CALA Assessment and Evaluation Task Force 2015-2016
Annual Report

Submitted by the Committee:

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Action Item #1: Guided by the CALA constitution, by-laws, and the strategic plans, review the committee and task force charges and make recommendations to the president and board on the future committee re-organization and consolidation.

- The committee worked with the Membership Committee and collected membership information (including the numbers of regular members, life members, public library members, academic library members, other special library members, and years as CALA member). We found that although the Job Title and Job Category fields are required on the membership application form (below), most members didn’t provide us the information when they signed up. **We suggested adding more demographic and educational questions on this form to enable more meaningful data analysis in the future.** [https://intranet.calaweb.org/civicrm/contribute/transact?reset=1&id=4](https://intranet.calaweb.org/civicrm/contribute/transact?reset=1&id=4)

- We reviewed the charges of committees and task forces and sorted the committees and the task forces based on the six goals in the strategic plan. We think some committees are
essential to our organization and they should be core to all strategic goals, therefore probably not needed to be mapped to the six goals.

Those core committees are:

- Constitution and Bylaws Committee
- Finance Committee
- Membership Committee
- Nominating Committee
- Public Relations & Fundraising Committee
- Publications Committee
- Web Committee
- CALA-CALSYS Task Force

Mapping to the CALA Strategic Goals:

1. Membership Recruitment, Retention, and Engagement:
   - Membership committee
   - Public Relations & Fundraising Committee
   - International Relations Committee
   - Recruitment of Young Generations Task Force
   - Mentoring Program Committee

2. Leadership Training and Development:
   - Outstanding Leadership Award in Memory of Dr. Margaret Chang Fung Committee
   - Leadership Training Academy Task Force
   - Mentoring Program Committee

3. Local Chapter Development: we had trouble putting committees or task forces in this goal. The only one we could come up is the Local Arrangement Committee. It seems that “there is no clear infrastructure for supporting local chapters”.
4. Professional Development Opportunities through Training and Mentoring:
   Professional Development Task Force
   Mentoring Program Committee
   Sally C. Tseng Professional Development Grant Committee
   Scholarship Committee
   Sheila Suen Lai Research Grant Award Committee
   Jing Liao Award for the Best Research Committee
   Conference Travel Grant Award Committee
   Publications Committee

5. Professional Networking through Cutting-edge Technologies
   Web Committee
   Collaboration and Organizational Development Initiatives Task Force

6. CALA’s Impact on Local, State, National, and International Levels:
   Public Relations & Fundraising Committee
   ALA Advocacy Coordinating Group/COLA
   Representative to ALA Equity, Diversity and Inclusion Task Force
   Representative to ALA New Membership Round Table Council
   Representatives to ALA Diversity Council
   International Relations Committee
   Representative to the Library Society of China
   Representative to IFLA
   Assessment and Evaluation Task Force
   Collaboration and Organizational Development Initiatives Task Force
   Family Literacy Focus Task Force
   Representative to Joint Council of Librarian of Color
   Publications Committee

We are under the impression that there are quite a few of award committees. Is there a better way to reorganize them? Also there are several representatives to other organizations. Can we form a
Liaison Program that includes all those representatives to facilitate information sharing? Since assessment is so important to the organization growth, should we have an assessment committee? Those are just a few of our initial thoughts. We will continue our committee discussion and in the meanwhile, we would seek comments and suggestions from the Collaboration and Organizational Development Initiatives Task Force.

7. Based on the observation and evaluation of the Mid Term report, the following suggestions and recommendations were submitted together with the CALA President and the chair of Collaboration and Organizational Development Initiative Task Force, approved by the board and voted and passed on the Annual Election Ballot.

a. A new model to streamline the operations of all award committees. Under this model, the Award Committee will oversee and coordinate all other award committees, including scholarship committee. All other award committees will become sub-committees of the Award Committee.

For #2. Awards Committee, the changes in *italics* will read as follows:

**Awards Committee.** The chairperson, with the help of the Committee members, shall issue calls for nominations for the Distinguished Service Award for the Association, select and recommend a recipient for the Award in accordance with the criteria and guidelines established by the Board. *The Award committee will oversee and coordinate all other award sub-committees, including scholarship committee.*

b. We’re proposing the following change under CALA Bylaws, Section 9. Committee Chairpersons:

Add # 1. Assessment and Evaluation Committee (this additional will cause a re-ordering for all other committees). The changes in *italics* will read as follows:

**Assessment and Evaluation Committee.** *The chairperson, with the help of the Committee members, is responsible for assessing and evaluating the Association’s operations and strategic directions at the organizational level and providing feedback and suggestions for improvement.*

These items will be implemented into Bylaws in 2016-2017.

Respectfully submitted

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Qi Chen (Co Chair)