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:	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

2018–19 Leadership (terms: July 1, 2018–June 30, 2019)	
Chair:	Georgie Donovan
Vice-Chair:	Adrian Ho
Board liaison:	Cheryl Middleton
Staff liaison:	Mary Jane Petrowski
Other leaders:	

2019–20 Leadership (terms: July 1, 2019–June 30, 2020)	
Chair:	Adrian Ho
Vice-Chair:	Devin Savage
Board liaison:	Lauren Pressley
Staff liaison:	Mary Jane Petrowski
Other leaders:	Past chair (Georgie Donovan) will serve as a member.

Report & Work Plan Submission			
Year-end report written by:	Georgie Donovan	**Date:**	June 28, 2019
Work plan submitted by:	Adrian Ho	**Date:**	August 8, 2019

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)?

Development of Trends questions for the 2019 ACRL Annual Survey.
- Trends category related to activity on OER was decided during ALA Annual meeting.
- Questions were developed between Midwinter and Annual, with revisions for the upcoming survey to be completed by July in time for publication.

Increase response rate for ACRL Annual Survey.
- Members individually contacted institutions in their home state/consortia and actively worked to get updated contact information.
- Response rate increased to the highest the Survey has seen in approximately 20 years.
- 2019 Annual Survey and Instructions: identified possible changes based on feedback.
- Georgie Donovan and Counting Opinions both worked separately to look at possible changes based on feedback: a

2. What were the relevant results for your projects?

Increase in participation among most Carnegie classes and in the overall rate of response from U.S. libraries. Increase in knowledge of the survey among committee members. Much improved contacts list for Counting Opinions to use. Growing emphasis on dissemination of results.

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

- Finalize and publish white paper about faculty status issues
- Work with Counting Opinions to develop data visualization of past Survey Responses or key ratios brochure / handout.
- Committee members will continue to work on Lib Guide, improving responses, etc.

4. What worked well?

Having a sign-up list of volunteer opportunities at the beginning of the year worked well. Having someone schedule the Zoom meetings for us worked well. Doing an orientation for committee members on the survey and how it works was important and can be repeated annually. The committee may also want to do more outreach to publicize information about the stats at a "101" level for ACRL members.

5. What could have worked better?

N/A

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

The trends questions for the 2020 survey will be focused on EDI issues, and we will collaborate with other groups in ACRL to get the questions right. We also focused on bringing in libraries at the community college and baccalaureate and masters levels.

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

It's important for new members to remember that you can't radically change this survey: there are a lot of historical reasons and current ties to IPEDS and ARL data that are important to maintain.

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

It's important to see the response rate improve and hear positive feedback about the improvements to the instructions and form.

9. Any other comments, recommendations, or suggestions?

This is a wonderful (and important) committee to take part in. The members are very dedicated to bettering academic 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 #1	
Activity Name:	Compilation of questions and instructions for the 2019 survey
Brief Description:	We plan to review the comments and suggestions for improvement submitted to Counting Opinions, shared by email with board members and ACRL staff, and described in listserv conversations in order to make revisions to the questions and instructions of the 2019 survey. We will also continue the alignment with the IPEDS survey and develop questions about open educational resources for the Trends section of the survey.

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**

2. Promote the impact and value of academic and research libraries to the higher education community.

☐ **Student Learning**

Select from drop-down.

☐ **Research and Scholarly Environment**

Select from drop-down.

☑ **New Roles and Changing Landscapes**

1. Deepen ACRL's advocacy and support for the full range of the academic library workforce.

☐ **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:

Having excellent data about academic libraries in the U.S. (and Canada) can help librarians and staff advocate for libraries, assess their own value and work, benchmark against peer and regional institutions, and understand the areas where they are spending the most human and financial resources. The data will also help libraries determine what new roles they can assume in the changing landscape of higher education.

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)**
Review changes to the IPEDS Academic Library Component and incorporate	August 2019	Committee members	n/a
Evaluate the comments and suggestions provided by participants in the 2018	August 2019	Committee members	n/a
Revise the questions and instructions for the 2019 survey	August 2019	Committee members	n/a
Identify potential new questions for further discussion	August 2019	Committee members	n/a
Develop trends questions with reference to a survey conducted by the ACRL	August 2019	Committee members	n/a
Submit finalized survey questions and instructions to ACRL support staff	September 2019	Chair	n/a

Activity #1 Assessment
How will success be measured?
We will review comments on the survey next year to see if issues have been resolved and what issues linger or emerge. We will also look into comparing the number of phone calls and emails received by Counting Opinions staff with that from the previous year to determine if the volume has decreased.

