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:	Research Planning and Review Committee
Charge/Tasks:	Committee name and charge can be found on the Directory of Leadership: http://www.ala.org/acrl/aboutacrl/directoryofleadership/committees

2018–19 Leadership (terms: July 1, 2018–June 30, 2019)	
Chair:	M. Kathleen Kern
Vice-Chair:	Allison Benedetti
Board liaison:	Caroline Fuchs
Staff liaison:	Mary Jane Petrowski
Other leaders:	

2019–20 Leadership (terms: July 1, 2019–June 30, 2020)	
Chair:	Allison Benedetti
Vice-Chair:	Ginny Boehme
Board liaison:	Caroline Fuchs
Staff liaison:	Mary Jane Petrowski
Other leaders:	N.A.

Report & Work Plan Submission			
Year-end report written by:	M. Kathleen Kern	**Date:**	6/26/2019
Work plan submitted by:	Allison Benedetti	**Date:**	7/18/2019

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)?

A brief list is suggested here; reference 2018–2019 work plan projects.

2. What were the relevant results for your projects?

Wrote the ACRL 2019 Environmental Scan which was published online in June 2019. This work provides an overview of seven topics, with twenty-seven implications for libraries, supported by over one hundred citations:
• Student Characteristics
• Faculty Demographics
• Student Learning Environment
• Equity, Diversity, and Inclusion
• Library Neutrality and Free Speech on Campus
• Scholarly Communication Landscape
• Research Evaluation and Metrics

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

During 2019-2020 the RPRC will write the ACRL Top Trends in Academic Libraries report that will be published in C&RL News.

4. What worked well?

Using Google docs to share drafts and comments.
Using Zoom for meetings (provided by co-chair Allison Benedetti)

5. What could have worked better?

• One of the committee members never used Zotero at all and two other committee members saved articles to Zotero but did not use it to insert citations when writing which required the co-chairs to do a lot of clean-up of citations. Allison Benedetti lead a training on Zotero and offered one-on-one training and it was still a problem, as it is every year for RPRC.
o Suggestion: Have all committee members demonstrate proficiency with Zotero in August and if they cannot/do not make time to learn then replace them before work starts in September.
o Suggestion: If possible, make it clear on the committee website or volunteer form both the technical and writing

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

Equity, Diversity, and Inclusion was one of the topics for this year's Scan. We also made an effort this year to really look beyond large research institutions and include issues and perspectives from community colleges and other types of higher education institutions.

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

As out-going Chair, Kathleen is working on a document about the Scan and Top Trends to have to Allison and Ginny by August. This will include purposes of the two products, style conventions, software used, process, and timeline.

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

An LIS professor contacted ACRL in March asking for the Scan to use with her class that she was teaching. We provided her with a draft. It is good to know that this is used. Top Trends is always downloaded a lot but we do not have use stats for the Scan.

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:	2020 Top Trends in Academic Libraries.
Brief Description:	Research and write the 2020 Top Trends in Academic Libraries for publication in C&RL News

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** 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:
The Top Trends looks at what libraries are doing and how they respond to and shape their environments. It is an overview for librarians to help them with leading and managing change within their institutions.

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)**
Committee meets to discuss the project and workplan Overview of logistics, norms,	July 2019	Chair and vice-chair	Zoom meeting
Brainstorming and development of topics list	August - September	All members/ chair and vice-chair set meeting	Zoom meeting
Topics assigned and research begun	October	All members	Zoom meeting
Progress check ins	November-January	All members	Zoom meeting
Draft sections and references due	January 20, 2020	All members	
Initial Trends draft submitted to ACRL Board for feedback	February 5, 2020	Chair and co-chair, ACRL Board	
Board feedback reviewed and discussed	February-March	All members	Zoom meeting
Final editing and formatting	March-April	Chair and co-chair	
Final draft submitted to C&RL News	April 27, 2020	Chair and co-chair	

Activity #1 Assessment
How will success be measured?
The project will be successful if all content is generated on time, if members use the required tools, and if the chair and co-chair do not have to recreate citations. Overall success will be determined by publication of an article and how much it is read.