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 Conference Coordinating 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:	Trevor Dawes, University of Delaware
Vice-Chair:	
Board liaison:	
Staff liaison:	Margot Conahan and Tory Ondrla
Other leaders:	

2019–20 Leadership (terms: July 1, 2019–June 30, 2020)	
Chair:	Beth McNeil, Purdue University
Vice-Chair:	
Board liaison:	
Staff liaison:	Margot Conahan and Tory Ondrla
Other leaders:	Optional. List co-chairs, past-chairs, etc. if applicable.

Report & Work Plan Submission			
Year-end report written by:	Margot Conahan	**Date:**	10/16/2019
Work plan submitted by:		**Date:**	

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)?

The ACRL 2019 conference, "Recasting the Narrative," was held in Cleveland, Ohio, April 10-13, 2019. Conference highlights included keynote presentations by Michele Norris, Viet Thanh Nguyen, and Alison Bechdel; six preconferences; more than 500 concurrent programs; a two-day Virtual Conference, networking and social events including the All-Conference Reception at the Rock and Roll Hall of Fame.

2. What were the relevant results for your projects?

--More than 9 out of 10 attendees (93.0%) characterized their experience at ACRL 2019 as either "very positive" (45.1%) or "positive" (47.9%). The majority of respondents (90.0%) would recommend the ACRL Conference to a colleague.

--Attendance Figures:
Registrants (Face-to-face - full and daily): 3,102
Registrants (Virtual Conference): 337 (calculated w/group participation)
Guests/Staff/Others: 233
Exhibitors: 1,033
Total: 4,705

--Offered more than 500 programs that featured a wide range of content curated by academic and research librarians.

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

None

4. What worked well?

Delegating work to the component committees and sticking to deadlines.

5. What could have worked better?

A brief list is suggested here.

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

--89.6% of conference attendees strongly agreed or agreed (the top two responses) that the conference provided a welcoming and inclusive environment.

--When asked to rate how effectively the conference addressed needs concerning specific topics, 53.9% felt the conference “very effectively” addressed equity, diversity, and inclusion.

--When asked to identify the two best aspects of the conference, there were numerous responses about presence of EDI throughout conference presentations.

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:	ACRL 2021 Conference
Brief Description:	Plan and offer the ACRL 2021 conference in Seattle, April 14-17, 2021.

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:** April 14-17, 2021

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:

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)**
Plan activities for the ACRL 2021 conference per the detailed planning timeline	Ongoing through April 2021	ACRL 2021 component committees and staff	Resources needed are identified in project 3808. Expenses will be covered by revenue while generating net revenue.

Activity #1 Assessment
How will success be measured?
FY20: Specific activities are completed by the dates outlined in the planning timeline. FY21: Conference held! 90% or more of ACRL 2021 evaluation respondents rate the quality of the ACRL 2021 as “excellent” or “above average.