Division-level Committee Year-end Report and Work Plan Template

Committee

Visit the ACRL Directory of Leadership to find your charge.

Committee Name: **ACRL External Liaisons Committee**

Charge/Tasks: Oversees and coordinates the ACRL liaison relationship activities across all levels of the association; establishes and manages processes of establishing liaison relationships and provides common guidelines for appointing liaisons to the ACRL units managing liaison relationships; assesses effectiveness of the liaison program and makes recommendations for its improvement; communicates assessment findings with board and future directions for the liaison program.

Committee leadership

Visit the ACRL Directory of Leadership to find your committee roster. Click the "Next Year" link to view 2019–20 roster information.

- Current Chair (2018–19): Michelle Demeter
- Incoming Chair (2019–20): Susie Skarl
- Incoming Vice-chair (2019–20): Farzaneh Razzaghi
- Incoming Board Liaison (2018–19): Emily Daly
- Staff Liaison: Allison Payne

Submission information

Year-end report written by: Michelle Demeter (with some input from Farzaneh Razzaghi and Susie Skarl)

Work plan submitted by: Michelle Demeter

2018–19 Year-end Committee Report

This report will be included in the Committee's official record of activities maintained by the ACRL staff.

What were the major projects/activities accomplished by your committee in the 2017–18 membership year?

A brief bulleted list is suggested here; reference 2018–19 work plan projects

Throughout the 2018-2019 committee year, the External Liaisons Committee worked toward:

- *Developing strategies for future directions of the liaison program*
- *Implementing changes to the structure of the Liaisons component committees as one unit*
- *Changing the name of committee from Liaisons Coordinating to External Liaisons and unified all areas*
- *Discussing strategies for future growth of the liaison program*
- *Implementing a survey instrument for soliciting liaison feedback that will be used to drive decisions and improvements for 2019-2020*
- *Implementing a new form and updated process for grant submissions and liaison reports to ensure it is easier to understand and evaluate requests for funding*
- *Granting 12 funding requests for total of $17,112 (out of an available $30,000) with a sub-group of five members.*
- *Reimbursing 9 applicants for a total of $11,015.*
- *Sending an e-mail will be send out to those 3 in July 2019, to remind them of August 15, deadline for the reimbursement, if by that time they have not sent their information.*

How did you go about getting them done?

A brief bulleted list is suggested (correspond bullets to those above)

- *Discussions were held at 2018 Annual and 2019 Annual with the chairs from all three component committees, as well as various virtual meetings throughout the year.*
- *Encouraged ACRL units to explore liaisons and work with other associations.*
- *Created and sent out survey to liaisons.*
- *Endeavored to deepen advocacy, education, and support for liaison work.*
- *Discussed options for improving communications to be explored through the creation of future ad hoc sub-groups.*

What were the relevant results for your projects?

A brief bulleted list is suggested that includes assessment as appropriate (correspond bullets to those above). Be as specific as possible. For example: 300 proposals/applications reviewed, 32 selected; Developed and conducted three podcasts (list podcast titles, speakers, etc.) Reviewed ten standards and guidelines (list titles)

- *Agreement was made at 2019 Annual, and an Action Plan was developed by the incoming chair for the ACRL External Liaisons Committee and approved by the other chairs, the ACRL Board Liaison, and the ACRL Staff Liaison to move the requested action forward to the ACRL Board in August/September 2018.*
- *Worked with ACRL units to appoint/reappoint organizational liaisons, offering guidance in generating calls for participation as well as general suggestions for vetting applicants and ensuring appropriate onboarding for new liaisons*

- *Solicited feedback from liaisons about needs for support and training through an in-depth survey instrument*
- *Discussed a need for more robust training/onboarding documentation.*
- *Agreed that incoming vice-chair will serve as the point person for Grants to ensure continuity.*

Are any 2018–19 projects ongoing?

- *The continued restructuring/flattening of the three ACRL Liaisons Component Committees will be the some of the work for 2019-2020.*
- *Improve communication with and resources for incoming and established liaisons.*

What worked well?

A brief bulleted list is suggested here

- *As in previous years, committee members were attentive and contributed to ongoing discussions and/or committee work.*
- *The ACRL staff liaison provided all pertinent information regarding committee work, historical background, and general expectations; communication and support were excellent.*
- *The liaisons survey yielded helpful insights of what is working and what could be improved.*
- *The suggestion for improved grants process that includes reports in order to be approved has ensured reports are submitted in a timely fashion.*

What could have worked better?

