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 Section Membership Committee
Charge/Tasks:	To facilitate the sharing of information among section membership committees; to gather section membership reports annually, compile them, and submit a comprehensive membership report to the ACRL board; to foster collaboration among sections on membership-related activities and projects.

2018–19 Leadership (terms: July 1, 2018–June 30, 2019)	
Chair:	Kimberly Tully
Vice-Chair:	Larayne J. Dallas
Board liaison:	Jeanne Davidson
Staff liaison:	Mary Jane Petrowski, Gena Parsons-Diamond
Other leaders:	

2019–20 Leadership (terms: July 1, 2019–June 30, 2020)	
Chair:	Larayne J. Dallas
Vice-Chair:	Shauna Borger Edson
Board liaison:	Jeanne Davidson
Staff liaison:	Mary Jane Petrowski, Gena Parsons-Diamond
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:	Kimberly Tully	**Date:**	7/29/2019
Work plan submitted by:	Larayne Dallas	**Date:**	7/29/2019

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)?

* Orient new members
* Support recruitment efforts for ACRL at ACRL Conference and ALA Annual and Mid-Winter conferences

2. What were the relevant results for your projects?

* Held Committee Orientation, November 2018
* Recruited section volunteers for ACRL 101 with relatively poor representation of sections
* Recruited section volunteers to staff the booth at the conferences

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

* Dissemination of the results of the 2018 ACRL Membership Survey
* ACRL 101 Orientation/Booth Partictipation Recruitment, focusing on promoting the new webcast version as well
* Improving Monthly Reports Participation - clarification needed on what is necessary and updating of form for submitting information

4. What worked well?

* Committee orientation went well, but should be scheduled earlier next year, but after monthly reports clarification
* Several committee members did volunteer to support ACRL recruitment at this year's conferences

5. What could have worked better?

* Communication should have been more timely from the top-down, but the vice-chair stepped up many times to keep our members informed

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

In conjunction with the activities of the ACRL Membership Coordinating Committee, this committee does not discriminate in who they recruit to become more involved with ACRL and the organization's activities

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:	Gathering membership statistics: what do we need to do?
Brief Description:	We've had uncertainty about what statistics members need to be gathering from their sections. With this activity, we will determine what membership statistics should be gathered and how they will be collected.

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** 3. Increase diversity, cultivate equity, and nurture inclusion in the academic library workforce.
☐ **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:
We hope to show through numbers that we are attempting to contact a diverse group of potential and current members to encourage a well-rounded academic library workforce.

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)**
Find out what statistics are expected from committee members.	August 30, 2019	Larayne Dallas	Staff support
Share expectations with committee members.	September 6, 2019	Larayne Dallas	
Discuss reporting form.	September 20, 2019	All committee members	
Create and make available reporting form	October 11, 2019	Larayne Dallas	Staff support may be needed
Write and make available reporting guidelines	October 11, 2019	Larayne Dallas	

Activity #1 Assessment
How will success be measured?
The reporting form is created. The reporting form is used.

2019–20 Work Plan

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Work Plan Activity #2	
Activity Name:	Committee Orientation
Brief Description:	An annual activity. Helping to familiarize committee members with duties and expectations.

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:**

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Check one box below. If applicable, select objective from drop-down.
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☐ **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 is to help committee members know what is expected of them and to assist them in their work.

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)**
Poll membership to arrange a meeting time	August 30, 2019	Larayne Dallas	Staff support on acceptable meeting dates
Reserve meeting equipment/software	September 6, 2019	Larayne Dallas	Staff support for meeting equipment
Prepare orientation presentation	September 30, 2019	ACRL staff, Larayne Dallas, and Shauna Borger Edson	Appropriate technology and staff support
Orientation session	October 30, 2019 (hoping for an earlier date)	ACRL staff, Larayne Dallas, and Shauna Borger Edson	Staff support and meeting technology

Activity #2 Assessment
How will success be measured?
-The orientation will be scheduled and held

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:	Checking in
Brief Description:	Chair and Vice-chair will check in with section representatives to make sure that committee activities are going as expected.

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:**

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Provide a brief sentence connecting your project to the goal area and objective you selected:
This activity is part of our effort to make sure that we are making contact with our members and reaching out to potential 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)**
Making e-mail or telephone contact with committee chairs to discuss work.	expecting first contacts in October and then throughout the year	Larayne Dallas and Shauna Borger Edson	

Activity #3 Assessment
How will success be measured?
-Contacts are made -Contact is made with every section

2019–20 Work Plan

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Work Plan Activity #4	
Activity Name:	Communicating opportunities to serve
Brief Description:	Encouraging committee members to volunteer to be the face of ACRL; for example, at the ACRL conference booth.

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:**

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Check one box below. If applicable, select objective from drop-down.
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Provide a brief sentence connecting your project to the goal area and objective you selected:
We hope to encourage inclusion by presenting a welcoming ACRL.

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)**
Forward requests for volunteers	Specific to opportunity	Larayne Dallas	

Activity #4 Assessment
How will success be measured?
-Volunteer requests are forwarded -Volunteers come forward (this is harder for us to measure)

2019–20 Work Plan

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Work Plan Activity #5	
Activity Name:	Notifying membership of monthly membership reports
Brief Description:	Each month, a committee member watches for the posting of the monthly membership reports and notifies the group.

Activity #5 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:**

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Check one box below. If applicable, select objective from drop-down.
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☐ **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:
From the monthly reports, we expect outreach to individual members; this, we hope, nurtures inclusion in our workforce and membership.

Activity #5 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)**
Check on a monthly basis at ALA Connect for posting of membership reports	Monthly	Larayne Dallas and Shauna Borger Edson	
Notify committee membership	Monthly	Larayne Dallas and Shauna Borger Edson	

Activity #5 Assessment
How will success be measured?
-Members are notified