



## **Libraries**

### **Academic Assembly of Librarians, Steering Committee**

#### **Annual Report for 2017-2018**

The members of this year's steering committee are Karen Kohn (Recording Secretary), Kim Tully (Member at Large), Sarah Yerger (Member at Large), Urooj Nizami (Resident Librarian member), Andrea Goldstein (Vice-chair/Chair elect), Carla Davis Cunningham (Chair), and Joe Lucia (ex-officio).

This year the Steering Committee implemented a Google Team Drive to help us share and keep track of minutes, agendas, and documents in process. We continued to host First Friday lunches. Members of the Steering Committee met with new AAL members to provide an orientation to the organization and welcome to Sarah Jones, Olivia Castello, Holly Tomren, and Stefanie Ramsay. We met with Cynthia Schwarz to discuss AAL content on the redesigned website, and will be working with her this year and into the next year as the new website is developed. The chair was asked to provide the names of some AAL members willing to meet as a group with the Dean's Review Committee. The committee strove to provide the Review Committee with a list of eight members that was representative and well balanced. The Dean of Libraries regularly attends Steering Committee meetings and provides an update on recent developments in the libraries. The Steering Committee appreciates this opportunity to have conversations with Joe Lucia and hopes he finds them valuable as well.

Our broader initiatives for the year were focused on improving the merit application process. The Steering Committee appointed a three person task force (Kim Tully, Molly Larkin, and Brian Boling) to review and revise the format and requirements for the Librarian Annual Report form with the goal of making it the basis of the merit application. The task force's proposal was presented to the Steering Committee in February and the General Assembly in March.

In conjunction with the effort to adapt the annual report form, the Merit Committee was tasked with developing a new timeline for the merit application process that would align it with the annual report. The new timeline was likewise submitted to the General Assembly in March. Additionally, a proposal came from last year's Merit Committee for an online submission process. Richie Holland and Marianne Moll were asked for feedback, since the process affects their work, and they wholeheartedly support it. Many thanks to Rachel Appel for developing and testing the process.

The new process, including the annual report form, the timeline, and electronic submission, will be implemented for the coming year.

Respectfully submitted by Carla Davis Cunningham, Chair 2017-2018