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:	Information Literacy Frameworks and Standards Committee
Charge/Tasks:	Oversees the development and review of discipline-specific information literacy d ocuments, including frameworks and standards. Provides guidance for groups d eveloping discipline-specific IL documents, reviews drafts, and updates docume ntation related to the process. This committee, in conjunction with the Standards

2018–19 Leadership (terms: July 1, 2018–June 30, 2019)	
Chair:	Amanda Nichols Hess
Vice-Chair:	Emily Drabinski
Board liaison:	Caroline Fuchs
Staff liaison:	Mary Jane Petrowski
Other leaders:	

2019–20 Leadership (terms: July 1, 2019–June 30, 2020)	
Chair:	Emily Drabinski
Vice-Chair:	Caitlin Plovnick
Board liaison:	
Staff liaison:	
Other leaders:	Optional. List co-chairs, past-chairs, etc. if applicable.

Report & Work Plan Submission			
Year-end report written by:	Amanda Nichols Hess	**Date:**	6/3/2019
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)?

• Committee members made contact with representatives from all committees that are creating or updating Framework companion documents.
• ILFSC worked with Heather Smedberg, who was the co-chair of the task force that created the Guidelines for Primary Source Literacy, to create a document of best practices guide based on her experiences. This document is shared on the ILFSC LibGuide.
• ILFSC approved the Characteristics of Programs of Information Literacy that Illustrate Best Practices and forwarded them to the Standards Committee for review.
• ILFSC developed separate Checklist for Developing and Revising Non-Disciplinary Framework Companion Documents and Tip Sheet for Developing and Revising Non-Disciplinary Framework

2. What were the relevant results for your projects?

• Approximately 135 people participated in the virtual discussion forum, Developing Disciplinary Companion Documents to the Framework (a total of 278 registered; all received the recorded session after the fact).
• ILFSC completed its review of the Instruction Section document, Characteristics of Programs of Information Literacy that Illustrate Best Practices. The committee approved the document and sent it to the Standards Committee.
• Committee members made contact with every single committee that is currently required to review and update disciplinary standards, or are intending to create new disciplinary documents, in order to determine where they are in the process and answer any questions they may have.

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

• ILFSC is considering how to best address equity, diversity, and inclusion going forward.
• ILFSC is currently working with the individuals who presented during the 2019 virtual discussion forum to get examples of their process materials that they are willing to share posted to the ILFSC LibGuide so that other groups have access to this information.

4. What worked well?

• Virtual meetings seemed to work well for everyone, although some of the connection was certainly lost.
• This is the first year ILFSC hosted a virtual discussion forum rather than an in-person forum at ALA Annual. The virtual session had almost 300 registered participants; the session was recorded and distributed after the fact.
• Breaking into focused subcommittees related to creating documents to support groups working on non-disciplinary companion documents and equity, diversity, and inclusion was an efficient way to

5. What could have worked better?

• At times, committee members struggle to make any contact with their assigned liaison(s). The chair has found it most useful to go directly to the unit leadership/ACRL staff liaison, but sometimes this communication came too late. Checking in regularly within the committee can help stem frustration or challenges in connecting.
• While the virtual discussion forum went well, it was the first time the committee had offered such an event – there was considerable back-and-forth between the chair and ACRL staff, as well as the

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

• ILFSC began to consider how it can more effectively address equity, diversity and inclusion in the checklist and/or tips document for groups updating or creating documents.
• A sub-committee was formed to look at these considerations in light of the current documents (e.g. Checklists and Tip Sheets). Although certain language can be incorporated into the committee's existing resources, the sub-committee believed – and the rest of the committee affirmed – that equity, diversity, and inclusion are not really checklist-able items.
• While small changes were made to ILFSC's resources for groups working to create or revise Framework companion documents, the 2019-2020 committee plans to undertake a broader examination of how equity, diversity, and inclusion factor into companion documents, and what true

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

• Better understanding the workflows with the Standards Committee leadership would have made the process of communicating with the Instruction Section re: their Characteristics of Instruction Programs that Demonstrate Best Practices document clearer and more effective.
• Although ACRL provides considerable support for virtual sessions, a checklist or sequenced document of the steps involved in setting up a virtual session (e.g. session platform options, speaker agreement information, timing for practice sessions, timing for getting in documentation) would have made the communication process clearer, at least for me.

