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:	Immersion Program Committee
Charge/Tasks:	The Immersion Program Committee acts as an oversight council for the Immersion Program and works closely with Immersion Program faculty and ACRL staff to market and promote Immersion Program, develop conference programming related to the Immersion Program, sustain the community of

2018–19 Leadership (terms: July 1, 2018–June 30, 2019)	
Chair:	Jennifer Corbin
Vice-Chair:	Anne Behler
Board liaison:	Caroline Fuchs
Staff liaison:	Margot Conahan
Other leaders:	Amanda Hornby, represented IPC on the Immersion Facilitator Coordinator search

2019–20 Leadership (terms: July 1, 2019–June 30, 2020)	
Chair:	Anne Behler
Vice-Chair:	Karen Sobel
Board liaison:	Caroline Fuchs
Staff liaison:	Margot Conahan
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:	Jennifer Corbin	**Date:**	June 30, 2019
Work plan submitted by:	Anne Behler	**Date:**	July 15, 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)?

- Market Immersion Program: Continue to develop marketing plan for Immersion using feedback from faculty and participants about the new curriculum.
- Review scholarship applications and select recipients: The committee will review and revise selection criteria and meet to select recipients with preference given to applicants employed at institutions or in positions serving under-represented groups.
- Participate in selection of new Immersion Faculty Coordinator: Current Co-coordinators terms will end in June 2019. IPC Chair will send out call for applications and form a committee to vet candidates.
- Participate in search committee for new Immersion Facilitators.

2. What were the relevant results for your projects?

- Marketing was primarily completed by the ACRL Office supplemented by committee members.
- Revised Reviewed 21 scholarship applications and awarded 6 scholarships with 2 back-ups should scholarship winners not be able to attend.
- Amanda Hornby and Jennifer Corbin participated in the Facilitator Team Coordinator Search. The search committee recommended Daisy Benson. The Board approved the appointment on June 22, 2019.
- Anne Behler and Karen Sobel partipated in the Immmersion Facilitator Search Committee. The search committee interviewed 18 applicants and offered 7 positions. 7 positions were accepted.

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

- Market Immersion Program
- Review scholarship applications and select recipients

4. What worked well?

- Used feedback from last year to revise the scholarship rubric. Collected feedback about the process to improve the form next year.

5. What could have worked better?

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

- Scholarships were awarded with preference given to librarians from diverse backgrounds and at under-represented institutions
- New Immersion Facilitators were recruited to contribute to a process of professional development in anti-oppressive and anti-racist facilitation, using an approach of cultural humility.

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

Timeline on when Immersion Program is announced -- this would be helpful to know if the committee wants to make changes or additions to the Immersion Program website.

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

- Received a note from an Immersion '18 Scholarship winner thanking the Committee for selecting them to receive a scholarship to attend.

9. Any other comments, recommendations, or suggestions?

The Immersion Program is undergoing significant changes -- new curriculum, new facilitators -- that make the program a challenge to market. Even though the website provides a good overview of the revised program, past attendees who recommend the program to colleagues still think it is exclusively for instruction librarians, but it is open to librarians who have a different focus. With time, this issue will work itself out as more people attend the revised program share their experience with colleagues.

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:	Work with ACRL liaison to review marketing for Immersion Program
Brief Description:	~Review program description on website to ensure clear messaging about program content/focus ~Collaborate with ACRL on marketing methods and schedule. Are there ways the committee can help with marketing? ~Explore possibility of presenting an Immersion-focused program at ALA. Establish goals and timeline for this future endeavor.

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:

The Immersion Program scholarship provides opportunities for librarians from diverse backgrounds and/or from institutions supporting students from diverse backgrounds to have financial assistance to attend the program. The committee takes this role seriously and strives to use evaluation measures that a) support the mission of the scholarship and b) are fair.

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 Immersion Program web site & develop	October, 2019	Committee	
Collaborate with ACRL staff on marketing timeline, methods,	ongoing	Chair	
Explore ALA program possibility and establish timeline for future action	Spring 2019	Committee	

Activity #1 Assessment
How will success be measured?
- Successful language clarification on web site - will lean on colleagues to review for clarity - Documented plan for future ALA program, including timeline, program description, and language for call for presenter(s)

2019–20 Work Plan

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Work Plan Activity #2	
Activity Name:	Make updates to Immersion Scholarship language and ratings, for clarity
Brief Description:	~simplify rating scale for financial need. Clarify what is meant by funding/partial funding and make sure directions to candidate are explicit. ~Revise questions on scholarship application form to better reflect focus of Immersion outcomes ~Ask supervisor/dean to specifically address the ways Immersion will benefit the candidate and impact their institution

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

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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)**
simplify rating scale for financial need. Clarify what is meant by		Committee	
Revise questions on scholarship application form to better reflect		Committee	
Ask supervisor/dean to specifically address the ways Immersion will		Committee	

Activity #2 Assessment
How will success be measured?
~candidate applications that demonstrate clear understanding of the Immersion program focus and goals. ~letters of support that detail the benefit of the program to the candidate/institution. ~a clearer articulation of each candidate's financial need