

INSTRUCTION SECTION

ALA/ACRL

Annual Planning Form

All committees and task forces should use this form to identify their long and short-term activities and projects, including those prescribed by their committee's charge. Use this form to report each activity, relate it to the strategic plan goal that it supports, write measurable objectives for this activity, state the projected completion date, and note how the committee plans to evaluate the success of the activity or project. [Example](#)

To report more than one activity or project, please copy and paste the relevant parts of the template below, as many times as you need in order to report all of your activities.

After completing this form, please save it using the following file name structure:
apform<years>_<name of committee>.doc

Example: apform20062008_information literacy in the disciplines.doc

Send this file as an attachment to an email message to Sarah Sheehan, Planning Committee Chair, ssheehan@gmu.edu and to Jean Caspers, IS Chair jcaspers@linfield.edu by **October 15, 2007**.

Committee/Task Force: Peer-Reviewed Instructional Materials Online Committee

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Activity/Project # 1

1..... Indicate one Goal Area this activity/project best supports: (see end of page for more information about the Strategic Goal Areas)

Strategic Area

Higher Education and Research

The Profession

The Association

Goal Area

☐ Learning
☐ Scholarship
☐ Advocacy

☐ Continuous learning
☐ Leadership
☒ Instruction Technology

☐ Membership
☐ Sustainability

2. Describe the activity or project and how it relates to the strategic direction you identified

above: PRIMO Reviews: In order to provide instruction librarians with models of excellent online instruction materials the committee will conduct two rounds of reviews for the Peer Reviewed Instruction Materials Online (PRIMO) database to increase the number of materials in the database by Annual 2008.

3. This project is a ☒ continuous project assigned in charge

☐ short-term project

☐ long-term project

4. Action plan:

1. Post call for submissions to relevant listservs at least twice a year.
2. Divide submissions among groups of committee members for review.
3. Complete reviews before Midwinter and Annual meetings.
4. Add accepted sites to the PRIMO database within one month after Midwinter or Annual Meeting.
5. Send results to submitters within one month of finishing reviews.
6. Continue to troubleshoot the PRIMO committee member review form, by reporting known errors to technical support staff for resolution.

5. Proposed completion date:

Ongoing project with deadlines throughout the year.

6. How will the success of the activity or project be measured?

This project will be a success if the reviews are conducted and the materials are added to the database in a timely manner.

7. Resources required (only those external to the committee, such as web server space, etc.):

Web server capable of running the PRIMO database.

Activity/Project # 2

1..... Indicate one Goal Area this activity/project best supports: (see end of page for more information about the Strategic Goal Areas)

Strategic Area

Goal Area

Higher Education and Research

- ☐ Learning
☐ Scholarship
☐ Advocacy

The Profession

- ☐ Continuous learning
☐ Leadership
☒ Instruction Technology

The Association

- ☐ Membership
☐ Sustainability

2. Describe the activity or project and how it relates to the strategic direction you identified

above: PRIMO Background Survey: Survey the creators of accepted sites in order to provide instruction librarians with details on how online instruction materials are developed. The results of the survey will enhance the PRIMO database by including background information on the development of accepted projects.

3. This project is a ☒ continuous project assigned in charge

☐ short-term project

☐ long-term project

4. Action plan:

1. Send survey request for completion to creators of projects accepted during the Midwinter and Annual rounds.
2. Continue to troubleshoot the interactive survey form of the PRIMO database, by reporting known errors to technical support staff for resolution.

5. Proposed completion date:

Ongoing project with deadlines after each review round.

6. How will the success of the activity or project be measured?

At least half of the accepted projects from each designated round of submissions will have included in the PRIMO database completed survey responses, with background information on project development.

7. Resources required (only those external to the committee, such as web server space, etc.):

Web server to host survey. Technical support for database maintenance and problem resolution.

Activity/Project # 3

1..... Indicate one Goal Area this activity/project best supports: (see end of page for more information about the Strategic Goal Areas)

Strategic Area

Goal Area

Higher Education and Research

- ☐ Learning
- ☐ Scholarship
- ☐ Advocacy

The Profession

- ☐ Continuous learning
- ☐ Leadership
- ☒ Instruction Technology

The Association

- ☐ Membership
- ☐ Sustainability

2. Describe the activity or project and how it relates to the strategic direction you identified above: PRIMO Site of the Month: In order to increase awareness of the PRIMO Project, profile one recently accepted project each month and post the profile to the committee web site. Also post an announcement of each new profile to ILI-L.

3. This project is a ☒ **continuous project assigned in charge**
☐ **short-term project**
☐ **long-term project**

4. Action plan:

1. Select sites to be profiled.
2. Assign committee members to conduct interviews.
3. Conduct interviews and draft profile.
4. Share draft profile with committee and Executive Committee Liaison.
5. If necessary, revise profile based on feedback from committee members and Executive Committee Liaison.
6. Post profile to committee web site, and send announcement of new profile to ILI-L.

