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:	Chapters Council
Charge/Tasks:	The mission of ACRL chapters council is to serve as a conduit for information and communication between ACRL national and its chapters, and to promote membership of ACRL national. The goals of chapters council are: to support the goals and initiatives of ACRL national; to facilitate communication between ACRL members and ACRL leadership; to encourage and support ACRL chapters goals and initiatives; to build membership of ACRL at the national and

2018–19 Leadership (terms: July 1, 2018–June 30, 2019)	
Chair:	Ed Rock
Vice-Chair:	Lisa Nickel
Board liaison:	Karen Munro
Staff liaison:	Megan Griffin
Other leaders:	

2019–20 Leadership (terms: July 1, 2019–June 30, 2020)	
Chair:	Lisa Nickel
Vice-Chair:	Alison Larsen
Board liaison:	Karen Munro
Staff liaison:	Lauren Carlton
Other leaders:	Edward J. Rock (Past-Chair, July 1, 2019, to June 30, 2020) Leslin Charles (Editor, July 1, 2019, to June 30, 2020) Ms. Cynthia Jean Coulter LibGuide Administrator, July 1, 2017, to June 30, 2020) Heather A. Dalal (LibGuide Administrator, July 1, 2017, to June 30, 2020)

Report & Work Plan Submission			
Year-end report written by:	Lisa Nickel	**Date:**	10/3/19
Work plan submitted by:	Lisa Nickel	**Date:**	10/3/19

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)?

Chapters Council held our first online Midwinter Work Group Meeting after the MW Conference so that a wider group of Chapters leaders could participate (who normally may not be attending MW because of financial or other barriers).

At ALA annual in June 2019, Chapters Council hosted a presentation of results from a survey about academic librarians perception of involvement at the state level. It helped to discuss the challenges that state ACRL organizations face in terms of perceptions of national engagement vs state engagement, along with benefits of leadership opportunities, and share strategies multiple state chapters have found successful to boost engagement at the state level.

Chapters Council has continued to issue the Chapter Topics libguide that includes content featuring activities as submitted by the Chapters.

2. What were the relevant results for your projects?

Results were related to communication and sharing of information. No true assessment has been undertaken.

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

Chapters Council will continue to issue the Chapter Topics newsletter in libguide format that includes content featuring activities as submitted by the Chapters.

4. What worked well?

The Zoom membership meeting was well-attended compared to in-person meetings.

5. What could have worked better?

Chapter leaders have asked how to make Zoom meetings more accessible to those with vision or hearing impairment. (They also asked if ACRL has the ability/capacity to have interpretersat in-person meetings)

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

Chapters Council has not truly focused in this area. In the future I will suggest that we look for opportunities to host speakers from underrepresented groups, or offer seats or opprotunities to speacrum scholars

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

It would be good to know what ACRL leadership expects from Chapters Council. Our mission as written is to promote ciommunication and engagement of stagte ACL chapter

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

Optional

9. Any other comments, recommendations, or suggestions?

Chapters Council often feels somehow disconnected from the organization. We do not report to the ACRL board, or really to anyone. We serve as a group primarily focused on communication - but that happens through visits from the ACRL leadership to our member meetings, and chairs sharing information from the ACRL leadership forum. Some states are very interested in talking with other state chapters, while some states have multiple chapters within their state. Due to the frequent leadership changes in chapters at the state level, continuity is hard.

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:	Survey
Brief Description:	Due to the frequent change of leadership at state levels, continuity of information is hard, and many infrastructure and organizational questions are frequently asked by new members. We plan to collect information from each state chapter leader to answer questions related to how their organization is organized, their dues structure, their relationship with their state organization, what type of ongoing events or conference they host, etc. in order to have a full picture of state ACRL organizations and their activities.

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**

1. Deepen ACRL's advocacy and support for the full range of 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:

This project is organizational, so a true connection to an ACRL goal is hard to establish.

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)**
Create and send out a google form or survey to Chapters Council members	12/31/19	Lisa Nickel Ali Larsen	Tech-support for a survey software , would be great, but we will most likely use software hosted at our home institution. We will most likely host results in our LibGuide.

Activity #1 Assessment
How will success be measured?
Success will be measured by the number of state chapters that respond.

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:	Virtual Orientation and Communicating with New Members.
Brief Description:	We will hold a virtual orientation for new chapter members to orient them to our group.

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** 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:
Executive members from state ACRL chapters are members of Chapters Council and are not always aware of the network of other state ACRL chapters who can be helpful.

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)**
Plan orientation for new members	November 2019	Ali Larsen Lisa Nickel Jessica Brangiel	none
Hold orientation for new Chapters Council Members	December 2019	Ali Larsen Lisa Nickel Jessica Brangiel	Zoom tech support) possible)

Activity #2 Assessment
How will success be measured?
Success will be measured by how many chapter leaders attend