at Higher Education Conferences
- Carry out objectives to support the goal of supporting libraries in advancing issues of equity, access, diversity and inclusion

What worked well?
A brief bulleted list is suggested here

- Dividing the committee into work groups tasked with different projects and then having reports and discussion as a larger group via WebEx
- Operationalizing and allocating resources to some of our committee's responsibilities (such as having Chase Ollis as a point person for hiring) made those processes simpler and more efficient
- Allowing the chair and vice-chair to be part of the committee selection process allowed us to nominate and support members who have the skills we need to accomplish our goals for the next year (e.g. marketing) and to advocate for a new board liaison who would be as good of a fit as the previous one
- Our staff liaison is absolutely the most helpful, thoughtful, and forward thinking person we could have the honor of working with and essential to the continuity of the committee, which is challenging with 1 year chair terms

What could have worked better?
A brief bulleted list is suggested here

- Not all members of the committee were engaged and productive- this was a challenge

What do you wish someone had told you before starting work on this committee?
Nothing.

What made this work most rewarding (observations/comments/accolades)?
The Vice-Chair, Alan Carbery, our board liaison Susan Barnes Whyte, our staff liaison Kara Malenfant, and as mentioned above, Chase Ollis. Allison Payne was also always exceedingly helpful and calm. It was a pleasure to work with the whole board, and to see the Research Agenda come to fruition.

Any other comments, recommendations, or suggestions?
N/A.

2017–18 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).**

1. Activity/Project Name
Research Agenda publication and promotion.

Brief Description
The ACRL/OCLC action-oriented research agenda, along with the accompanying data visualization component, is due for publication in September 2017. The VAL committee should plan and carry-out a targeted promotional campaign.

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence 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.

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

Brief sentence connecting your project to the Plan
The publication and promotion of the research agenda directly addresses VAL's first objective to articulate a research agenda that communicates the value of academic and research libraries, and is integral to VAL's overall goal of libraries demonstrating their alignment with, and impact on institutional outcomes.

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)*
Publish the ACRL/OCLC action-oriented research agenda and the accompanying data visualization component.	September 2017 target publication date.	OCLC Research Agenda team, ACRL publication team.	Logistical support from ACRL Content Strategist.
Promote the newly published research agenda through a webinar, ACRL insider and other ACRL venues, as appropriate.	Fall 2017	Alan Carbery, Lynn Connaway & members of the VAL working group for the research agenda (Debbie Malone, Shawn Calhoun, Jennifer Jarson, Emily Asch).	Access to ACRL's webinar hosting software. Logistical support from ACRL Insider.
Identify and submit presentation proposals and abstracts to present on the publication of the action-oriented research agenda.	July 2017 - June 2018.	Alan Carbery and Adam Murray on behalf of VAL and Lynn Connaway Silligini (or appropriate delegates) from OCLC	Logistical support potentially from Mellon/ACLS Public Fellow, Sara Goek. Travel, conference attendance and accommodation reimbursement.
Submit abstract proposal for AAC&U Conference to be held in Washington in January 2018.	July 21st 2017	Alan Carbery & Lynn Connaway	N/A
Submit abstract proposal for AIR Forum to be held in Florida in May/June 2018	October 2017	Alan Carbery & Lynn Connaway	N/A
Submit abstract proposal for EDUCAUSE Annual Conference to be held in Denver, CO in Oct/Nov. 2018	January 2018	Alan Carbery, Adam Murray & Lynn Connaway	N/A
Submit abstract proposal for the Library Assessment Conference to be held in Houston, TX in Fall 2018.	February 2018	Alan Carbery, Adam Murray, Lynn Connaway	N/A

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial*, technology, staff support)
Final research-agenda update session during the VAL-initiative Update session at ALA Midwinter 2018.	February 2018	Alan Carbery	N/A.
Brainstorm continued efforts to market, promote and assess the Action-oriented research agenda.	June 2018	VAL Chair (Alan Carbery) with the entire VAL Committee	None foreseen at this time, but additional supports may be needed, depending on outcome of this task.

Assessment: How will success be measured?

Success will be measured by the publication and dissemination of the action-oriented research agenda. Additionally, through hosting a final, post-publication webinar, metrics regarding number of attendees that attended/viewed. Success will also be measured by acceptance (and delivery) of presentations at targeted higher education conferences.