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

The committee was comprised of a dedicated group of professionals this year. A number of people contributed to the ongoing success of this committee.

9. Any other comments, recommendations, or suggestions?

I am confident that Emily and Caitlin will do an excellent job leading this committee in 2019-2020!

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:	Complete Checklist and Tip Sheet for Equity, Diversity, and Inclusion standards work
Brief Description:	Building on the work of members last year, the committee will review and finalize EDI recommendations for information literacy standard and framework documents.

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:
Because disciplinary companion documents are essential to facilitate librarians' efforts to set, achieve, and measure information literacy learning outcomes in their various disciplines across instructional settings and institutions, facilitating the processes where these documents are created represents the first step in the connection-building process. Ensuring that committee members are equipped to help groups through the document revision/creation process helps to increase information literacy's impact across higher education.

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)**
Schedule initial virtual committee meeting to discuss EDI standards	September 15, 2019	ILFSC Chair (Emily Drabinski)	
Develop meeting schedule and deadlines for revision and review	October 15, 2019	ILFSC Chair (Emily Drabinski	
Deliver final revised document to ACRL Board for review	December 1, 2019	ILFSC Chair (Emily Drabinski)/committee members	

Activity #1 Assessment
How will success be measured?
This project will be successful if, by December 1, 2019, the ILFSC is able to deliver a document to the ACRL Board for review.

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:	Guide/onboard new committee members so they can support disciplinary committe
Brief Description:	Committee members support various subject areas committees/task forces/groups that are revising/creating documents that connect information literacy in their areas with the ACRL Framework for Information Literacy for Higher Education. They need to understand the processes, procedures, and expectations related to this work so that they can effectively shepherd disciplinary groups through this work.

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**

2. Collaborate with internal and external partners to expand understanding of the impact of informatic

☐ **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:

Because disciplinary companion documents are essential to facilitate librarians' efforts to set, achieve, and measure information literacy learning outcomes in their various disciplines across instructional settings and institutions, facilitating the processes where these documents are created represents the first step in the connection-building process. Ensuring that committee members are equipped to help groups through the document revision/creation process helps to increase information literacy's impact across higher education.

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)**
Contact all members via email and share resources (ILFSC	September 15, 2019	ILFSC Chair (Emily Drabinski)	
Schedule initial virtual committee meeting where continuing	October 31, 2019	ILFSC Chair (Emily Drabinski)	
Compile any best practices/tips/suggestions in a shared	December 1, 2019	ILFSC Chair (Emily Drabinski)/committee members	

Activity #2 Assessment
How will success be measured?
This project will be successful if, by December 2019, new committee members report understanding the purpose and processes of ILFSC; feel comfortable reaching out to their assigned liaison areas; and know where to go if they need help or support.

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:	Host either a forum at ALA Annual 2019 or a virtual webinar/session to report on E
Brief Description:	This information-sharing session, offered either online or in person, will share with the larger field the work undertaken by the committee to incorporate equity, diversity, and inclusion into information literacy documents. It will also offer an opportunity for other task forces/groups to discuss the ways they see this strategic goal intersecting with their information literacy efforts.

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:

Efforts to incorporate equity, diversity, and inclusion in the process and production of information literacy standards and frameworks are relatively new to our work. Offering programming that specifically attends to this area will center ILFSC as an example of the ways that EDI intersects with all the work of the association, including the relatively straightforward work of our committee.

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)**
Decide on preference for an in-person or virtual session with	December 2019	Committee	
Set a date for a virtual or in-person discussion session at ALA Annual	January 2019	ILFSC Chair, ACRL Staff Liaison	Technology for a virtual conference (potentially)
Contact groups to participate in the discussion session	April 2019	ILFSC Chair and committee members	
Finalize event details (date, time, location information)	May 2019	ILFSC Chair, ACRL staff liaison	
Publicize the event	May/June 2019	ILFSC committee members	Staff support in promoting a virtual session, if scheduled

Activity #3 Assessment
How will success be measured?
The discussion session will be successful if it is well-attended; if information regarding the integration of EDI work with information literacy companion documents is shared and discussed among attendees; and if presenters agree to share their content via the ILFSC LibGuide to enable these discussions to continue going forward.