A brief bulleted list is suggested here

- *As attendance at in-person meetings during ALA MW and ALA Annual has seen a steady decline over the past two or more years, providing more frequent standing committee meetings virtually may allow for greater engagement and productivity.*
- *A more thorough job of onboarding our work to incoming committee members continues to be necessary.*

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

As equity, diversity, and inclusion are fundamental values of ACRL and its members, and diversity is listed as one of ALA's Key Action Areas, the External Liaisons Committee worked with ACRL units to address all three areas when recruiting and appointing liaisons.

What do you wish someone had told you before starting work on this committee?

More about the structure of all the liaison committees and how they work together. I think there is great confusion still about what sort of liaisons are recruited, how they can procure funding, and their obligations when designated as a liaison. Having the appropriate knowledge of the committee's charge, procedures, outreach, engagement, and work of the committee is paramount to success for the ELC.

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

Working with the other committee chairs and working toward finding solutions to make the liaisons committee charge and deliverables clearer. Some of the long-term liaisons are very good and make excellent mentors. Two immediate observations: committee members were active, knowledgeable, and conscientious; the support from ACRL board and staff liaisons was outstanding and it was a privilege to serve in this capacity.

Any other comments, recommendations, or suggestions?

It might be worth recruiting long-term liaisons to leadership positions within the liaison committees because they have a much more in-depth understanding of their roles and contributions. I am confident they could steer the liaisons committees to new projects and ideas.

2019–20 Committee Work Plan

Note: Each activity/project should be reported using the below form. Copy and paste the form as many times as needed to detail each activity/project. Plans should be **Specific, Measureable, Attainable, Realistic, and Timely or SMART).**

Activity/Project Name

Continued restructuring/flattening of the three ACRL Liaisons Component Committees, now the External Liaisons Committee

Brief Description

The External Liaisons Committee merged all three component committees into one overarching committee. Due to its distinctive function within the committee, Grants remains a working group whose leadership will be the incoming vice-chair to maintain consistency and continuity. More unified projects, including expanding virtual meetings, recording orientations for new liaisons, and regular updates provided to ACRL leadership council.

Goal Area

Select the *single* best connection to the ACRL Plan for Excellence and provide a brief sentence connecting your project to the Plan.

☒ **Value of Academic Libraries**

- ☒ 1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.
- ☒ 2. Promote the impact and value of academic and research libraries to the higher education community.

☒ 3. Expand professional development opportunities for assessment and advocacy of the contributions towards impact of academic libraries.

☒ 4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.

☐ **Student Learning**

☐ 1. Challenge librarians and libraries to engage learners with information literacy skills in a way that is scalable and sustainable.

☐ 2. Increase the impact of information literacy by forming strategic partnerships with relevant higher education organizations.

☐ 3. Build capacity for librarians to collaborate with faculty and other campus partners in instructional and curricular design and delivery that will integrate information literacy into student learning.

☐ 4. Articulate and advocate for the role of librarians in setting, achieving, and measuring institutional student learning outcomes.

☐ **Research and Scholarly Environment**

☐ 1. Increase the ways ACRL is an advocate and model for open dissemination and evaluation practices.

☐ 2. Enhance members' capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship.

☐ 3. Increase ACRL's efforts to influence scholarly publishing policies and practices toward a more open and equitable system.

☐ **New Roles and Changing Landscapes**

☐ 1. Deepen ACRL's advocacy and support for a full range of information professionals.

☐ 2. Equip library workforce at all levels to effectively lead, manage, and embrace change.

☐ 3. Expand ACRL's role as a catalyst for transformational change in higher education.

☐ **Demonstrating Commitment to Equity, Diversity, and Inclusion within ACRL and/or the Profession.**

☐ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Brief sentence connecting your project to the Plan

The committee will provide opportunities for liaisons to connect amongst themselves and to the ACRL membership as a whole by communicating more frequently in meetings and at ACRL Leadership Council.

Timeline

☒ continuous project assigned in charge

☐ short-term project that will be completed this membership year

☐ multi-year project continuing past this membership year (expected completion date: _____)

Note: Multi-year, strategic goal-area projects are tracked in a multi-year planning grid. Expect your staff liaison to follow-up with questions to add this project to ACRL's multi-year planning grid which is reviewed by the Board at its fall Strategic Planning Session and referenced for budget preparation.

Outline the steps and intermediate deadlines planned to complete the project.