2. Activity/Project Name
Mini research grants for practitioner-scholars

Brief Description
The VAL committee aims to provide mini-grants to practitioner-scholars to carry out research on key questions identified by the action-oriented research agenda.

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence 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.

Brief sentence connecting your project to the Plan
Providing supports to practitioners to carry out research on the main themes identified within the research agenda allows practitioners to explore how they impact institutional outcomes.

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)*
Design an application mechanism for practitioners to apply for mini-grants ($2,000) to carry out research based on the key outcomes of the research agenda	Launch close to time of Research Agenda publication: September 2017.	VAL Chair (Alan Carbery) and VAL Vice-chair (Adam Murray).	Logistical support from Mellon/ACLS Fellow, Sara Goek.

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial*, technology, staff support)
Identify and review applicants for mini-grants	Fall 2017.	VAL Chair and VAL Vice-chair, with members of a VAL Research Grants working group (TBD).	
Build into the application process a requirement to write research outcomes as part of a special issue with C&RL.	Fall 2017	Alan Carbery	Wendi Kaspar, editor of C&RL, who supports the connection of a special issue of C&RL to research grants.
Explore the feasibility and viability of continued, ACRL/VAL sponsored research grants.	Spring 2018	VAL Research grants working group.	Logistical support from Staff liaison.

Assessment: How will success be measured?

Success will be measured by the creation of a mechanism to award practitioner-researchers funding to conduct research projects based on the key questions identified in the Research Agenda. Success will also be indicated by number of applicants for research funding.

3. Activity/Project Name
Assuming responsibility for continued development of the Research Agenda Data Visualization component.

Brief Description
A key, integral outcome of the ACRL/OCLC research agenda is a data visualization component. This tool is intended to be a tool for practitioners to identify and visualize key trends in literature.

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence 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.

Brief sentence connecting your project to the Plan
Regular upkeep of the data visualization piece of the research agenda will allow practitioners to make use of the research agenda as an important tool to explore how their libraries impact institutional outcomes.

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)*
Complete and publish the data visualization component of the research agenda, including the creation of short video tutorials.	September 2017	OCLC Research Agenda team.	N/A

Specific Action	Due Date	Party Responsible	Resources Needed *(e.g., financial*, technology, staff support)*
Explore mechanisms for updating content within the data visualization component.	Spring 2018	VAL working group (TBD)	Administrator privileges to the data visualization component.
Explore mechanisms for technical updates to the data visualization component.	Spring 2018	VAL working group, in consultation with OCLC Research Agenda team.	Depending on analysis of mechanism for technical updates, technology and/or financial resources may be need to ensure the tool remains a current and viable tool for members.

Assessment: How will success be measured?

Success will be measure by the creation of a workflow/mechanism for updating and maintaining the data visualization component of the research agenda.

4. Activity/Project Name
Empower Local Academic Library Advocacy

Brief Description
Develop a spectrum of resources that supports academic librarians, particularly library deans/directors, in conducting advocacy efforts built on Value concepts and research findings

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence 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.
☒ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Brief sentence connecting your project to the Plan
The research cultivated by the Value committee's efforts needs to be activated into advocacy for academic libraries, both at the national level as well as at the local level. This project develops resources to empower librarians to conduct Value-based advocacy efforts at their institutions.

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)*
Develop a toolkit of advocacy resources including, but not limited to: LibGuide page	Spring 2018	Subcommittee (yet to be formed)	Staff supports for LibGuides development and/or refreshing of existing website.

Specific Action	Due Date	Party Responsible	Resources Needed *(e.g., financial*, technology, staff support)*
Refresh of existing website (http://www.ala.org/acrl/issues/value/valueofacademiclibrariestoolkit) Poster kits Statement of Academic Library Value			Liaising with LMAO regarding poster development.
Develop an "advocacy bootcamp" for library deans - Target: host workshop in 2019, possibly in conjunction with ACRL 2019	Spring 2018	Alan Carbery and Adam Murray oversight, with consultation from AiA Coordinator (ex officio VAL Committee Member) Eric Resnis	Communication with Harvard Institute, LLAMA, ACRL staff re: existing programs, learning outcomes, structure, etc.

