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:	(Dr. E.J.) Josey Spectrum Scholar Mentor Committee
Charge/Tasks:	To administer the ACRL Dr. E.J. Josey Spectrum Scholar Mentor Program whereby academic and research librarians would be recruited to serve as mentors to Spectrum Scholars; linking mentors with specific scholars; preparing guidelines and an information program to assist mentors in working with scholars; sponsoring and co-sponsoring programs on mentoring and collecting feedback on the programs; and, administer the process of selecting Spectrum Scholar recipients for ACRL Conference travel grants.

2018–19 Leadership (terms: July 1, 2018–June 30, 2019)	
Chair:	Tamara Rhodes
Vice-Chair:	Nikhat J. Ghouse
Board liaison:	Faye A. Chadwell
Staff liaison:	David M. Connolly
Other leaders:	

2019–20 Leadership (terms: July 1, 2019–June 30, 2020)	
Chair:	Nikhat J. Ghouse
Vice-Chair:	Veronica Arellano Douglas
Board liaison:	Faye A. Chadwell
Staff liaison:	David M. Connolly
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:	Tamara Rhodes	**Date:**	07/08/2019
Work plan submitted by:	Nikhat J. Ghouse	**Date:**	8/12/2019

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)?

Mentor/mentee matching
Selection of ACRL Conference Travel Grant recipients

2. What were the relevant results for your projects?

• Reviewed approximately 17 mentee and 59 mentor applications
• Matched 17 mentees and mentors
• Reviewed 13 applications for the ACRL 2019 Conference travel grants
• Selected 6 recipients and 3 alternates for ACRL 2019 Conference travel grants

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

None

4. What worked well?

• Virtual communication worked well for the committee. Members met in Adobe Connect and communicated solely by email and ALA Connect.
• Having application data presented in a spreadsheet, as well as pdf, to make searching and comparison of desired qualifications more efficient.
• Dividing the applications among the committee members for review helped make the work more manageable. If there was more than one mentor as a first choice, it went up for discussion among the committee members.

5. What could have worked better?

• The application spreadsheets for matching could be more streamlined; we didn't need emails, phone numbers, ALA membership numbers to match.
• A way to compile the spreadsheet ahead of time, so the various choices in the applications aren't spread out in different columns (ex: each race/ethnicity is its own column, so it required scrolling across 10 categories rather than one column that listed race/ethnicity for each applicant.)
• The rubric for the ACRL conference grants needs a hefty review. The scale needs better descriptions, examples of what a 5 means to have consistency across ratings.

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

This project provides support for new professionals from diverse backgrounds as they prepare to start their LIS careers and helps advocate the need for an increase in librarians from underrepresented groups in the profession.

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

Maybe just an explanation (or reiteration) of who to contact and for what - staff liaison (David vs Gwendolyn) and Board liaison.

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

Reading the assessment comments on how beneficial the program is for mentees and mentors.

9. Any other comments, recommendations, or suggestions?

• I suggest continuing the creation of a timeline for each activity for the entire tenure on the committee. (see under the 2018-2019 welcome message in ALA Connect)

• I would also suggest that the Chair and Vice-Chair attend the virtual mentor training session to say a few words about the program at the beginning and also share the results from the assessment. There are a few troubling issues that have come up and I think it would be advantageous to bring it up with the mentors.

• If we don't already, I would suggest keeping track of who doesn't attend the virtual training and make sure they do at some point before being matched.

• In the training or other communications, based on assessment feedback, be sure to comment on the following:
- duration of mentoring (mention to both mentees and mentors)
- mention mentees/mentors are not obligated to collaborate with one another; address power balance and ability to decline requests/offers
- offer suggestions for in-person meetings (etiquette, etc.)

• As per assessment feedback, create a way for mentors to receive feedback/ratings from mentees on performance/support.

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:	Recruitment Plan
Brief Description:	Create a recruitment plan as well as develop some form of commitment and or agreement/understanding for mentors of this program.

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** 4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.
☐ **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:

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 and discuss previous survey results	September 2019	Committee and ACRL Staff	ALA Connect, email, conference/web
Surface select from ideas that support mentor training and education of commitment to service	September/early October 2019	Committee and ACRL Staff	ALA Connect, email, conference/web
Receive approval to update appropriate documentation	Late October 2019	Committee and ACRL Staff	ALA connect, email, conference/web call
Post updated documentation	November 2019	ACRL Staff	ACRL and ALA communications resources

Activity #1 Assessment
How will success be measured?
Insert a question into the annual follow-up survey to confirm mentors' understanding and commitment to serve as a mentor for more than just a year. Success will be measured by 70% positive ratings that mentors understand the full commitment of mentoring.

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:	Spectrum Scholar Mentor and Mentee Matching
Brief Description:	This project matches the incoming ACRL Spectrum Scholars with relevant mentors from academic and research libraries.

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**
4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.
☐ **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:

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)**
Call for Mentors (General and targeted at relevant ACRL sections)	December 2019	ACRL Staff and Committee Members	ACRL and ALA communication resources
Mentee and Mentor Matching	April 2019	ACRL Staff and Committee Members	ALA Connect, email, Google Spreadsheet and Google Folder, conference Calls
Notification to Mentor/Mentee Pairs	Within 2 weeks of match	ACRL Staff	ACRL and ALA communications resources
Training mentors and committee members	Ongoing Schedule coordinated by ACRL Staff	ACRL Staff	Online web training

Activity #2 Assessment
How will success be measured?
An assessment survey developed in 2014-2015 and was distributed in 2017 and again in 2018. We will continue this survey for feedback on mentor and mentee experiences in October 2019, when mentor/mentee pairs have worked together at least 6 months. Success will be measured by 70% positive ratings of the mentoring experience from respondents.

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:	Spectrum Scholar Mentor and Mentee Support Development
Brief Description:	Evaluate feedback and survey results in order to develop 1-2 activities to further support the mentor/mentee relationships and professional development.

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** 4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.
☐ **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:

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)**
Discuss Feedback and Survey results	September 2019	ACRL Staff and Committee Members	ACRL and ALA communication resources
Initial Idea Selection	November 2019	ACRL Staff and Committee Members	ALA Connect, email, Google Docs, conference calls
Activity and Assessment are implemented	March 2020	ACRL Staff and Committee Members	ALA Connect, email, Google Doc/Drive, ACRL and ALA communications
Debrief on activity	May 2020	ACRL Staff and Committee Members	ACRL and ALA communication resources

Activity #3 Assessment
How will success be measured?
A short survey will be developed for support activity participants focusing on what was most useful, what else attendees would like programming on, what further questions attendees have, and how useful attendees found the program (likert scale). Success will be defined as at least 50% of attendees finding the activity at least somewhat useful.