ACRL Advancing learning Transforming scholarship
Association of College & Research Libraries
A division of the American Library Association

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

Each year, ACRL division-level committees should complete a year-end report and work plan. The **report** section should be completed by the outgoing chair. By **July 19, 2019**, the outgoing chair should post the combined template with only the 2018–19 report section completed to ALA Connect.

The **work plan** section should be completed by the incoming chair. Committee members, Board liaison, and staff liaison should all review and approve the work plan. By **August 9, 2019**, the incoming chair should post the combined template with the 2018–19 report and 2019–20 work plan sections completed to ALA Connect. Projects included in a committee's work plan will be implemented September 2019 through June 2020.

Committee Name & Charge	
Committee Name:	ACRL Excellence in Academic Libraries Awards Committee
Charge/Tasks:	To identify worthy nominees and encourage their application, market the availability of and application process for award to the academic library community, facilitate the completion of the application process, select award winners, monitor applicant pools and application updates, and recommend changes to award web site information

2018–19 Leadership (terms: July 1, 2018–June 30, 2019)	
Chair:	Irene Herold
Vice-Chair:	Cheryl Middleton
Board liaison:	Cheryl Middleton
Staff liaison:	Chase Ollis
Other leaders:	Jacquelyn A. Bryant (Member, July 1, 2018- June 30, 2020); Sally Bryant (Member July 1, 2017 to June 30, 2019); Laureen Patricia Cantwell (Member July 1, 2017 to June 30, 2019); Dena Holiman Hutto (Member, July 1, 2018 to June 30, 2020); Leo S. Lo (Member July 1, 2018 to June 30, 2020) Maura Seale (Member July 1, 2018 to June 30, 2019); Nancy Weiner (July 1, 2017 to June 30, 2019

2019–20 Leadership (terms: July 1, 2019–June 30, 2020)	
Chair:	Cheryl Middleton
Vice-Chair:	Lauren Pressley
Board liaison:	Lauren Pressley
Staff liaison:	Chase Ollis
Other leaders:	Jacquelyn A. Bryant (Member, July 1, 2018- June 30, 2020) Dena Holiman Hutto (Member, July 1, 2018 to June 30, 2020) Leo S. Lo (Member July 1, 2018 to June 30, 2020)

Report & Work Plan Submission			
Year-end report written by:	Irene Herold	**Date:**	June 11, 2019
Work plan submitted by:	Cheryl Middleton	**Date:**	

2018–19 Year-end Report

This report will be included in the committee's official record of activities maintained by the ACRL staff. Brief bulleted lists are suggested for the responses.

1. What were the major projects/activities accomplished by your committee in the 2018–19 membership year (July 1, 2018 to June 30, 2019)?

Without having seen last year's report, I can only presume it was to promote the award to generate an adequate application pool and then to successfully select awardees in the three award categories. This was accomplished by the 2018-2019 committee.

On the Award Committee official page the specific tasks of this committee are:
Report decisions to the ACRL Executive Director and the ACRL President before the close of the Midwinter Meeting.
Annually report to the ACRL Board of Directors about the nomination process, quality of applicant pool, and any issues or concerns that need Board discussion.

These two specific tasks were completed via posting minutes on the committee's ALAConnect site and via direct email to the ACRL Executive Director and the ACRL President in January. ALA Midwinter was in February this year.

2. What were the relevant results for your projects?

The committee focused on generating a larger number of applications from community colleges for 2018-2019, which efforts did result in more applications than the previous year. There were fewer applications in the college category than in the past year, but the committee felt a few of the submissions to the university category were actually more appropriate for the college category but honored the pool from which applicants submitted too and considered them where they were self-classified. The pool for the university category was robust as it had been in the previous year. Awards were made in all three categories and the results were publicized by ACRL and may be found on http://www.ala.org/acrl/awards/achievementawards/excellenceacademic.

3. Which if any 2018–19 projects will continue next year?

Presuming continuing funding and support, all "projects" will continue as the charge of this committee is to solicit, evaluate, and then select awardees for the ACRL Excellence in Academic Libraries Awards in three categories: community college, college, and university.

4. What worked well?

Please see the submitted report on where we posted, the 2019 Award Promotion Activities report form. All committee members promoted the aware and contributed to review applications and selecting awardees.

5. What could have worked better?

See the 2019 Award Promotion Activities report form, plus committee members suggested encouraging shorter application submissions. It was felt that ten pages of text (maybe 20 maximum) would be more than enough for nominees to make their case how they met/exceeded the criteria for the award. The other materials (photos, graphs, letters of support, etc.) could be supplemental appendices. The committee found with longer submissions they tended to use a less focused and clear evidence of excellence approach, telling us all they do, rather than what they do that meets the award criteria. The committee recognizes that some stories take more length to tell, but a guideline encouraging quality over quantity of submission was felt could be helpful.

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

This committee is inclusive of all types of member institutions and recognizes excellence in an equitable, diverse, and inclusive way. Reading the submissions of the three 2018-2019 awardees much of their work was DEI and receiving the award honored their commitment to that work.

7. Was there information you could have been provided before starting this project that would have made your work easier?

The committee members suggested a video with testimonials from past recipients about the value and effect of receiving the award to help promote applications – even if it was just still photos with voice over. Having this and other promotional materials to push out would have perhaps helped to generate larger applicant pools. Smaller institutions usually find the fall, when the announcement for the award and the new guidelines are published to be some of their busiest time of year (instruction season) and with smaller staff they need more time to create an application than perhaps a larger institution who might have writers and graphic designers dedicated to their libraries.