Assessment: How will success be measured?

Success will be measured by the development and deployment of an advocacy toolkit and development of an agenda for an advocacy boot-camp

5. Activity/Project Name
Travel grants

Brief Description
Directly engage in advocacy efforts built on Value concepts and research findings at the national level

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence 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.
☐ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Brief sentence connecting your project to the Plan
The research cultivated by the Value committee's efforts needs to be activated into advocacy for academic libraries, both at the national level as well as at the local level. This project develops methods for the Value committee to either empower national advocacy or to directly engage in national advocacy.

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)*
Design an application mechanism for practitioners to apply for travel grants ($2,000) to share research findings based on the key outcomes of the research agenda with	Fall 2018	VAL Chair and Vice-Chair, with members of a Travel Grants workgroup (Melissa Jadlos, Chris Marcum, Cinthya Ippoliti and Jen Jarson)	Logistical support from Mellon/ACLS Fellow

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial*, technology, staff support)
targeted higher education associations			
Identify and review applicants for mini-grants	Fall 2018	Travel Grants workgroup	Logistical support from Mellon/ACLS Fellow
Explore the feasibility of continued ACRL/VAL sponsored travel grants	Spring 2019	VAL Chair and Vice-Chair, with members of a Travel Grants workgroup	logistical support from Staff liaison
Appoint Liaison to/from the ACRL Liaison Committee	Fall 2017	VAL Chair/Vice-chair	
Explore special issue partnership with higher education association publications (such as AACU)	Spring 2018	VAL Vice-chair	logistical support from Staff liaison, communication with ACRL liaison committee

Assessment: How will success be measured?

Success will be measured by the creation of a travel grant process, along with the number of applicants and dollars distributed for travel support. Feedback on those presentations will be sought through designated ACRL liaisons to higher education associations. Success will also be measured by greater understanding of the communication taking place between ACRL and various targeted higher education associations, along with momentum on exploring ways of highlighting Value research beyond library publication venues.

6. Activity/Project Name
Standards for Libraries in Higher Education Revision release and promotion.

Brief Description
The Standards for Libraries in Higher Education, an initiative that falls under the oversight of the VAL Committee, will be released in Fall/Winter. This goal outlines the plan for promotion and training in this area.

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence 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.

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

Brief sentence connecting your project to the Plan
The publication and promotion of revised Standards for Libraries in Higher Education directly aligns with VAL's charge to assistant libraries articulate the value of academic libraries to various stakeholders.

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)*
Disseminate and promote the revised Standards for Libraries in Higher Education document	Fall 2017	Alan Carbery, Lisa Janicke Hinchliffe & the Standards for Libraries in	Usual ACRL promotional channels, ACRL Insider, etc.

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial*, technology, staff support)
		Higher Education revision team.	
Devise appropriate training based on the upcoming revisions to the SLHE	Spring 2018	Standards for Libraries in Higher Education Roadshow team, with support from VAL as requested.	N/A

Assessment: How will success be measured?

Success will be measured by the release of the revised standards, the widespread dissemination and promotion of the standards, as well as the creation of training opportunities based on the revised standards.

7. Activity/Project Name
Programming showcasing libraries contributions towards equity, access, diversity & inclusion in H.E.

Brief Description
Develop a suite of programming opportunities including, but not limited to, webinars, blog posts and conference presentations, showcasing initiatives that libraries have undertaken to advance issues of equity, access, diversity and inclusion in higher education.

Goal Area
Select the *single* best connection to the ACRL Plan for Excellence 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.

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

Brief sentence connecting your project to the Plan
Developing programming will highlight existing initiatives that some libraries are carrying out, while also serving as a case-study for libraries wishing to carry out this value-type research. This project directly connects to the fourth objective of the Value of Academic Libraries goal area.