Specific Action	Due Date	Party Responsible	**Resources Needed** *(e.g., financial*, technology, staff support)*
Submit Action Plan to ACRL Board for approval	August 1, 2019	Liaisons Committee Chair	ACRL Board/Staff support

Specific Action	Due Date	Party Responsible	**Resources Needed** *(e.g., financial*, technology, staff support)*
Set virtual meeting dates for the year and share with membership	August 1, 2019	Liaisons Committee Chair, Vice-chair	
Record orientation sessions for onboarding new liaisons	Ongoing	Liaisons Committee Chair, Vice-chair	
Create brief reports or invite liaisons to speak on experiences at Midwinter and Annual ACRL Leadership Council meetings	Jan 1, 2020 and May 1, 2020	Liaisons Committee Chair, Vice-chair, liaisons	May need staff assistance getting onto the agenda

Assessment: How will success be measured?

Success will be measured by the establishment of at least two virtual meetings in the year, a small collection of orientation recordings to be shared with new liaisons, and the reports conducted at the Midwinter and/or Annual ACRL Leadership Council meeting.

Activity/Project Name

Liaison Grant Awards

Brief Description

The charge of this project is to request for grant applications, review the applications and announce those liaisons who have been selected for the grant. Assist the liaisons with their cost reimbursements, answer any questions they may have about the application process. In addition, the committee oversees reviewing the criteria for the selection of the candidates and the funding evaluation rubric. The committee will conduct all its business through e-mails and conference call.

Goal Area

Select the *single* best connection to the ACRL Plan for Excellence and provide a brief sentence connecting your project to the Plan.

☐ **Value of Academic Libraries**

- ☒ 1. Articulate a research agenda that communicates the value of academic and research libraries.
- ☐ 2. Promote the impact and value of academic and research libraries to the higher education community.
- ☐ 3. Build on Assessment in Action to expand community of practice and professional development opportunities.
- ☐ 4. Support libraries in advancing issues of equity, access, diversity, and inclusion in higher education.

☐ **Student Learning**

☐ 1. Challenge librarians and libraries to engage learners with information literacy skills in a way that is scalable and sustainable.
☐ 2. Increase the impact of information literacy by forming strategic partnerships with relevant higher education organizations.
☐ 3. Build capacity for librarians to collaborate with faculty and other campus partners in instructional and curricular design and delivery that will integrate information literacy into student learning.
☒ 4. Articulate and advocate for the role of librarians in setting, achieving, and measuring institutional student learning outcomes.

☐ **Research and Scholarly Environment**
☐ 1. Increase the ways ACRL is an advocate and model for open dissemination and evaluation practices.
☒ 2. Enhance members' capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship.
☐ 3. Increase ACRL's efforts to influence scholarly publishing policies and practices toward a more open system.

☐ **New Roles and Changing Landscapes**
☒ 1. Deepen ACRL's advocacy and support for a full range of information professionals.
☐ 2. Equip library workforce at all levels to effectively lead, manage, and embrace change.
☐ 3. Expand ACRL's role as a catalyst for transformational change in higher education.

☐ **Demonstrating Commitment to Equity, Diversity, and Inclusion within ACRL and/or the Profession.**

☒ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Brief sentence connecting your project to the Plan

By providing liaisons funding to attend non-library affiliated conferences and meetings we will be able to promote and advocate the libraries and the librarians professional value in the society, and for the research. ACRL library liaisons can provide valuable information to other professionals that can enhance their work and possibly research agenda.

Timeline

☐ continuous project assigned in charge
☒ short-term project that will be completed this membership year
☐ multi-year project continuing past this membership year (expected completion date: _____)

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Outline the steps and intermediate deadlines planned to complete the project.

Specific Action	Due Date	Party Responsible	**Resources Needed** *(e.g., financial*, technology, staff support)*
Announce the application deadline for applying for the Grant	Deadline to receive the application for the fall is August 15, 2020, and spring 2020 is August 30, 2020	Vice-chair of External Liaisons Committee	May need some technology assistance for online communications or online meetings
Forward the applications to the grant task force members for their review.	By no later than August 20, 2020 for the fall applications	Vice-chair of External Liaisons Committee	none

Specific Action	Due Date	Party Responsible	**Resources Needed** *(e.g., financial*, technology, staff support)*
Schedule a conference (Zoom) call with the committee members to discuss the applications and make the final selection.	Between September 10-20 of 2020	Vice-chair of External Liaisons Committee	Will need assistance for access to technology to conduct the remote meetings
Send a letter of acceptance to all the applicants who have been selected for the grant.	By no later than October 1, 2020	Vice-chair of External Liaisons Committee	May need assistance from the ACRL Liaison Grant committee

Assessment: How will success be measured?

The success of the committee will be measured by how on a timely manner the request for the applications are announced, how timely the applications are reviewed by the committee members, and how successfully communications between the chair, committee members and the liaisons made the funding available to all the qualified applicants.