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

Each summer, ACRL division-level committees should complete a year-end report and work plan. By **August 31, 2023**, the committee chair should post the completed combined template to ALA Connect.

The **report** section should be completed by the outgoing chair. The **work plan** section should be completed by the incoming chair. Committee members, Board liaison, staff liaison should all review and approve the work plan. Projects included in a committee's work plan will be implemented September 2022 through June 2023.

Committee Name & Charge	
Committee Name:	ACRL Chapters Council
Charge/Tasks:	The mission of ACRL Chapters Council is to serve as a conduit for information and communication between ACRL national and its chapters, and to promote membership of ACRL national. The goals of Chapters Council are: to support the goals and initiatives of ACRL national; to facilitate communication between ACRL members and ACRL leadership; to encourage and support ACRL chapters' goals and initiatives; to build membership of ACRL at the national and chapter levels.

2021–2022 Leadership (terms: July 1, 2021–June 30, 2022)	
Chair:	Dawn Behrend
Vice-Chair:	Kelly McCallister
Board liaison:	Julie Ann Garrison
Staff liaison:	Lauren Carlton
Other leaders:	Ali Larsen (Past-Chair) Eric Edwards (Secretary) Leslin Charles (Editor) Paula Martin (List Administrator) Amber Willenborg (LibGuide Administrator)

2022–2023 Leadership (terms: July 1, 2022–June 30, 2023)	
Chair:	Kelly McCallister
Vice-Chair:	Eric Edwards
Board liaison:	Erin Ellis
Staff liaison:	Lauren Carlton
Other leaders:	Dawn Behrend (Past-Chair) (Secretary) (Editor) Paula Martin (List Administrator) Laura Hall (Legislative Representative)

Report & Work Plan Submission			
Year-end report written by:		**Date:**	
Work plan submitted by:		**Date:**	

2022–2023 Year-end Report

This report will be included in the committee's official record of activities maintained by ACRL staff. Brief bulleted lists are suggested for the responses.

1. What were the major projects/activities accomplished by your committee in the 2022–2023 membership year (July 1, 2022 to June 30, 2023)?

2. What were the relevant results for your projects?

3. Which if any 2022–2023 projects will continue next year?

4. What worked well?

5. What could have worked better?

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

7. Please indicate EDI activities you would like to publicly include on the ACRL EDI LibGuide (Limit to 75 words or less).

If there are questions regarding the above activities, staff can contact:
- **Name:**
- **Email:**

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

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

10. Any other comments, recommendations, or suggestions?

2022–2023 Work Plan

The [ACRL strategic plan](#) is revisited every year, but the past recent years have brought about significant changes in higher education, academic libraries, and ALA that necessitate identifying and drafting short-term priorities. Beginning in summer 2021, the ACRL Board has set priorities for two years in three areas: Equity, Diversity, and Inclusion; Communication and Engagement; and Membership. **In general, how do you see your group's work in the coming year (activities described below) connecting with these three priority areas:**

ACRL Short-Term Priorities

1. **Equity, Diversity, and Inclusion**:
    a. What conversations will your committee continue about EDI-related initiatives? (e.g., developing programming, tools, publications, eLearning, etc.)
    b. What are some ways you could determine outcomes/impact?

2. **Communication and engagement**:
    a. How involved are members in the work of the committee?
    b. What ideas does your group have for helping members feel more connected to the work of the team?
    c. What kind of support might you need to improve communication and engagement?

3. **Membership:**   a. How might the work of your committee support or provide value for members?

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 program year. While the form is pre-populated with ten activities, it is not required to generate ideas for all ten 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:	
Brief Description:	

Activity #1 Timeline
How long will it take to do this project?
continuous project assigned in charge
short-term project that will be completed this membership year
multi-year project continuing past June 30, 2023. Expected completion date:

ACRL Plan for Excellence
Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning
Research and Scholarly Environment
New Roles and Changing Landscapes

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)**

Activity #1 Assessment
How will success be measured?

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 program year. While the form is pre-populated with ten activities, it is not required to generate ideas for all ten 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:	
Brief Description:	

Activity #2 Timeline
How long will it take to do this project?

continuous project assigned in charge	
project that will be completed this membership year	
short-term priority or multi-year project continuing past June 30, 2023.	
Expected completion date:	

[ACRL Plan for Excellence](#)
Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning
Research and Scholarly Environment
New Roles and Changing Landscapes

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 #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)**

Activity #2 Assessment
How will success be measured?

