Your Name:
Heather Cai

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Committee Name:
Jing Liao Award for the Best Research in All Media

Committee Roster:
Heather Cai (heather.cai@mcgill.ca), Chair, McGill University
Yijun Gao (yjgao@dom.edu), Dominican University
Anna Ren (annawu@northwestern.edu), Northwestern University
Karen Wei (kwei@illinois.edu), University of Illinois at Urbana-Champaign
Sharon Yang (yangs@rider.edu), Rider University

Committee Charge:
1. Review Committee Handbook.
2. Solicit and evaluate applications; select and announce a winner.
3. Incorporate Jing Liao committee mandate in the CALA 2020 Strategic Plan.
4. Promote the award.
5. Collaborate with other committees/taskforces.
6. Follow up with Executive Committee and CALA Treasurer on various issues.

Task Completed According to the Five Goals Outlined in the CALA 2015 Strategic Plan if Applicable and Please Be Specific:
Goal 1. Strive for Organizational Excellence.

**Set up Committee goals and assigned tasks**
In light of the CALA 2015 Strategic Plan, the Committee discussed and identified its initial annual goals in September. The goals were revised in October and finalized and submitted to the CALA President in November. Each committee member was assigned at least one task. Since Jing Liao Award was established in 2011 and therefore not included in the CALA 2015 Strategic Plan, committee member, Yijun Gao, who is also a member of the CALA 2020 Strategic Plan Task Force, was asked to lead the effort to “Incorporate Jing Liao committee mandate in the CALA 2020 Strategic Plan.” Yijun participated in CALA Town Hall Meeting 3 for CALA 2020 Strategic Planning on December 5 and proposed to add the Jing Liao Research Award to the CALA’s strategy plan to promote research.

Goal 2. Become a Leader in Global Reach Initiatives.
N/A

Goal 3. Enhance Services to CALA Membership.

** Proposed Jing Liao Supplemental Fund **
The Jing Liao Award currently grants $500 per year to honor the author(s) of an outstanding research work published in the previous year. In review of the setup of the award, the 2013-2014 Jing Liao Award Committee identified the need for an increase of the amount to make attending the CALA annual award banquet at ALA annual conference more affordable for the winners, especially if there is no other source of funding available to the individuals.

The Committee has made a great effort on initiating the Jing Liao Supplemental Fund (name to be approved). With input from Vickie Fu Doll, the
immediate past co-chair of the committee, who successfully solicited from four vendors to each verbally agree to an annual donation of $500, and Prof. Zongqi Cai, the donor of the Jing Liao Memorial Fund, the Committee discussed in-depth the framework of the Fund and submitted a proposal (see attachment 1) on November 17 to the CALA Executive Committee through Carol Gee, the CALA President.

** Proposed name change of the Award **
The Committee submitted a proposal for a change to the name of the Award, to be read “Jing Liao Award for the Best Research”. This proposal was initially submitted in June 2014 as part of the 2013-2014 Jing Liao Award Committee’s annual report. The new 2014-2015 committee reviewed and discussed the above proposal. The committee believes that this change is meaningful in the following ways:

- It emphasizes on content rather than media;
- It reduces unnecessary/potential confusions;
- It conveys a succinct message – it is all about “Best Research”, and
- It follows common naming practice.

The Committee sought the donor’s opinion regarding the name change and he agreed to the proposal. This proposal is expected to be reviewed by the CALA Board of Directors at their next meeting, during the ALA midwinter conference.

** Requested for framed certificates **
At the Committee’s request, EC has agreed to frame the certificates for monetary awardees, including Jing Liao Awardees, as of Oct. 22.

** Followed up with CALA Treasurer about Jing Liao Memorial Fund **
The Committee contacted the CALA Treasurer about the exact date when check #665 was cashed by Zhixian Yi (2014 award recipient) and was informed that it was cashed on October 10, 2014.

The Committee followed up with the CALA Treasurer about investment of the Jing Liao Memorial Fund, the Committee’s role in fund management, and queried information about how other funds are managed.

** Submitted 3 agenda items to EC meeting at ALA mid-winter **
The Committee has submitted 3 agenda items for EC meeting at the ALA mid-winter conference:

- Name change of the Award;
- Jing Liao Supplemental Fund;
- Fund management of the Jing Liao Memorial Fund

Goal 4. Provide Educational Opportunities.
N/A

N/A

Work in Progress & Timeline:
The Committee has contacted the CALA Repository Committee about adding the winning publications to the CALA Repository System. Work is to be continued. We are currently waiting for their policy and procedure. We hope this task will be completed by the end of February.

Goals and Objectives for the Second Half Year:

1. Review Committee Handbook.
   Actions:
   a. Add relationships with CALA Strategic Plan Task Force and Membership Committee; add maintaining “Past Winners” page; make other changes as necessary;
   b. Submit revised handbook entry to Handbook Committee and acquire URL of the page.
2. Solicit and evaluate applications; select and announce a winner.
   Actions:
   a. Review evaluation rubrics, make changes as necessary;
   b. Send at least 3 more calls; decide whether to extend the deadline;
   c. Follow procedure documented in the handbook for the evaluation, selection and announcement process.
3. Incorporate Jing Liao committee mandate in the CALA 2020 Strategic Plan.
   Actions:
   a. Prepare and submit a proposal to CALA 2020 Strategic Plan Task Force with suggestions on how to incorporate Jing Liao Committee mandate in the CALA 2020 Strategic Plan.
4. Promote the award.
   Actions:
   a. Contact Membership Committee about adding Jing Liao Award information in its public messages as an additional member benefit.
5. Collaborate with other committees/taskforces.
   Actions:
   a. Work with Repository Committee to define the scope of collaboration and seek appropriate approach for the presence of the winning publications in CALA Repository System (to be continued);
   b. Work with Repository Committee to develop a workflow/procedure for the collaboration; provide an instruction to authors on how to claim their
copyright (to be continued).

Note: The timeline of the collaboration may be subject to Repository System availability (expected 2015/2016).

6. Follow up with Executive Committee and CALA Treasurer on various issues.
   Actions:
   a. Follow up with the investment plan of the Jing Liao Memorial Fund;
   b. Follow up with the Committee’s role in fund management; find out how other funds are managed;
   c. Follow up with the proposal for name change of the award.

   Actions (expected actions, unforeseen issues may be dealt with on an ongoing basis):
   a. Follow up with the EC about the proposal;
   b. Contact vendors through Vickie to confirm donation of funds;
   c. Assist with communications and documentation of the official agreements between CALA and donating vendors;
   d. Oversee set-up of a separate account for receiving vendor donations;
   e. Document correspondences of the initiative.

Budget Requirements or Reimbursement Requests (If any):
No budget requirements or reimbursement requests at this time.

Questions/Comments/Suggestions for the Board (If any):
The Committee has submitted two proposals for 1) Name change of the Award; 2) Jing Liao Supplemental Fund. We hope to hear from the Board of Director (through EC) for 1) and from EC directly for 2) as soon as possible.

The Committee has asked the CALA Treasurer about investment of the Jing Liao Memorial Fund, the Committee’s role in fund management, and inquired information about how other funds are managed. These questions were raised formally in our last year’s committee reports. The donor has also asked about fund investment plan recently. We hope to receive your guidance as soon as possible.

Attachment1:
proposal for Jing Liao Supplemental Fund final draft.docx

Attachment2:
proposal for Jing Liao Award name change.docx