Example of
Division-level Committee Annual SMART Goals Form

ACRL Division-level committee Annual SMART Goals document the concrete actions the association will take to achieve its strategic priorities. Smart goals are specific, measureable, attainable, realistic, and timely. Significant committee discussion of the current ACRL priorities, the environmental context, and committee charge, in coordination with Board and staff liaisons, should precede the completion of this form.

General Information

Committee: <u>Appointments</u>   Membership year: 2009 - 2010

Committee Chair: <u>Beth Woodard</u>   E-mail <u>bswoodar@illinois.edu</u>

Phone <u>217-244-1882</u>

Multi-year Vision

Provide a brief description of the committee's vision for multi-year/long-term outcomes advanced by the Annual SMART Goals. Include a purpose statement that answers the following questions. We are doing what, for whom, for what outcome or benefit?

The Appointments Committee exists "To recommend to the president-elect appointments to ACRL divisional committees for the year of his or her term of office." The long-term outcome addressed here is the Goal Area: Membership in the ACRL Strategic Plan, specifically Strategic Objectives #1 (Expand the appeal of ACRL membership among current members with a special focus on those new to the profession and early in their careers) and #5 (Increase efforts to support recruitment of new and diverse talent to ACRL). Engaging new talent in ACRL-level committee work will benefit the association and create opportunities for members to develop their own leadership abilities and so also indirectly supports Goal Area: Leadership. The 2009 Appointments Committee process will be documented for dissemination to future Appointments Committees for their consideration and potential adoption/adaptation. At its core, this activity pursues a long-term vision of a vital and growing association that is engaging and welcoming to all members.

Connection to Strategic Plan Priorities

Identify the ACRL 2009-2013 Priority from ACRL's Strategic Plan the committee plans to advance. ACRL's Strategic Plan *Charting Our Future: ACRL Strategic Plan 2020* can be found at http://www.ala.org/ala/mgrps/divs/acrl/about/whatisacrl/strategicplan/stratplan.cfm.

☐ Priority 1 - Goal area: Learning, Strategic objective: 2
☐ Priority 2 - Goal Area: Scholarship, Strategic objective 3
☐ Priority 3 - Goal area: Advocacy, Strategic objective: 4
☐ Priority 4 - Goal Area: Leadership, Strategic objective: 3
☐ Priority 5 - Goal Area: Information Technology, Strategic objective: 3
☐ Priority 6 - Goal area: Membership, Strategic objective: 3

If it is not possible to identify a priority, indicate the strategic area, goal area, and strategic objective that the committee will be address. *See above description in multi-year vision.*

Strategic area: ☐ Higher Education and Research ☐ The Profession ☒ The Association
Goal area: <u>Membership</u>
Strategic Objective: <u>1, 5</u>

Annual SMART Goal Specifics

List the Annual SMART Goals identified by the committee that will be pursued to advance the committee's vision for multi-year/long term outcomes, noting responsibilities, financial resources needed, and target dates for completion. Include actions and resources needed to carry out the assessment described in the next section.

SMART Goal(s)	Who is Responsible?	Target Date of Completion
1. In making appointments to the membership of ACRL standing committees in Spring 2010, the Appointments Committee will work with ACRL Staff to identify and appoint at least one ACRL member who has not previously served on an ACRL-level committee or task force in order to engage new members in ACRL committees and to help counter the perception that it is a closed group of experienced people who are always selected.	ACRL Appointments Committee ACRL Staff	Prior to the deadline for making appointments (April 1, 2010)
2. ACRL Appointments Committee will work with ACRL Staff in drafting the Call for Volunteers to highlight the need for new talent and will identify and use at least three new means for reaching members not already actively serving in ACRL.	ACRL Appointments Committee ACRL Staff	Prior to the deadline to volunteer (February 15, 2010)

To add additional entry fields, click to the right of the bottom row and hit enter.

Are financial resources needed? ☐ **Yes** ✔ **No**

  If yes, funding may be requested through ACRL's annual Strategic Initiative Action Plan process or by submitting an ACRL Board Action form. Consult your staff liaison for details.

Annual SMART Goal Assessment

Using the table below, describe how the committee will measure its success in achieving the SMART goals. Refer to the ACRL *Strategic Initiative Action Plan Proposal: Sample Assessment* for an example of the chart below completed using outcomes based evaluation at http://www.ala.org/acrl/sampleassessment.

Audience & Need: Who will this project benefit and why is there a need for this project?	The project will benefit the association and individual members and is needed to engage new talent and counter the perception that only experienced people are appointed to committees.
Outcome: What is the intended impact of this project? How does it fill the need or solve the problem identified above?	The call for volunteers will help with the perception as it will specifically state that new talent is welcomed and needed. Appointing new talent will ensure new people are involved.
Indicator(s): What are the specific, observable behaviors or conditions you are going to measure?	Number of ACRL Standing Committees that have a member who has not previously served on an ACRL Committee on their 2010-2011 roster. Impact on perception cannot be measured without extensive and complex methodology and so will not be measured.
Measurement Tool (e.g., measurement, survey, or focus group): How are you going to measure these indicators to see whether you have achieved the desired outcome?	The ACRL Appointments Committee will create a chart. The Call for Volunteers will be reviewed as to whether it included the language highlighting involvement opportunities for new talent. The means of reaching new talent with the Call for Volunteers will be documented.
Measurable Goal: What specific target(s) have you set for this project using the Measurement Tool?	100% of ACRL Standing Committees will have a member who has not previously served on an ACRL committee. The Call for Volunteers has the language: yes/no. At least three new means of reaching new talent are documented: yes/no.