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# Board of Directors Action Form

To: ACRL Board of Directors

Subject: ACRL Liaisons Committees Restructure

Submitted by: Michelle Demeter, Chair, ACRL Liaisons Coordinating Committee

Date submitted: July 23, 2018

## Background

Over the course of the past year, the ACRL Liaisons Coordinating Committee has discussed its roles and responsibilities across all three of its component committees: [Coordinating](http://www.ala.org/acrl/aboutacrl/directoryofleadership/committees/acr-lcc); [Training & Development](http://www.ala.org/acrl/aboutacrl/directoryofleadership/committees/acr-lctrain); and [Grants](http://www.ala.org/acrl/aboutacrl/directoryofleadership/committees/acr-lcgrant). Included in this discussion has been the expressed confusion by several liaisons regarding the structure of the Liaisons Coordinating Committee and how each component operates and/or is responsible for specific tasks. The level of confusion has grown with each year, which has driven much of the discussion of the committee’s goals and responsibilities.

Thus, as responsibilities within the ACRL Liaisons Coordinating Committee have shifted, its committee chairs determined that the best way to maintain the committee’s mission and goals is to flatten its structure. This would allow for greater communication across existing committees, while also establishing a model for increased communication between committee members and ACRL liaisons. Using the ACRL Value of Academic Libraries committee as an example, the Liaisons Coordinating Committee proposes to merge all three component committees into one overarching committee: ACRL External Liaisons Committee. Due to its distinctive function within the committee, Grants would become a working group whose leadership would be determined by the External Liaisons Committee chair.

In order to accomplish this task, the individual chairs would continue in their roles and assist in the transition of the restructuring throughout their 2018-2019 appointment. Beginning with the 2019-2020 appointment cycle, only one chair would be appointed for the newly established ACRL External Liaisons Committee. The chair would be responsible for appointing leadership for the Grants working group. General ACRL members would be appointed to the overarching External Liaisons Committee. Members appointed to the Grants working group would ensure confidentiality in the allocation of grants to qualified liaisons. The 2018-2019 work plan would address the restructuring and provide milestones to check for progress in combining the committees, along with suggested work for committee members and chairs/former chairs moving forward. Below is a list of work assignments in which members may be asked to participate:

1. Develop onboarding guidelines for new liaisons
2. Provide onboarding meetings online for new liaisons
3. Participate in listserv or other discussions between liaisons
4. Establish and coordinate a liaison mentoring process between legacy liaisons and incoming liaisons
5. Provide a collection of liaison activities and best practices
6. Post blog posts or reports from liaisons
7. Inform qualified liaisons of grant opportunities
8. Review grant applications

## Proposed Committee Name

ACRL External Liaisons Committee

## Proposed Committee Charge

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; provides training and resource materials for liaisons including suggestions for communicating the results of liaison work to ACRL membership.

The grants working group manages liaison program support budget; establishes and manages competitive processes for liaisons to apply for funding for specific liaison activities over a defined period of time with a focus on assessable outcomes.

## Proposed Composition

There would be one chair, one vice-chair, a working group for Grants appointed by the chair, and seven to ten committee members who would share the new committee’s work.

## Stakeholders

All ACRL Liaison Assembly Chairs have been involved in and in agreement regarding the restructuring plan; they are Farzaneh Razzaghi, chair of Liaisons Grants, and Susie Skarl, chair of Liaisons Training & Development. The immediate past-chair of ACRL Coordinating, Michael Courtney, was also consulted. Our ACRL Board Liaison, Emily Daly, and ACRL Staff Liaison Allison Payne, have also been involved in the discussions and are in support of the change.

## Action Recommended

That the ACRL Board of Directors approves the creation of the ACRL External Liaisons Committee and the elimination of the Liaisons Coordinating Committee, Liaisons Grants Committee, Liaisons Training and Development Committee.

## Strategic Goal Area Supported

Please add additional sheets as needed to explain. Select the goal area that will be affected most by this action.

**[ ]** Value of Academic Libraries

Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes.

**[ ]** Student Learning

Goal: Advance innovative practices and environments that transform student learning.

**[ ]** Research and Scholarly Environment

Goal: Librarians accelerate the transition to more open and equitable systems of scholarship.

**[ ]** New Roles and Changing Landscapes

Goal: Academic and research library workforce effectively navigates change in higher education environments.

**[x]** Enabling Programs and Services

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

## Fiscal and Staffing Impact

### Motion

**[ ]** Above recommendation moved

**[ ]** No motion made

**[ ]** Motion revised (see motion form)

### Action Taken

**[ ]** Motion Approved

**[ ]** Motion Defeated

**[ ]** Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_