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:	"Resources for College Libraries" Editorial Board
Charge/Tasks:	The editorial board is charged to serve in an advisory capacity to CHOICE staff regarding Resources for College Libraries editorial policy matters.

2018–19 Leadership (terms: July 1, 2018–June 30, 2019)	
Chair:	Neal Baker
Vice-Chair:	n/a
Board liaison:	Cheryl A. Middleton
Staff liaison:	Anne Doherty; Mark Cummings
Other leaders:	

2019–20 Leadership (terms: July 1, 2019–June 30, 2020)	
Chair:	Tammera Race
Vice-Chair:	n/a
Board liaison:	Lauren Pressley
Staff liaison:	Anne Doherty; Mark Cummings
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:	Neal Baker and Tammera Race	**Date:**	18 July 2019
Work plan submitted by:	Tammera Race	**Date:**	24 July 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)?

1. Consult on a regular basis between meetings and 2 meetings during the year.
2. Support editorial recruitment by identifying and recommending 40 prospective peer reviewers.
3. Use the RCL database for 60 minutes per year and provide feedback.
4. Contribute content for RCL's outreach and promotion efforts.

2. What were the relevant results for your projects?

Regular meetings held; 5 out of 40 prospective peer reviewers recommended; database feedback reports received from 2 out of 8 members; plans temporarily tabled re: contributing content for RCL's outreach and promotion efforts.

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

1. Consult on a regular basis between meetings and 2 meetings during the year, serving in an advisory role for the RCL publication, including editorial development.
2. Support editorial recruitment.
3. Use the RCL database for 60 minutes per year and provide feedback.

4. What worked well?

Initial momentum established in terms of recommending prospective peer reviewers, but much work remains to be done to meet the target number.

5. What could have worked better?

Periodic reminders from the editorial Board chair would almost certainly focus Board member attention on: 1) recommending prospective peer reviewers; 2) using the RCL database for 60 minutes per year and providing feedback.

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

Every year, the Project Editor and the editorial Board chair analyze Board compositional representation in terms of e.g. race, ethnicity, gender, gender identity, and institutional Carnegie classification.

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)?

The Project Editor exemplifies organizational acumen, efficiency, and empathy.

9. Any other comments, recommendations, or suggestions?

Periodic reminders from the editorial Board chair would almost certainly focus Board member attention on deliverables. In addition, shorter intervals between deliverables will make it easier for members to manage projects.

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:	Provide advice and feedback on RCL's editorial development.
Brief Description:	Through meetings at ALA Midwinter (virtual) and at ALA Annual (face to face), the editorial board will support the publication of RCL by providing advice and feedback on editorial policies, development, outreach, and promotion. Additionally meetings may be scheduled to facilitate and conduct board work.

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** 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:
By supporting the publication and editorial development of Resources for College Libraries, the board promotes the continued role for a core bibliography in shaping academic library collections and research initiatives, including increasing access to data and supporting the scholarly environment.

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)**
Review and discuss editorial matters at ALA Midwinter meeting (virtual)	On or before January 28, 2020 (ALA MW)	Board members, chair, and staff liaison	Online meeting software, ALA Connect, staff support
Review and discuss editorial matters at ALA Annual meeting (face to face)	ALA Annual, June 28, 2020	Board members, chair, and staff liaison	ALA Annual meeting space, ALA Connect, staff support
Additional meetings (as needed) to facilitate and conduct board work	tbd	Board members, chair, and staff liaison	Online meeting software, ALA Connect, staff support

Activity #1 Assessment
How will success be measured?
Success will be measured by member attendance and active participation. Our goal is to have a quorum (5 or more members) at both the Midwinter and Annual meetings.

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:	Support editorial recruitment efforts.
Brief Description:	The Board will support editorial recruitment of subject editors and peer reviewers by identifying new avenues for recruiting.

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** 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:
The board helps to ensure that Resources for College Libraries is relevant, current and useful to academic libraries by supporting and growing editorial capability.

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)**
Discussion of possible new opportunities for recruitment	On or before January 28, 2020	Board members, chair, and staff liaison	ALA Connect; online meeting; report on current efforts (staff liaison).
Evaluation of suggestions for recruitment.	On or before January 28, 2020	Board members, chair, and staff liaison	Online meeting; ALA Connect; staff support.
Update on new recruitment avenues.	ALA Annual, June 28, 2020	Board members, chair, and staff liaison	ALA Annual meeting; ALA Connect; staff support.

Activity #2 Assessment
How will success be measured?
Success will be measured by identifying at least two new possible avenues for recruiting efforts.

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:	Use the RCL database for 60 minutes per year and provide feedback.
Brief Description:	Board members will use and evaluate the RCL database for at least 60 minutes during the next year.

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:**

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:
The board helps to improve the user experience by making recommendations based on guided use and evaluation of Resources and College Libraries.

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)**
Use and evaluate RCL database for at least 30 minutes.	December 1, 2019	Board members.	Access to RCL and user prompts. Post evaluations to ALA Connect.
Use and evaluate RCL database for at least 30 minutes.	May 1, 2020	Board members.	Access to RCL and user prompts. Post evaluations to ALA Connect.
Collate input and report next steps to Board.	ALA Annual, June 28, 2020	Project Editor	ALA Connect; staff support.

Activity #3 Assessment
How will success be measured?
Success will be measured by level of participation by board members and meaningful feedback. The goal is to have a 75% participation rate by May 1, 2020.