5. Proposed completion date:

Ongoing project with deadlines each month.

6. How will the success of the activity or project be measured?

This project will be a success if the interviews are conducted, reviewed, and added to the website in a timely manner.

7. Resources required (only those external to the committee, such as web server space, etc.):

Web server space; ILI-L.

Activity/Project # 4

1..... Indicate one Goal Area this activity/project best supports: (see end of page for more information about the Strategic Goal Areas)

Strategic Area	Goal Area
Higher Education and Research	<input type="checkbox"/> Learning <input type="checkbox"/> Scholarship <input type="checkbox"/> Advocacy
The Profession	<input type="checkbox"/> Continuous learning <input type="checkbox"/> Leadership <input checked="" type="checkbox"/> Instruction Technology
The Association	<input type="checkbox"/> Membership <input type="checkbox"/> Sustainability

2. Describe the activity or project and how it relates to the strategic direction you identified above: Continue identification and resolution of technical problems in the new ALA PRIMO database.

3. This project is a ☐ continuous project assigned in charge
☐ short-term project
☒ long-term project

4. Action plan:

1. Continue to work with IS and ALA staff, to identify and address PRIMO database problems.
2. Continue to address known problems with the PRIMO survey form, and the PRIMO committee member review form.

5. Proposed completion date:

Annual 2008, dependent on availability of external technical support and communication.

6. How will the success of the activity or project be measured?

The project will be successful when the database forms are free of major errors and are stable in functionality.

7. Resources required (only those external to the committee, such as web server space, etc.):

Web server that can support web-based database searching. Technical support is needed for database maintenance and problem resolution.

Activity/Project # 5

1..... Indicate one Goal Area this activity/project best supports: (see end of page for more information about the Strategic Goal Areas)

Strategic Area

Higher Education and Research

The Profession

The Association

Goal Area

☐ Learning
☐ Scholarship
☐ Advocacy

☐ Continuous learning
☐ Leadership
☒ Instruction Technology

☐ Membership
☐ Sustainability

2. Describe the activity or project and how it relates to the strategic direction you identified above: Identify broken URLs for projects in the ALA PRIMO database, and devise a set of criteria to determine whether to replace these with URLs to updated or revised versions of accepted projects; or to remove from the database formerly-accepted projects that are no longer being or are otherwise obsolete.

3. This project is a ☐ continuous project assigned in charge
☐ short-term project
☒ long-term project

4. Action plan:

1. Co-chairs to test a sample of projects in the PRIMO database to determine if URLs are still functioning; and to try to determine the current status of projects with outdated URLs.
2. Establish criteria for assessing the status of potentially obsolete projects.
3. Create guidelines / procedures for committee members to follow in order to enact a thorough review of projects in the PRIMO database.
4. Establish a project timeline and solicit volunteer committee members to complete this project.

5. Proposed completion date:

Annual 2008, depending on stability of PRIMO database, as well as on other committee commitments (number of new project reviews; Site of the Month interviews; etc.).

6. How will the success of the activity or project be measured?

The project will be successful when all of the accepted projects in the database have been evaluated for currency and stability, and projects with nonfunctioning URLs have either been deleted from the database; or updated with URLs that point to revised or updated versions of previously accepted projects.

7. Resources required (only those external to the committee, such as web server space, etc.):

Web server that space; stable access to PRIMO database for maintenance (updating and deleting project records).

Strategic Goal Areas

Strategic Area: Higher Education and Research

Goal Area: Learning

The Instruction Section enhances the ability of academic and research librarians to be leaders in the teaching of information literacy skills for lifelong learning, creating innovative learning environments, and developing effective techniques for assessing learning outcomes.

Goal Area: Scholarship

Instruction Section members are recognized as authorities on information literacy, teaching and learning paradigms, curriculum development, research, and assessment.

Goal Area: Advocacy

The Instruction Section's initiatives enable the higher education community to understand the role that academic and research librarians play in the teaching, learning, and research environment.

Strategic Area: The Profession

Goal Area: Continuous Learning

Instruction Section members are continually engaged in learning for their own professional development and for the growth of their institutions.

Goal Area: Leadership

The Instruction Section is recognized as a leading organization for developing and advocating for the role of librarians in information literacy and student learning.

Goal Area: Instruction Technology

Instruction Section members are leaders in using and integrating information technologies to create, deliver, and manage instructional and information literacy programs and services.

Strategic Area: The Association

Goal Area: Membership

The Instruction Section is an inclusive organization that recruits and retains members using appropriate formats and delivery options to support the professional growth of members and their institutions.

Goal Area: Sustainability

The Instruction Section is an effective and dynamic organization that continually identifies new ways to assess and improve its performance in carrying out its mission for the future.