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 Standards Committee
Charge/Tasks:	Charge/Tasks: Responsible for overseeing the development of standards and guidelines adopted and promoted by the Association. Tasks: • Monitors existing ACRL standards and guidelines and recommends revision or recession when appropriate to the ACRL Board

2018–19 Leadership (terms: July 1, 2018–June 30, 2019)	
Chair:	Kim L. Eccles
Vice-Chair:	Willie Miller
Board liaison:	
Staff liaison:	David Free
Other leaders:	

2019–20 Leadership (terms: July 1, 2019–June 30, 2020)	
Chair:	Willie Miller
Vice-Chair:	Dr. Jennifer Steele
Board liaison:	April Cunningham
Staff liaison:	David Free
Other leaders:	Optional. List co-chairs, past-chairs, etc. if applicable.

Report & Work Plan Submission			
Year-end report written by:	Kim Eccles	**Date:**	June 26, 2019
Work plan submitted by:	Willie Miller	**Date:**	August 16, 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)?

• Reviewed standards and guidelines, as submitted, and either returned them for clarification or recommended them to the ACRL Board for approval or other action.
• Contacted divisions, task forces and/or committees regarding standards and guidelines that were due (or coming up) for review or revision in order to determine the status, plans, and progress for those revisions and offer guidance and help.

2. What were the relevant results for your projects?

Reviewed standards and submitted them to the ACRL Board for approval. Four approved standards were :
• The ACRL Board of Directors, at its January 26, 2019, meeting in Seattle, Washington, was pleased to approve the ACRL/RBMS Guidelines Regarding Security and Theft in Special Collections.
• The ACRL Board of Directors, at its January 26, 2019, meeting in Seattle, Washington, was pleased to approve the Characteristics of Programs of Information Literacy that Illustrate Best Practices: A Guideline.
• The ACRL Board of Directors, at its April 25, 2019, virtual meeting, was pleased to approve the ACRL Policy Statement on Open Access to Scholarship by Academic Librarians.
• The ACRL Board of Directors, at its April 25, 2019, virtual meeting, was pleased to approve the Guidelines for Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries

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

1. All standards and guidelines are on a five-year cycle for review and revision. The committee will continue working with documents in the process of being revised during the next committee year.

4. What worked well?

1. Standards Committee members have worked well as a team in response to review requests from task forces or committees
2. Mentorship and support from ACRL Board Liaison, Staff Liaison, and Leadership
3. ALA Connect has facilitated communication amongst members and the work of the committee and made it possible to have a repository for most of the committee's documents
4. Use Google docs to facilitate changes to tracking sheet
5. Virtual Meetings facilitated by the ACRL Staff Liaison

5. What could have worked better?

1. It can sometimes be challenging to schedule both virtual and face-to-face meetings with a quorum due to everyone's busy schedules. Fortunately, ALA Connect works fairly well for asynchronous work.

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

1. The process to review, respond and approve proposed standards often involved every committee member with diverse background. As a team, we recognize and equally value the perspectives of all people regardless of race, ethnicity, ability, class, religion, age, gender identity, sexual orientation or any other differentiating characteristic.
2. Standard Committee's approval of the newly revised standards particularly "Standards for Libraries in Higher Education" and continuous contact with Diversity Committee in their revision of the Cultural Competencies also demonstrated our commitment to equity, diversity, and inclusion within or beyond ACRL.

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

As a continued member of the committee, we were able to have more virtual meetings to keep people informed of the expectations. It was very helpful to have David Free as the liaison and his institutional knowledge made this far less stressful than anticipated.

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

Working with David Free, ACRL Staff Liaison to the Standards Committee, is rewarding. He is extremely helpful and serves as a great resource to the Chair and members. Finally, the work of the Standards Committee members, serving tenaciously as the facilitator of communications between various groups and ultimately the ACRL Board to affect change that resulted in updated guidelines.

9. Any other comments, recommendations, or suggestions?

David Free is exceptional and has been most generous with his time and guidance. The newly appointed Chair/Vice Chair should look forward to his guidance.

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:	Manage ongoing standards and guidelines processes for new and revised documents.
Brief Description:	Manage ongoing work on all standards and guidelines that are under the five-year cycle for review and revision.

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**
1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environme
☑ **Student Learning**
2. Collaborate with internal and external partners to expand understanding of the impact of information literacy on student learning.
☐ **Research and Scholarly Environment**
Select from drop-down.
☑ **New Roles and Changing Landscapes**
2. Equip the academic library workforce to effectively lead, manage, and embrace change, advocate for their communities, and serve a
☐ **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:
In managing all standards and guidelines for review and revision, the committee will focus on the value and assessment of library services to higher education, particularly in regard to undergraduate education, and the management of special collections, increased impact of information literacy, and enabler for library workforce at all levels to effectively lead, manage, and embrace change.

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)**
Work with Information Literacy Standards and Frameworks Committee to		Willie Miller, Emily Drabinski (ILFSC chair)	
Manage process of other ongoing document creation and revision, including:			
* Collective Bargaining, Guidelines on		Willie Miller	
* University Library Services to Undergraduate Students, Guidelines for		Jennifer Steele	
* Access to Research Materials in Archives and Special Collections		Scott Sandberg	
*Interlibrary and Exhibition Loan of Special Collections Materials, Guidelines for		Katherine Quinnell	
* Diversity Standards: Cultural Competency for Academic Libraries		Amanda Xu	
* Impactful Scholarship and Metrics Framework		Jack Fritts, Jr.	
* Academic Status Documents		Nancy Fawley	

Activity #1 Assessment
How will success be measured?
If standards and guidelines are moved forward in review by the responsible groups and when standards and guidelines are approved, rejected, updated, or affirmed.

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:	Prepare for upcoming standards review
Brief Description:	Start review process for documents due for 2021 review cycle.

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:** July 2021

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** 1. Empower libraries to build sustainable, equitable, inclusive, and responsive information literacy programs.
☐ **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 committee will prepare for the review of standards which focus on the value and assessment of library services to higher education, particularly in regard to undergraduate education, and the management of special collections, increased impact of information literacy, and enabler for library workforce at all levels to effectively lead, manage, and embrace change.

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)**
Manage process of other ongoing document creation and revision, including:			
Distance Learning Standards	July 2021	Jessica Kohout-Tailor	
RBMS Document	July 2021	Jack Fritts, Jr.	

Activity #2 Assessment
How will success be measured?

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:	Committee Orientation
Brief Description:	Create committee orientation and training for new and ongoing committee members.

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:
The committee will enable its own membership and efficiency by creating an orientation and training program for new and ongoing members.

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)**
Develop orientation and training program	November 2019	Willie Miller	Staff support

Activity #3 Assessment
How will success be measured?
The success of the orientation and training program will be measured using a evaluation instrument for attendees.