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:	College and Research Libraries News Editorial Board
Charge/Tasks:	The editorial board serves in an advisory capacity to the editor on all policy matters concerning editorial content or format. Tasks: To react to ideas for development of C&RL News that have been proposed by the editor.

2018–19 Leadership (terms: July 1, 2018–June 30, 2019)	
Chair:	Amanda Dinscore
Vice-Chair:	N/A
Board liaison:	Cheryl A. Middleton
Staff liaison:	David Free
Other leaders:	

2019–20 Leadership (terms: July 1, 2019–June 30, 2020)	
Chair:	Heidi Burkhardt
Vice-Chair:	N/A
Board liaison:	Lauren Pressley
Staff liaison:	David Free
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:	Amanda Dinscore	**Date:**	6/14/19
Work plan submitted by:	Heidi Burkhardt	**Date:**	8/22/19

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)?

The committee worked with editor David Free to create and distribute a readership survey to learn more about the perceived value of publication content. The survey was distributed in summer 2018. We received 207 responses, the majority of which were positive.

The committee provided ongoing feedback to the editor on C&RL News content and format.

2. What were the relevant results for your projects?

We received feedback from 207 C&RL News readers via the readership survey.

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

We plan to look more closely at the readership survey data to see what we can learn. We may also plan focus groups to ask more in-depth questions.

We also plan to revisit our goal of increasing our social media presence by locating and highlighting content from historical back files of C&RL News which will soon be made available online.

4. What worked well?

Great communication between the editor and editorial board.

Meeting virtually and utilizing ALA Connect also worked well.

5. What could have worked better?

N/A

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

By soliciting and including articles that support a variety of different viewpoints within the profession.

By developing a readership survey with the goal of learning more about the type of content readers would like to see.

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

N/A

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

David Free's leadership and excellent communication with the editorial board is invaluable. The success of the board, and of the publication, can be directly attributed to his hard work and dedication.

9. Any other comments, recommendations, or suggestions?

N/A

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:	Readership Survey - Response analysis
Brief Description:	The committee will work to analyze readership survey data and recommend changes based on what is learned. The committee will also consider soliciting more in-depth responses through focus groups or other means.

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:

Activity #1: Continuing to leverage the readership survey is a way for us to ensure we continue to meet the diverse needs of ACRL's membership.

Activity #2: Highlighting newly available archival articles from CR&L News will help show the range and diversity of past content along with promoting the availability of the full archives of the magazine. The editorial board's charge is also directly tied to enabling programs and services.

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)**
Assign committee members	early Fall 2019	Board Chair	
Review and code open comments	November 2019	assigned committee members	
Develop action items as needed and assign	January 2020 / Midwinter virtual mtg	Board Chair, Committee	
Write-up final analysis and outcomes, post to Connect	March 2020	Board Chair, assigned committee members	

Activity #1 Assessment
How will success be measured?
We will finish closing the loop on the survey and include comments as to whether it is something the committee should repeate in the future.

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:	Highlight back file content via social media.
Brief Description:	Once it is made available, the editorial board will look at back file content with the goal of promoting that content on social media. The editorial board will pay special attention to diverse viewpoints and will work to be inclusive in the content that it highlights.

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:

Activity #1: Continuing to leverage the readership survey is a way for us to ensure we continue to meet the diverse needs of ACRL's membership.

Activity #2: Highlighting newly available archival articles from CR&L News will help show the range and diversity of past content along with promoting the availability of the full archives of the magazine. The editorial board's charge is also directly tied to enabling programs and services.

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)**
Assign committee members to project	depends on when it's available	Board Chair	
Develop strategy for sharing backfile		assigned committee members	
Create content calendar		assigned committee members	
Coordinate with David and possibily C&RL social media editor to		assigned committee members, Editor	
Recommend whether to continue	Annual Meeting?	Board Chair, members, Editor	

Activity #2 Assessment
How will success be measured?
We will have shared backfile articles via social media and write a recommendation as to whether the editorial board should continue doing so as part of our work.

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:	Ongoing feedback on C&RL News content, covers, and format.
Brief Description:	The editorial board works with the editor to provide feedback on the publication and assist in scouting potential content for publication.

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 continued quality of C&RL News relates directly to ACRL's enabiling programs and services.

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)**
Provide suggestions/ comments to editor on C&RL News contents	Continuous input, but agenda items for formal reporting out for	Editorial board, editor	
Follow up on content suggestions and locate/ work with potential	Continuous input, but agenda items for formal reporting out for	Editorial board, editor	

Activity #3 Assessment
How will success be measured?
Our goal is consistent quality and improvement in content and delivery of C&RL News. The Annual and Midwinter reports to the board from the Editor-In-Chief highlight measurable success indicators such as: top readership statistics for individual articles online, subscription statistics via social network channels, numbers of manuscripts submitted and rejected, page counts, advertising data and revenue.