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)*
Finalize and complete identification of key stakeholders, definitions and environmental scan.	August 2017	VAL subgroup - Erin Finnerty, Stephanie Mikitish, John Siegel, Geoff Swindells	N/A

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial*, technology, staff support)
Form and charge a VAL committee subgroup (or carry over original subgroup from scanning phase) with developing a plan for programming within the 12-month timeframe.	August 2017	Alan Carbery	N/A
Plan & develop a series of programming opportunities, including but not limited to webinars, blog posts, course offerings and conference presentations. This may include a call for presenters or targeted invitations	Midwinter 2018	VAL committee subgroup (to be formed)	N/A
Organize and deliver a series of eLearning/webinar programs, as identified in the previous specific action	Spring 2018	VAL committee subgroup (to be formed)	Logistical & technical support likely needed from ACRL staff regarding promotion and delivery of webinar series.
Develop programming, in the form of a panel discussion, for 2018 ALA Annual Conference, VAL Committee update session	June 2018	VAL committee subgroup (to be formed)	N/A
Brainstorm and ideate a multi-year programming development plan	June 2018	VAL Committee subgroup, with direct support from VAL chair, Alan Carbery	N/A at this time, but outcome of this programming plan may yield financial requests for future years.

Assessment: How will success be measured?

Successful completion of this year's actions re: this project will include the creation of a multi-year plan for program development, the design and delivery of a webinar or elearning series (with evaluation/attendance metrics as additional indicators) and the design & delivery of a potential panel discussion as part of the VAL Update Session at ALA Conference 2018.

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

Committee

Committee Name: Awards Task Force

Charge/Tasks: To review ACRL's awards program to see whether it meets the needs of members and is strategically focused to make the best use of ACRL resources. Questions to consider include:

1. Should there be a monetary requirement to establish a new award? If so, is $1,000 the appropriate amount?
2. Should sections continue to be allowed to use basic services funds to pay an annual administrative fee for the management of each award?
3. Who can propose new awards? Must an award be associated with a membership unit (such as a section), or can a new award be proposed and maintained by individuals or outside groups?
4. Given ACRL's Plan for Excellence and the results of the membership survey giving a low priority to awards, what kind of support/resources should ACRL provide for an awards program?
5. What criteria should be used in considering whether or not to expand the awards program?

Committee leadership

- Current Chair (2016–17): Penny Beile
- Board Liaison: Lori Critz
- Staff Liaison: Chase Ollis
- Members: Arianne Hartsell-Gundy, Joan Roca, Christina Sibley, Mark Szarko

Submission information

Year-end report written by: Penny Beile

Work plan submitted by: None submitted/not applicable

2016–17 Year-end Committee Report

What were the major projects/activities accomplished by your committee in the 2016–17 membership year?

The task force:

- Completed an environmental scan of existing ALA and ACRL awards documents;
- Drafted, disseminated, and summarized two surveys to selected membership;
- Sought input from membership at an open forum at the midwinter conference and through posts to lists; and,
- Wrote a detailed report to the Board with background information, existing needs, and recommendations to address those needs.

How did you go about getting them done?

Subgroups completed the following, then brought back to the full task force for comment and review:

- Located, reviewed, and summarized awards documents
- Wrote survey items and sent to Chase Ollis for review, identified key members from the past five years, then distributed invitations
- Scheduled an open forum and sent posts to lists to announce and solicit additional member feedback
- Wrote the report and recommendations

What were the relevant results for your projects?

Beyond the initial five questions presented to the task force, additional needs were identified. Nine recommendations were drafted and presented to the Board for review that pertain to the five questions and those additional needs.

Are any 2016–17 projects ongoing?

No, the work of the task force is completed.

What worked well?

Excellent communication and support from the staff and Board liaisons; engaged and knowledgeable group of members.

What could have worked better?

Nothing comes to mind.

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

TF members were fully aware of the task presented. Selection of members was exceptional… it would have been difficult to meet the charge in the manner that we did if members had to be brought up to speed or if there was unequal contribution.

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

Working with such a dedicated group of librarians; importance of the charge to membership.

Any other comments, recommendations, or suggestions?

Please don't let the work of the group and responses from membership lie fallow. Action is essential for on-going health of the awards program.

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

Committee

Visit the [ACRL Directory of Leadership](#) to find your charge.

Committee Name: Chapters Council

Charge/Tasks: he mission of ACRL Chapters Council is to serve as a conduit for information and communication between ACRL national and its chapters, and to promote membership of ACRL national. The goals of Chapters Council are: to support the goals and initiatives of ACRL national; to facilitate communication between ACRL members and ACRL leadership; to encourage and support ACRL chapters goals and initiatives; to build membership of ACRL at the national and chapter levels.