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Work Plan Activity #2	
Activity Name:	Development of EDI questions for the Trends section of the 2020 survey
Brief Description:	We will develop questions about equity, diversity, and inclusion for the Trends section of the 2020 survey based on a study conducted by Jennifer Nutefall at Santa Clara University.

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:**

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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)**
Compile trends questions about equity, diversity, and inclusion with reference to a	Spring and Summer 2020	Committee members	ACRL Staff Support

Activity #2 Assessment
How will success be measured?
Editorial board members of 2020/2021 will review the recommended trends questions and finalize them for the 2020 survey.

2019–20 Work Plan

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Work Plan Activity #3	
Activity Name:	Improvement of the summary report provided by Counting Opinions to survey participants
Brief Description:	We will support Counting Opinions in improving the summary report they share with participating libraries.

Activity #3 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**
2. Promote the impact and value of academic and research libraries to the higher education community.
☐ **Student Learning**
Select from drop-down.
☐ **Research and Scholarly Environment**
Select from drop-down.
☑ **New Roles and Changing Landscapes**
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☐ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**
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Having excellent data about academic libraries in the U.S. (and Canada) can help librarians and staff advocate for libraries, assess their own value and work, benchmark against peer and regional institutions, and understand the areas where they are spending the most human and financial resources. The data will also help libraries determine what new roles they can assume in the changing landscape of higher education.

Activity #3 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)**
Work with Counting Opinions on the templates of the summary report provided	Fall 2019	Committee members	n/a

Activity #3 Assessment
How will success be measured?
We will collaborate with Counting Opinions to gauge the perception of the revised template of the summary report, e.g., by inviting recipients of the summary report to provide feedback after reviewing the document.

2019–20 Work Plan

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Work Plan Activity #4	
Activity Name:	Publicizing the results of the most recent survey
Brief Description:	We will consider available options to publicize the results of the most recent survey. Additionally, we plan to disseminate a white paper by three University of Michigan iSchool students that analyzed the aggregated statistics related to three surveys on faculty status over 20 years.

Activity #4 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.
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2. Promote the impact and value of academic and research libraries to the higher education community.
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Activity #4 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)**
Submit a proposal for a program at 2020 ALA Annual Conference to	September 2019	Committee members	n/a
Update the survey LibGuide to provide an analysis of the 2018 survey findings	Fall 2019	Committee members	ACRL support staff for LibGuide training as needed
Review, revise, and disseminate the faculty status analysis report as a	Fall 2019 and Spring 2020	Committee members	ACRL support staff
Explore the possibility of preparing a brief summary of the 2018 survey findings for	Fall 2019	Committee members	ACRL support staff for editing and scheduling the summary for C&RL News
Explore the possibility of hosting a free Webcast to discuss the 2018 survey	Fall 2019	Committee members	ACRL support staff for the technical setup of the Webcast
Host an update session at 2020 ALA Annual Conference to highlight the	June 2020	Committee members	ACRL support staff for scheduling the session

Activity #4 Assessment
How will success be measured?
For a program and Webcast, we can check the number of attendees and review their feedback and suggestions. For a publication such as a white paper and C&RL News article, we can check the download counts over time (if technologically possible) and encourage readers to share feedback by contacting the editorial board.

2019–20 Work Plan

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Work Plan Activity #5	
Activity Name:	Promotion of survey findings to increase participation rate
Brief Description:	We plan to increase participation from U.S. academic libraries by trying several different communication strategies about the survey including checking email addresses, writing individual libraries, investigating rewards for participating, and updating the board's LibGuide with survey information.

Activity #5 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.

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Select from drop-down.

☐ **Research and Scholarly Environment**

Select from drop-down.

☑ **New Roles and Changing Landscapes**

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

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Activity #5 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)**
Revise the board's LibGuide	August 2019	Committee members	Continued availability of LibGuide platform
Check contact information for non-responding institutions and update it as	August 2019	Committee members	n/a
Revise the invitation to participation in the survey	August 2019	Committee members	n/a
Review submissions at deadline and write to individual contacts to	February/March 2020	Committee members	n/a
Check libraries' contact information and update it as needed	Spring 2020	Committee members	n/a

Activity #5 Assessment
How will success be measured?
We will calculate our participation rate by Carnegie class and analyze the participation against past years. The goal is to increase the participation rate for US schools over the 2018 survey. The participation rate was 53.1% in 2018.