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:	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

2018–19 Leadership (terms: July 1, 2018–June 30, 2019)	
Chair:	Cass Kvenild
Vice-Chair:	Kristen Totleben
Board liaison:	Cheryl Middleton
Staff liaison:	David Free/ Erin Nevius
Other leaders:	

2019–20 Leadership (terms: July 1, 2019–June 30, 2020)	
Chair:	Kristen Totleben
Vice-Chair:	Julia Gelfand
Board liaison:	Lauren Pressley
Staff liaison:	David Free/ Erin Nevius
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:	Cass Kvenild	**Date:**	6/28/19
Work plan submitted by:	Kristen Totleben	**Date:**	7/18/19

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)?

Submit 2019 ALA Annual Conference proposal related to publishing.
Investigate possibilitiy of adding optional components related to diversity to the volunteer form.
Monitor and support the development of the Publications in Librarianship (PIL) open review plan.
Determine ways to improve orientation and onboarding of new PCC board members.

2. What were the relevant results for your projects?

Our conference proposal for ALA was not accepted. Instead, we hosted a publications panel at the ACRL conference, and we developed an online webinar related to publishing.
We were pleased to note that the ACRL volunteer form now includes information that will allow the editors to improve diversity on the editorial boards. This will be an ongoing goal in 2019-20.
PIL will publish their first open peer review title in 2020 using wordpress for the title "Envisioning the Framework".
PCC members advised on improving orientation and onboarding. As a result, this year we did the following: include more introductions to people on PCC and to the various pubs, both in person at meetings and in emails to new members. We also share the committee charge and voting process

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

Monitor and support the development of the PIL open review plan.
Continue to improve orientation and onboarding of new PCC board members.

4. What worked well?

We encouraged lots of open communication and dialogue around processes like open peer review and our own onboarding process. We were also very nimble and flexible in responding to our ALA program rejection, and I think the addition of an ACRL conference panel as well as development of a new online webinar for sharing publication information was a great solution to meeting that goal.

5. What could have worked better?

The work of the PCC continues to be confusing for new members. I think our onboarding and orientation improvements will help, but there is still room for growth here.

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

We continue to work with editors and editorial boards to find ways to improve the diversity of our volunteer editorial boards. In 2019-20, the PCC will discuss how to utilize information related to diversity in selecting volunteer slates for our boards.
In addition, the new online learning webinar about ACRL publication opportunities will provide access to authors who may not have support for professional development, and who might bring different perspectives to the publications.

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

I felt well prepared by the board liaisons and by the outgoing chair.

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

It's always exciting to talk to authors and would-be-authors about the opportunities and quality of publications that ACRL produces. I learned a great deal working with the various editorial board chairs and the superb editors. Also, David Free and Erin Nevius are very kind and responsive, and they know a TON about the work of the PCC so I felt well supported by ACRL staff.

9. Any other comments, recommendations, or suggestions?

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:	Open peer review development support
Brief Description:	Monitor and support the development of the Publications in Librarianship (PIL) open peer review plan.

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:
By further engaging our members, they will become more informed of the work PCC does and more likely to get involved.

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)**
Receive updates from Publications in Librarianship	June 2020	PIL editorial board	
Receive progress updates about open peer reviewed	June 2020		

Activity #1 Assessment
How will success be measured?
The committee will offer feedback and support this initiative.

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:	Improve orientation process for new PCC members
Brief Description:	Continue to improve orientation and onboarding of new PCC board members.

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:
By further engaging our members, they will become more informed of the work PCC does and more likely to get involved.

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)**
Send orientation emails to new members	August 2019	Chair	
Seek out other ways to improve onboarding process	ongoing		

Activity #2 Assessment
How will success be measured?
New and ongoing PCC members will be more confident to share new ideas as they feel more welcome and informed of all the projects that PCC monitors.

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 #3	
Activity Name:	Webcast encouraging authors to publish for ACRL
Brief Description:	Explore online learning opportunities like webinars to support the PCC's charge to promote author submission of proposals and manuscripts across the full range of ACRL publications.

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** 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:
This webcast is meant to reach out to librarians not attending the ALA or ACRL conferences. It aligns with the goal in the Plan for Excellence to "Enhance members' capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship, and power and privilege in knowledge creation systems."

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)**
Facilitate a webcast about publishing	2019	Chair, Erin Nevius	

Activity #3 Assessment
How will success be measured?
We will look at the number of registrants, hoping to reach a wide scope of institutions and members.

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 #4	
Activity Name:	Collaborate to determine best practices for increasing editorial board diversity
Brief Description:	Work with editors and board chairs to determine best practices to increase editorial board diversity with the new data collected on volunteer forms.

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.
☐ **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:
This objective meets ACRL's commitment to diversity, equity and inclusion, in that we are working with others to determine best practices to achieve more diverse editorial boards. It also meets "Research, and Scholarly Environment" in which it intends to "Increase ACRL's efforts to influence and advocate for more open and equitable dissemination policies and practices."

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)**
Review volunteer data	June 2020	committee members and editorial boards	

Activity #4 Assessment
How will success be measured?
We will gain further insights on best practices in how to attract and generate a more diverse editorial board.

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 #5	
Activity Name:	ALA Program Proposal
Brief Description:	The Vice Chair and the rest of the committee will contribute to a Program Proposal for ALA about publishing topics or issues.

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.
☐ **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:
By further engaging our members, they will become more informed of the work PCC does and more likely to get involved.

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)**
Submit proposal	September 2019	Vice Chair	

Activity #5 Assessment
How will success be measured?
The proposal will be accepted and will support librarians' publishing interests and questions. If it is not accepted, we will discuss what we learned from the process and next steps for moving forward.