

## 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:	
Charge/Tasks:	

2018–19 Leadership (terms: July 1, 2018–June 30, 2019)	
Chair:	
Vice-Chair:	
Board liaison:	
Staff liaison:	
Other leaders:	

2019–20 Leadership (terms: July 1, 2019–June 30, 2020)	
Chair:	
Vice-Chair:	
Board liaison:	
Staff liaison:	
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:		Date:	
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)?**

**2. What were the relevant results for your projects?**

**3. Which if any 2018–19 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. Was there information you could have been provided before starting this project that would have made your work easier?**

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

**9. Any other comments, recommendations, or suggestions?**

## 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

<b>Activity Name:</b>	
<b>Brief Description:</b>	

### Activity #1 Timeline

<b>How long will this project take?</b>
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](#)

<b>Check one box below. If applicable, select objective from drop-down.</b>
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)
<b>Provide a brief sentence connecting your project to the goal area and objective you selected:</b>

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?

## 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

<b>Activity Name:</b>	
<b>Brief Description:</b>	

### Activity #2 Timeline

<b>How long will this project take?</b>
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](#)

<b>Check one box below. If applicable, select objective from drop-down.</b>
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)
<b>Provide a brief sentence connecting your project to the goal area and objective you selected:</b>

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?

## 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

<b>Activity Name:</b>	
<b>Brief Description:</b>	

### Activity #3 Timeline

<b>How long will this project take?</b>
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](#)

<b>Check one box below. If applicable, select objective from drop-down.</b>
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<b>Provide a brief sentence connecting your project to the goal area and objective you selected:</b>



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?

## 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 #4	
Activity Name:	
Brief Description:	

Activity #4 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:

<a href="#">ACRL Plan for Excellence</a>
Check one box below. If applicable, select objective from drop-down.
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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?

## 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 #5	
<b>Activity Name:</b>	
<b>Brief Description:</b>	

Activity #5 Timeline
<b>How long will this project take?</b>
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:

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<b>Check one box below. If applicable, select objective from drop-down.</b>
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Enabling Programs and Services (education, advocacy, publications, or member engagement)
<b>Provide a brief sentence connecting your project to the goal area and objective you selected:</b>

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?

## 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 #6	
Activity Name:	
Brief Description:	

Activity #6 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:

<a href="#">ACRL Plan for Excellence</a>
Check one box below. If applicable, select objective from drop-down.
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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?

## 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 #7

<b>Activity Name:</b>	
<b>Brief Description:</b>	

### Activity #7 Timeline

<b>How long will this project take?</b>
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](#)

<b>Check one box below. If applicable, select objective from drop-down.</b>
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Enabling Programs and Services (education, advocacy, publications, or member engagement)
<b>Provide a brief sentence connecting your project to the goal area and objective you selected:</b>



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?

## 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 #8	
<b>Activity Name:</b>	
<b>Brief Description:</b>	

Activity #8 Timeline
<b>How long will this project take?</b>
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:

<a href="#">ACRL Plan for Excellence</a>
<b>Check one box below. If applicable, select objective from drop-down.</b>
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Enabling Programs and Services (education, advocacy, publications, or member engagement)
<b>Provide a brief sentence connecting your project to the goal area and objective you selected:</b>

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?

## 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 #9	
<b>Activity Name:</b>	
<b>Brief Description:</b>	

Activity #9 Timeline
<b>How long will this project take?</b>
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:

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<b>Check one box below. If applicable, select objective from drop-down.</b>
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Enabling Programs and Services (education, advocacy, publications, or member engagement)
<b>Provide a brief sentence connecting your project to the goal area and objective you selected:</b>

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?

## 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 #10

<b>Activity Name:</b>	
<b>Brief Description:</b>	

### Activity #10 Timeline

<b>How long will this project take?</b>
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:

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<b>Check one box below. If applicable, select objective from drop-down.</b>
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<b>Provide a brief sentence connecting your project to the goal area and objective you selected:</b>

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?