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 program year. While the form is pre-populated with ten activities, it is not required to generate ideas for all ten 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:	
Brief Description:	

Activity #3 Timeline
How long will it take to do this project?
continuous project assigned in charge   **project that will be completed this membership year**   **short-term priority or multi-year project continuing past June 30, 2023.**   **Expected completion date:**

ACRL Plan for Excellence
Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning
Research and Scholarly Environment

New Roles and Changing Landscapes	
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 #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)

Activity #3 Assessment
How will success be measured?

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 program year. While the form is pre-populated with ten activities, it is not required to generate ideas for all ten 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 #4	
Activity Name:	
Brief Description:	

Activity #4 Timeline	
How long will it take to do this project?	
continuous project assigned in charge **project that will be completed this membership year** **short-term priority or multi-year project continuing past June 30, 2023.** **Expected completion date:**	

[ACRL Plan for Excellence](#)
Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning

Research and Scholarly Environment	
New Roles and Changing Landscapes	
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 #4 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)**

Activity #4 Assessment
How will success be measured?

2022-2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 program year. While the form is pre-populated with ten activities, it is not required to generate ideas for all ten 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 #5	
Activity Name:	
Brief Description:	

Activity #5 Timeline	
How long will it take to do this project?	
continuous project assigned in charge **project that will be completed this membership year** **short-term priority or multi-year project continuing past June 30, 2023.** **Expected completion date:**	

ACRL Plan for Excellence
Check the best goal and indicate the objective.
Value of Academic Libraries

Student Learning	
Research and Scholarly Environment	
New Roles and Changing Landscapes	
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 #5 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)**

Activity #5 Assessment
How will success be measured?

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 program year. While the form is pre-populated with ten activities, it is not required to generate ideas for all ten 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 #6	
Activity Name:	
Brief Description:	

Activity #6 Timeline	
How long will it take to do this project?	

continuous project assigned in charge
    project that will be completed this membership year
    short-term priority or multi-year project continuing past June 30, 2023.
    Expected completion date:	

ACRL Plan for Excellence
Check the best goal and indicate the objective.

Value of Academic Libraries	
Student Learning	
Research and Scholarly Environment	
New Roles and Changing Landscapes	
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 #6 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)**

Activity #6 Assessment
How will success be measured?

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 program year. While the form is pre-populated with ten activities, it is not required to generate ideas for all ten 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 #7	
Activity Name:	
Brief Description:	

Activity #7 Timeline
How long will it take to do this project?
continuous project assigned in charge
project that will be completed this membership year
short-term priority or multi-year project continuing past June 30, 2023.
Expected completion date:

ACRL Plan for Excellence
Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning
Research and Scholarly Environment
New Roles and Changing Landscapes
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 #7 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)**

Activity #7 Assessment
How will success be measured?

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 program year. While the form is pre-populated with ten activities, it is not required to generate ideas for all ten 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 #8	
Activity Name:	
Brief Description:	

Activity #8 Timeline
How long will it take to do this project?
continuous project assigned in charge

project that will be completed this membership year short-term priority or multi-year project continuing past June 30, 2023. Expected completion date:	

ACRL Plan for Excellence
Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning
Research and Scholarly Environment
New Roles and Changing Landscapes
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 #8 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)**

Activity #8 Assessment
How will success be measured?

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 program year. While the form is pre-populated with ten activities, it is not required to generate ideas for all ten 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 #9	
Activity Name:	
Brief Description:	

Activity #9 Timeline

How long will it take to do this project?	
continuous project assigned in charge project that will be completed this membership year short-term priority or multi-year project continuing past June 30, 2023. Expected completion date:	

Check the best goal and indicate the objective.

Value of Academic Libraries

Student Learning

Research and Scholarly Environment

New Roles and Changing Landscapes

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 #9 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)

Activity #9 Assessment
How will success be measured?

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 program year. While the form is pre-populated with ten activities, it is not required to generate ideas for all ten 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 #10	
Activity Name:	
Brief Description:	

Activity #10 Timeline
How long will it take to do this project?
continuous project assigned in charge
project that will be completed this membership year
short-term priority or multi-year project continuing past June 30, 2023.
Expected completion date:

ACRL Plan for Excellence
Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning
Research and Scholarly Environment
New Roles and Changing Landscapes
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 #10 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)**

Activity #10 Assessment
How will success be measured?