Committee leadership

Visit the [ACRL Directory of Leadership](#) to find your committee roster. Click the "Next Year" link to view 2017–18 roster information.

- Current Chair (2016–17): Nancy J. Weiner
- Incoming Chair (2017–18): Rachel Minkin
- Incoming Vice-chair (2017–18): Edward Rock
- Incoming Board Liaison (2017–18): Cheryl Middleton
- Staff Liaison: Chase Ollis (or his replacement)

Submission information

Year-end report written by: Nancy Weiner and Rachel Minkin

Work plan submitted by: Nancy Weiner, Rachel Minkin and Edward Rock

2016–17 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 2016–17 membership year?
- Developed welcome message to new Chapter Leaders explaining what Chapters Council is about.
- Worked with ACRL Leadership and Staff to provide a virtual orientation.
- Reviewed Chapters Council Charge.
- Deciding on the format for the Chapter Topics Newsletter.

How did you go about getting them done?
- Drafted message and included a link to the Chapters Council webpage. We also included the date we scheduled for the virtual orientation.
- Coordinated with ACRL leadership and staff to select an appropriate date for the virtual orientation. Chapter Officers also actively participated in the orientation.
- A few members of Chapters Council volunteered to review the charges and make any recommendations to Chapters Council.
- We are still struggling with the Newsletter! We were confident that use of the LibGuide platform would help get us back on track but the initial volunteer for the position of LibGuide administrator did not complete the appointment form. We do have an editor in place and an administrator should be on board shortly.

What were the relevant results for your projects?
- Received direct feedback from five Chapter leaders regarding the welcome message.
- We had 14 Chapter leaders attend the virtual orientation and a link to the recording was sent out on the listserv although we are not sure if the number of views is tracked.
- No revisions or changes were recommended for the Chapters Council charges.
- The Newsletter continues to be a work in progress.

Are any 2016–17 projects ongoing?
- Producing the Chapter Topics Newsletter will be a priority for the coming year.

What worked well?
- The virtual orientation was well received.
- The visits from ACRL leadership during mid-winter and annual meetings are much appreciated by Chapters Council members.
- Work sessions continue to be valuable as does the use of the listserv for sharing information.

What could have worked better?
- The creation and dissemination of the Chapter Topics Newsletter.

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

2017–18 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: Virtual Orientation and Communicating with New Members.

Brief Description: Provide new and continuing members of Chapters Council with a virtual overview of what Chapters Council is and its role within ACRL. Using the Chapter Listserv to its fullest potential in sharing information with members of Chapters Council.

Goal Area
Select the *single* best connection to the [ACRL Plan for Excellence](#) 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.
☒ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Brief sentence connecting your project to the Plan
Chapters Council serves as one of the primary means of networking, communicating and exchanging ideas with and among Chapters and with ACRL national to help support member engagement.

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: _____)

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

Specific Action	Due Date	Party Responsible	Resources Needed *(e.g., financial*, technology, staff support)*
Revise welcome message to new chapter leaders and include a brief recap of activity from the Annual Conference	Mid-late summer	Rachel Minkin and Edward Rock	
Determine best date for virtual orientation.	Early fall	Rachel Minkin	Online meeting platform and staff support.

Assessment: How will success be measured?

Responses generated by the welcome email message and timely response from Chapters Council leadership is one way to measure the success of communicating with members. The number of participants attending the virtual participation is also a way to measure the success of the orientation.

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: Produce Chapter Topics Newsletter

Brief Description: The transition to a new platform has been problematic but we are optimistic that Chapter Topics will be produced this year.

Goal Area

Select the *single* best connection to the ACRL Plan for Excellence 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.

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

Brief sentence connecting your project to the Plan

Chapters Council serves as one of the primary means of networking, communicating and exchanging ideas with and among Chapters and publishing the Chapters Topics Newsletter is one way of improving communication and member engagement.

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)*
Produce Chapter Topics Newsletter	Late fall and early spring	Chapters Council Officers, Editor Leslin Charles and LibGuide Administrator TBD	Access to ACRL LibGuide platform

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)

The number of views within the Chapters Newsletter LibGuide can be tracked and will be used to measure the success of this new format for the Newsletter.