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

Worked with a terrific set of committee members.

9. Any other comments, recommendations, or suggestions?

Allow promotion to commence after ALA Annual (don't wait until August/September to publish the guidelines for application). The video idea was mentioned above. This year I created a pdf "postcard" to encourage applications tied into the ACRL Cleveland Conference location ("You know you Rock"), but something more professionally looking and ACRL branded might be better. I did send specific emails to community college library directors from institutions identified by Inside Higher Education as coming from institutions of excellence. While three of the sixteen contacted responded they would submit, none did. Perhaps some follow up surveying to determine what is discouraging the creation of a larger application pool for community college and colleges would be helpful. Explore timing, if there needs to be a different form/format to encourage participation, are there criteria where they do not see themselves reflected? If the 2019-2020 pools from community colleges and colleges continues to be smaller than desired, ACRL needs to find out how to be more inviting and inclusive and this might be one way to discover that information.

2019–20 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2019–20 program year. While the form is pre-populated with five activities, it is not required to generate ideas for all five activities. Please only complete this form for the appropriate number of activities that work for your committee. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #1	
Activity Name:	Solicit Award Applicants, review applicant pool using award criteria, select winners for each of the 3 categories.
Brief Description:	Develop list of appropriate venues for soliciting applicants paying particular attention to community college and colleges.

Activity #1 Timeline
How long will this project take?
☑ **continuous project assigned in charge**
☐ **short-term project that will be completed this membership year**
☐ **multi-year project continuing past June 30, 2020. Expected completion date:**

ACRL Plan for Excellence
Check one box below. If applicable, select objective from drop-down.
☑ **Value of Academic Libraries** Select from drop-down.
☐ **Student Learning** Select from drop-down.
☐ **Research and Scholarly Environment** Select from drop-down.
☐ **New Roles and Changing Landscapes** Select from drop-down.
☐ **Core Commitment to Equity, Diversity & Inclusion**
☑ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**
Provide a brief sentence connecting your project to the goal area and objective you selected:
We promote member engagement by soliciting applicants from the academic and research library community. As a result, we provide advocacy for our profession through highlighting the accomplishments of academic, college and community college libraries.

Activity #1 Outline			
Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.			
Specific Action	**Due Date**	**Party Responsible**	**Resources Needed (e.g., financial, tech, staff support)**
Identify venues to solicit award applicants	August 30, 2019	Cheryl Middleton	Input from previous committee members and staff liaisons.
Work with committee to draft message to be sent out soliciting applicants	September 2019	Cheryl Middleton	committee member participation
Document venues and assign committee members to make contact. Post to	September 2019	Cheryl Middleton	committee member participation
Send out call for nominations	September 2019	Cheryl Middleton	Committee members
Develop matrix and instructions for scoring nominations using criteria in the guidelines	October 2019	Cheryl Middleton	Chase Ollis, committee members
Send out reminder for nominations	November 2019	Cheryl Middleton	Committee members
Read nomination packets and do initial scoring	December 2019	Cheryl Middleton	Committee members
Meet face-to-face at midwinter or have virtual meeting before mid-winter to	January 2020	Cheryl Middleton	Committee members
Submit report of award winners to ACRL Board	January 2020	Cheryl Middleton	Committee members

Activity #1 Assessment
How will success be measured?
We will have a broad diverse pool of applicants and will select a winner for the Academic & Research Libraries, College Libraries and Community College Libraries.

2019–20 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2019–20 program year. While the form is pre-populated with five activities, it is not required to generate ideas for all five activities. Please only complete this form for the appropriate number of activities that work for your committee. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #2	
Activity Name:	Review recommendations from FY18-19 Annual Report and barriers identified by last year's committee members
Brief Description:	Review recommendations, discuss with staff liaison Chase and identify those that we might want to implement, prepare board documents if needed.

Activity #2 Timeline

How long will this project take?

- ☐ **continuous project assigned in charge**
- ☑ **short-term project that will be completed this membership year**
- ☐ **multi-year project continuing past June 30, 2020. Expected completion date:**

ACRL Plan for Excellence

Check one box below. If applicable, select objective from drop-down.

☐ **Value of Academic Libraries**

Select from drop-down.

☐ **Student Learning**

Select from drop-down.

☐ **Research and Scholarly Environment**

Select from drop-down.

☐ **New Roles and Changing Landscapes**

Select from drop-down.

☐ **Core Commitment to Equity, Diversity & Inclusion**

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

Provide a brief sentence connecting your project to the goal area and objective you selected:

We promote member engagement by soliciting applicants from the academic and research library community. As a result, we provide advocacy for our profession through highlighting the accomplishments of academic, college and community college libraries.

Activity #2 Outline			
Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.			
Specific Action	**Due Date**	**Party Responsible**	**Resources Needed (e.g., financial, tech, staff support)**
Review concept to develop a promotional video intended to expand nominations for	TBD	Committee	Input from staff liaision
Explore concept to have professionally designed message inviting academic	TBD	Committee	Input from staff liaison
Explore concept of the need for a survey to identify barriers to participation by	TBD	Committee	Unknown
Explore nomination guidelines with more specific page limits for nomination	TBD	Committee	Input from staff liaison

Activity #2 Assessment
How will success be measured?
We've done the review, received board approval for any needed changes and adopted and document any changes in practice for future ACRL Excellence in Academic Libraries award committees.