

Committee Information Update (CIU) Revision Proposal

COO Committee Chair:

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Subcommittee Members:

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Recommendation:

The COO subcommittee tasked with the review of the current Committee Information Update report supports the retention of a reporting requirement for ALA and Council Committees, but notes the need for revisions to the current format, submission frequency and submission process to support information sharing, strategic planning, collaboration and alignment with the streams of change proposed by the Forward Together proposal.

Summary of Proposed Justification for change:

The objective of the Committee Information Update report was to facilitate the sharing of knowledge among member leaders and to report committee activities to the broader membership ensuring the transparency of Association governance.

Unfortunately, current [CIU submission percentages](#) are below 50% for the most recent ten year period. There is a lack of member awareness regarding the existence of these reports as an information resource, inconsistencies in submission format, and variations in content reported by each Committee. Some committees simply submit meeting minutes to satisfy the reporting guidelines, while others synthesize committee activity taking place leading up to and throughout conference meetings. A significant number of committees simply fail to submit at all.

The increase in the number of committees conducting work virtually between conferences raises concern that significant gaps in committee activity are not captured through the submission of in-person meeting minutes biannually. In addition, the suggestions for programmatic changes to the nature of the Midwinter Meeting put forward by the Forward Together proposal would eliminate the need for a mid-year CIU submission following the mid-winter meeting. The membership would be better served by the submission of an annual report that synthesizes committee activity, surfaces concerns and highlights progress.

Submission Frequency:

Published annually within one-month of the conclusion of the ALA Annual Conference.

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Submission Process:

Annual reports will be uploaded to the Committee's respective ALA Connect space as publically accessible documents by the current Committee Chair. Committee Staff Liaisons will encourage submission in advance of the stated deadline.

Committee Chairs will continue to archive committee meeting minutes and corresponding documentation throughout the year via the respective Committee's space on ALA Connect to ensure a record of committee activity. To support consistency and organization of documentation, the COO subcommittee would like to recommend the creation of a standard set of folders within each respective committee's ALA Connect space, i.e. Annual Reports, Meeting Agendas, Meeting Minutes. This would increase findability, succession planning and overall member awareness and access to information.

The COO subcommittee does not see harm in continuing to have a repository of annual reports available via the ALA Governance website, but surfaces concerns regarding version control and the staff effort required to maintain a second location. Should the COO Committee like to retain this repository, a second copy of the annual report would need to be submitted by the Committee Chair to Marsha Burgess, staff liaison to the ALA Committee on Organization (COO) (mburgess@ala.org).

Benefits:

1. Increased member awareness of ALA committee activity contributing to transparency of Association governance.
2. Annual synthesis of committee impact and identification of ongoing projects to inform succession planning.
3. Identification of barriers that hinder completion of the committee's charge and hamper progress.
4. Identification of collaborations between ALA units and external stakeholders engaged in the committee's work.

Opportunities:

1. Explore functionality in ALA Connect to create a formal file structure supportive of document retention and member access.
2. Build in accountability for report submission.
3. Highlight the availability of the Committee Annual Report during training sessions for new ALA & Council Committee Chairs to facilitate leadership transition and continuity of committee business.

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Appendix I: Revised Form

Committee Annual Report

Committee Name: _____
Conference Year: _____
Committee Chair: _____
Staff Liaison: _____
Committee Members: _____

Date of meeting(s)	Meeting format (in-person or virtual)	Number of members present	Guest Presenters, Speakers

Committee Charge: _____

Objectives of the committee for this conference year, including any planned activities:

1. _____
2. _____
3. _____

Describe interactions with other units within ALA: _____

Synthesis of activities (summarize discussions, decision(s) or motion(s) reached, and note follow-up action(s) required:

1. _____
2. _____
3. _____

If unable to achieve desired committee outcomes, what hampered the ability to achieve stated goals (lack of resources, member participation, communication issues, procedural delays, etc.?)

Priorities/recommendations for the upcoming year:

Other comments/information you believe will help the Association in its work: _____

Submitted by: _____ Date Submitted: _____