Assessment and Evaluation Committee

Type:

Standing

Charge

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.

Composition & Term(s) of Office

- Makeup: minimum 3 people, including the Committee Chair.
- Chair: appointed by the President with the approval of the Board for a two-years term and can serve a consecutive term. First consideration of the candidate should be given to a member who has served on this Committee previous year.
- Member:
  - Members shall be personal CALA members in good standing.
  - Appointed for a two-year term and can serve a consecutive term.
  - All members have voting privilege.
  - It is essential to recruit at least one member with solid statistics knowledge of survey design, data prep, one statistical software such as SPSS, Excel advanced.
  - Previous experience in assessing and evaluating library and/or non-profit organization is not required for all members, but is essential and desired for serving on this Committee.

Major Responsibilities

- Design and conduct self-assessment survey every 3 years.
- Report the survey results to CALA Board.
- Share the report with CALA members.

Timeline

Year 1 (first year term)

- November and December: Review old/Design new/Revise the self-assessment survey in fall, meanwhile applying and receiving IRB approval before conducting the survey if planning to publish the results.
- December: Semiannual report 1
Year 2 (first year term)
- Mid Jan: Distribute the survey
- Feb: Send two reminders to collect the data
- Mar-Apr: Data prep/cleaning for analysis and preliminary report to CALA Board
- May: annual report 1

Year 2 (second year term)
- Aug: more data analysis and comparative research for in-depth report/publication
- Sept-Dec: Finalize the report and develop presentation/poster/publication for sharing the results
- Dec: semi-annual report 2

Year 3 (second year term)
- Jan-May: share the report
- May: annual report 2
- June: group presentation at ALA Annual Conference (optional)
- Ask for extension of half to one year for writing and publishing the data if needed. (optional)
- Share the final published report with CALA members. (optional)

Committee’s Report Due Dates

- Interim: One month before the board meeting at ALA mid-winter meeting.
- Annual: One month before the board meeting at ALA annual conference.