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 Membership Committee
Charge/Tasks:	To advise ACRL staff on matters related to membership promotion and member recruitment, engagement, and retention.

2018–19 Leadership (terms: July 1, 2018–June 30, 2019)	
Chair:	Jodie Borgerding
Vice-Chair:	Dawn Behrend
Board liaison:	Jeanne Davidson
Staff liaison:	Mary Jane Petrowski
Other leaders:	Rachel Minkin - Past-Chair

2019–20 Leadership (terms: July 1, 2019–June 30, 2020)	
Chair:	Dawn Behrend
Vice-Chair:	Dominique Turnbow
Board liaison:	Jeanne Davidson
Staff liaison:	Mary Jane Petrowski
Other leaders:	Jodie Borgerding - Past-Chair

Report & Work Plan Submission			
Year-end report written by:	Jodie Borgerding	**Date:**	7/29/19
Work plan submitted by:	Dawn Behrend	**Date:**	8/2/19

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)?

- Get Involved! Webcast - December 2018
- ACRL 101 webcast and in-person session at ACRL 2019 conference - April 2019
- ACRL 101 webcast and in-person session at ALA Annual 2019 - June 2019
- ACRL Buddy Program at ACRL 2019 conference - April 2019
- Academic Library Positions: What You Need to Know About the Hiring Process webcast - February 2019

2. What were the relevant results for your projects?

- Get Involved! Webcast - To date, there are 330 total views of the recorded session.
- ACRL 101 webcast and in-person session at ACRL 2019 conference - We did 2 online presentations with about 20 participants in each session. To date, there are 571 views of the recorded session. There were about 100 in attendance for the in-person session.
- ACRL 101 webcast and in-person session at ALA Annual 2019 - There were about 10 first time conference attendees at the in-person session. To date, there are 70 views of the recorded session.
- ACRL Buddy Program at ACRL 2019 conference - We had 75 first time attendees and we were able to find a buddy for everyone.
- Academic Library Positions: What You Need to Know About the Hiring Process webcast - We had 95 out 122 registered attend the live webcast.

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

- Get Involved! Webcast
- ACRL 101 webcast for ALA Annual 2020
- Expand Academic Library Positions webcast into a series

4. What worked well?

What worked well was creating working groups and a "project manager" for each project early in the year. At every meeting each group provided a status update if the project was on-going or a debrief report if the project was completed. Also having project managers allowed me to have a point person to contact if I had questions or needed information about a specific project.

5. What could have worked better?

Start planning early, no matter how late in the year the project is expected to be completed. Time can get away from you and next thing you know you're scrambling to get the project started.

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

All of our projects have EDI in mind, from the initial planning stages, selecting speakers, and where we promote the projects. For example, when planning for the Get Involved webcast, we reached out to the African-American Studies Interest Group for a representative to present at the webcast. We've also worked to include typically under-represented academic library types in our projects such as community-college librarians and library science graduate students.

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

Optional

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

Optional

9. Any other comments, recommendations, or suggestions?

Optional

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:	Get Involved! Webcast
Brief Description:	Talk new ACRL Members through the process of volunteering for ACRL committees, including benefits of doing so and possible challenges. Suggest: Update the 2018 Get Involved webcast at https://www.youtube.com/watch?v=886TN4nCS2A (which received 328 views) and host a free webcast for ACRL members on or shortly before the ACRL online volunteer form goes live the first week in December 2019. The 2019 edition of the webcast should include special encouragement to complete the EDI survey as well as a brief report on the FY19 appointments so that members can better understand the number and type of appointments that were made. Karen Munro is

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:

ACRL Membership Committee strives to promote engagement in order to increase ACRL membership retention. By lowering the bar, we hope to promote more volunteerism and by highlighting possible pitfalls, encourage more selective/ intentional volunteerism.

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)**
Set up a Get Involved task group	Late August/ early September	Dawn	
Establish date of web event and coordinate logistics with Margot Conahan (ACRL).	As soon as task group forms.	Get Involved task group	Margot Conahan
Identify speaks for the webcast making sure to incluse ACRL VP, section	October-possibly earlier	Get Involved task group	
Task force meets virtually to create slides and scripts for webinar, as well as to review	Probably 2 meetings, once in October and once in November	Get Involved task group	Task group will decide
Publicity: all available channels	To run in conjunction with ACRL call for volunteers publicity	Get Involved task group	Staff liaison (Mary Jane) to push to ACRL level – social media, etc., committee
Practice webinar	Should occur in late November	Get Involved task group	Hosting/technology assistance by Margot Conahan
Host webcast and record	First week in December 2019		
Promote availability of archived webcast	December - February		Staff will create archived recording and share
Note: The team should develop an evaluation form and send to participants			

Activity #1 Assessment
How will success be measured?
Post-session online evaluation. Success will be measured by positive responses to questions assessing comfort and knowledge of volunteering process. • Does attendee know how to volunteer? • Does attendee know the benefits of volunteering? • Does attendee understand how to fill out form for best volunteer fit? • Increase number of attendees for the live webcast • Increase number of views for webcast recording on YouTube • Increase awareness of ACRL volunteer and engagement opportunities among community college librarians

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:	ACRL 101: Making the Most of your 2020 ALA Conference
Brief Description:	A live webcast providing tips for attendees of ALA Annual and to encourage participants to visit the ACRL Membership booth at ALA. Suggest: Update the 2018 ACRL 101: Making the Most of the ACRL 2018 Conference at https://www.youtube.com/watch?v=iJY8mjH4034 and host a live webcast two weeks before the 2020 ALA Annual Conference in Chicago, June 25-28, 2020. The audience is the 200-300 ACRL members attending their first ALA Annual Conference.

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:

This webcast will support member engagement by providing guidance for ACRL members who are attending ALA for the first time. The webcast will also highlight the opportunity to win a free 2021 ACRL Conference registration.

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)**
Set up ACRL 101 task group	As early as possible	Dawn	
Establish date of webcast and coordinate logistics with Margot Conahan (ACRL)	As soon as task group forms	ACRL 101 task group	Margot Conahan
Identify/contact speakers (Mary Jane, Dawn, and an additional committee	As early as possible	ACRL 101 task group members to craft message, reach out if comfortable	
Task force meets virtually to create slides & scripts (if nec.) for webinar, as well as	March or April	ACRL 101 task group	
Publicity: all available channels	April-date of webcast	ACRL 101 task group	Staff liaison (Mary Jane) to push to ACRL level – social media, etc., committee
Practice webinar	Late May/early June	ACRL 101 task group	Hosting/technology assistance by Margot Conahan
Don't forget to develop an evaluation form!			

Activity #2 Assessment
How will success be measured?
Post-session online evaluation. Success will be measured by positive responses to questions assessing comfort and knowledge of attending ALA Annual. Success will also be measured by • Increase number of attendees for the live webcast • Increase number of views for webcast recording on YouTube (FY18 views = 116) • Increase visits to the ACRL membership booth

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:	Academic Librarianship: What You Need to Know About the Hiring Process
Brief Description:	Develop a webcast series to introduce LIS students and recent graduates to the hiring process in higher education and academic libraries using the new ACRL publication, The Future Academic Librarian's Toolkit: Finding Success on the Job Hunt and in Your First Job, as source for possible speakers and topics (see table of contents and chapter authors at https://www.alastore.ala.org/content/future-academic-librarian's-toolkit-finding-success-job-hunt-and-your-first-job_/). This series of webcasts builds on the 2018 Membership Committee webcast, "So You Want to be an Academic Librarian" (https://www.youtube.com/watch?v=3M5T76jtB2Q)

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:** 2022

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:

Supports ACRL's initiative to increase membership among LIS students by developing resources for the largest growing segment of our membership..

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)**
Set up Academic Librarian Positions task group	August	Dawn	
Identify 10 topics of to form the theme of each webcast from the publication "The	As soon as task group forms.	Academic Librarian Positions task group	Margot Conahan
Reach out to speakers for the webcasts (authors of chapters of "The Future	As soon as task group forms.	Academic Librarian Positions task group	
Establish date of webcasts and coordinate logistics with Margot Conahan (ACRL)	As soon as task group forms.	Academic Librarian Positions task group	Margot Conahan
Publicity: all available channels	September to June	Academic Librarian Positions task group	Staff liaison (Mary Jane) to push to ACRL level – social media, etc., committee
Practice webinar	September to June	Academic Librarian Positions task group	Hosting/technology assistance by Margot Conahan

Activity #3 Assessment
How will success be measured?
A post-session online evaluation to qualitatively assess if the participant feels more knowledgable about the content areas covered in the webcast. Success also to be measured by number of participants, views on YouTube, and increase in ACRL membership of LIS students.

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:	Emerging Leaders LibGuide: ACRL Resources for Library School Students
Brief Description:	Assume stewardship of the LibGuide for ACRL Student Members (see https://acrl.libguides.com/c.php?g=917024&p=6608851) and monitoring for content to add to the LibGuide from ACRL and other publications to keep the LibGuide up-to-date and relevant. The ACRL Section Membership Committee has been asked to forward any section resources for students to the ACRL Membership Committee for inclusion.

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 project will contribute to the engagement of LIS students with ACRL and contribute to increasing their membership numbers.

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)**
Set up an Emerging Leaders LibGuide task group	August	Dawn	
Task group members will add/revise content monthly.	Ongoing	Emerging Leaders LibGuide task group	Access to LibGuide with editing privileges

Activity #4 Assessment
How will success be measured?
Success will be measured by number of views of the LibGuide and increase in LIS student membership in ACRL.