2015 CALA Mid-Year Committee Report Template

Your Name: Yingqi Tang, Mei Wang
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Committee Name: Jing Liao Award for the Best Research
Committee Roster:
Yingqi Tang (Co-Chair), tang@jsu.edu, Jacksonville State University
Mei Wang (Co-Chair), meiw@umich.edu, University of Michigan
Raymond Wang, rwang@ccbcmd.edu, Community College of Baltimore County
Ying Xu, yxu1@calstatela.edu, California State University Los Angeles
Liu Yan, yan.liu1@maine.edu, University of Maine

Committee Charge:
1. Solicit, select, and announce a winner.
2. Promote the award.
3. Refine committee handbook and guideline, review evaluation rubrics, as well as solicit and announcement letters.
4. Incorporate Jing Liao Award Committee mandate in the CALA 2020 Strategic Plan.
5. Follow up with Executive Committee and CALA Treasurer on various issues.
6. Develop and maintain relationship with donors to increase donor loyalty.
7. Collaborate with other CALA committees and taskforces.

Tasks Completed (according to the 5 Goals Outlined in the CALA 2015 Strategic Plan if Applicable- Be Specific):

Goals and Objectives Accomplished:
1. Create a portfolio for supplemental fund donors; keep track of each donor’s status and making necessary follow up, September, 30, 2015
2. Committee 2015-2016 Action Plan was approved, October 19, 2015.
3. Notified donors regarding the tentative timeline and procedure of selecting a winner, October, 2015.
4. Disturbed call for participants’ letter through CALA listserv, web, social media, and newsletter, October 30, 2015.
5. Updated Jing Liao Award website, October 2015.
6. Sent the first reminder of call for participants’ letter, December1, 2015.
7. Collaborated with the Membership committee, adding the Jing Liao Award and supplemental travel fund information as an additional membership benefit in its public messages, October 30, 2015.
8. Added timeline to the CALA committee master calendar, November 16, 2015.
9. Updated committee award guideline, adding supplemental fund information, December, 31, 2015

Goals and Objectives to Be Completed:
2. Update call for participation message, adding supplemental travel fund information, by October 05, 2015
3. Review the award selection rubrics, by January 31, 2015
4. Select and announce an award winner, by May 15, 2016
5. Make an arrangement for winner to receive award, by June 15, 2016

Budget Requirements or Reimbursement Requests (if any):

Budget requirements: Total: $1050.00
- $50 + $500 Jing Liao Best Research Award
- $500 Jing Liao Supplemental for Travel.

Questions/Comments/Suggestions for the Board (if any):

Summary Paragraph: In a few sentences, highlight your achievements, concerns, or suggestions that you mostly want addressed. This should be the main point of your committee report.

In light of the CALA 2020 Strategic Plan, the Committee discussed and identified its annual goals. An action plan was approved. The Committee received $500 from Beijing Zhenben Technology Co. Ltd for the supplement travel fund. The Committee will maintain good relationship with donors, and solicit other vendors in order to ensure that the fund will be available.

Note: