Form C  Board of Directors Action Form

To: ALSC Board of Directors

Subject: ALSC Equity, Diversity & Inclusion Community of Practice Proposal

Submitted by: ALSC Education Committee

Date submitted: 12/ /2018

BACKGROUND: [Insert any background information the Board needs to consider pertaining to the recommended action. Reference the issue’s history, proposed budget, etc. as appropriate. Limit to 2-3 paragraphs and refer to additional documents as needed.]

Introduction

The ALSC Strategic plan directs the organization to “increase the cultural competency of library staff serving youth by developing an accessible online cultural competency training series.” This strategic action aims to make ALSC “more diverse and inclusive, acting to promote these values in all aspects of library service to children.” The ALSC Education Committee has been charged with developing this training series.

As ALSC Education committee members talked with EDI Task Force representative Sophie Kenney, leaders in the field of cultural competence education, and each other, it became clear that a blend of face-to-face and digital environments was needed, as well as a community-based approach where stories, information, and best practices are blended with participants’ experiences and expertise. The result is not one stand-alone course or webinar but a model of learning and engagement called “Communities of Practice.”

A Community of Practice may be described as “people who share a concern or a passion for something they do and learn how to do it better as they interact regularly.” In such a group, people who share a common interest and expertise gather to learn together and from one another. For ALSC, this effort will serve to empower children’s librarian members to continuously work to discuss, learn, reflect, and act towards cultural competence; acknowledging that cultural competence is an ongoing, life-long learning process creating a number of small groups that will serve as Communities of Practice for its members. ALSC members who wish to serve as facilitators for these groups will have the opportunity to receive training in this area.

In this proposed model of learning, ALSC resources will enhance and guide their learning. A website, similar to the ALSC Ed Toolkit, and ALA Connect will serve as a place to interact and receive resources online. Further description will be found below.

The Education Committee believes that this diffused means of professional education will enable more members to participate, hopefully even increase diversity in ALSC membership and reduce barriers to participation and expand opportunities for existing members from underrepresented experiences to serve in ALSC activities (Objectives 2 and 3, “Diversity and Inclusion.”) Still more importantly, it enables diverse voices to speak and shape the conversation. We envision a learning environment where members can talk and be heard, and where members can have a dialog with a broader circle of people than they currently possess.
The Education Committee realizes that this model of engagement affords less control over the content, less ability to define what cultural competency/humility is for its members than what could be obtained with only instructor-led training. The proposal does include a baseline webinar series that attempts to provide a common vocabulary and a set of shared understandings, as well as creating and actively selecting resources that communities can be directed towards. However, the committee believes that a more diverse and inclusive membership implies, by its nature, different ideas, approaches, and opinions.

To this end, the Education Committee proposes Communities of Practice for Cultural Reflection and Discovery as a learning opportunity for ALSC members, with the following goals and outcomes:

Goals:

- To offer a space and resources for members to come together and engage around content relating to equity, diversity, and inclusion.
- Define and understand the concepts of culture, cultural awareness, cultural humility, and cultural competence.
- Highlight capacities and skills necessary to work effectively across diverse cultures.
  - Use strategies and resources to instill cultural competence as a life-long learning process.
- To train ALSC members to identify, apply, and evaluate policy and practices to foster culturally responsive workplaces, outreach, and services.

Outcomes:

- Participants will reflect on concepts of privilege, power, and systemic oppression and their connections to libraries and library work.
- Participants will be able to name what oppression looks like in professional settings and reflect on times they have experienced or colluded with it as members of the oppressor or minoritized groups.
- Participants will identify and discuss micro and macro-aggression scenarios and explore strategies to name, take ownership of, address, and change behaviors that uphold oppression (examples of victim, perpetrator, bystander).
- Participants will examine their library’s policies and procedures through a lens of cultural humility and make recommendations to improve their effectiveness.

ACTION RECOMMENDED: That the ALSC Board of Directors approve this plan for creating Equity, Diversity, and Inclusion Communities of Practice containing the following components:

- Component 1: Creation of an ALSC Community of Practice (CoP) Task Force
- Component 2: Curated Resource Bank
- Component 2: Introductory Webinars
- Component 3: Facilitator Seminar
- Component 4: Facilitators
- Component 5: Learning Communities

This timeline is also available as a Google sheet at the following URL: [https://docs.google.com/spreadsheets/d/1lypWQHCgbN_9c21z7J2Fh3T_gEfBiKLMakP8R1SAaE/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1lypWQHCgbN_9c21z7J2Fh3T_gEfBiKLMakP8R1SAaE/edit?usp=sharing)
HAVE OTHER STAKEHOLDERS BEEN CONSULTED: [If so, please identify stakeholders and their comments about this action.]

- EDI Task Force
- ALSC Budget Committee, Gretchen Caserotti
- Kristen Figliulo and ALSC Staff

DESCRIBE POTENTIAL FISCAL AND STAFFING IMPACT AND SUSTAINABILITY: [Do not make assumptions. Please do your research on actual impacts and sustainability.]

<table>
<thead>
<tr>
<th>Project Budget</th>
<th>Line Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resource Bank Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resource Bank Curator Stipend</td>
<td></td>
<td>1,000.00</td>
</tr>
<tr>
<td>Introductory Webinars</td>
<td>2 honorariums @ 700.00</td>
<td>1,400.00</td>
</tr>
<tr>
<td>Website Space for Resource Bank</td>
<td></td>
<td>1,000.00</td>
</tr>
<tr>
<td><strong>Facilitator Seminar</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilitator Stipend (25 Participants receiving $360 each)</td>
<td></td>
<td>9000</td>
</tr>
<tr>
<td>Speakers/Presenters (Incl. Cultural Humility and Community of Practice Trainers)</td>
<td></td>
<td>15,000.00</td>
</tr>
<tr>
<td>AV</td>
<td></td>
<td>2,000.00</td>
</tr>
<tr>
<td>Materials (books, copies, office supplies)</td>
<td></td>
<td>500.00</td>
</tr>
<tr>
<td>Room Rental</td>
<td>Staff has already reserved space @ Institute hotel</td>
<td>500.00</td>
</tr>
<tr>
<td>CATERING</td>
<td>35 people including Facilitators, instructors, and staff</td>
<td>9000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td></td>
<td>39,400</td>
</tr>
</tbody>
</table>

The number for this budget are based on the format similar to the Morris and Day of Diversity budgets. The CoP Task Force would be doing most of the work. The CoP Task Force will be responsible for reviewing facilitator applications, recruiting SMEs for webinars and work in conjunction with the ALSC Education Committee, on the facilitator seminar, working with a hired consultant on resource bank, and sorting community members into their communities and assist with assessments of this initiative.

The Staff is responsible for running webinars, marketing applications/webinars/resource bank, and being liaison to Task Force.
The Resource Bank curator, website, and webinar presenter fees will be needed 2019-2020 fiscal year.

DESCRIBE IN DETAIL HOW STRATEGIC GOAL AREA(S) WILL BE SUPPORTED: Please add additional sheets as needed to explain.

- The ALSC Education Committee recommends the creation and support of a new model of learning and engagement called ALSC Equity, Diversity, & Inclusion Communities of Practice.

ALSC Equity, Diversity, & Inclusion Communities of Practice will involve five components, which will together support the strategic goal of making ALSC “more diverse and inclusive, acting to promote these values in all aspects of library service to children” (ALSC 2017-2020 Strategic Plan). Although these components are interconnected, they are outlined and numbered below for clarity:

Component 1: Communities of Practice (CoP) Task Force
Recommend that the board designate a Task Force (with 1-2 Education Committee representatives) for pilot run of the program. The Task Force would be responsible for reviewing facilitator applications, recruiting SMEs for webinars and plan the facilitator seminar, working with a hired consultant on resource bank, and sorting community members into their communities and facilitate assessments of this initiative. After pilot is completed, the Task Force will recommend to the Board whether to make this CoP Task Force a permanent Community of Practice Committee or part of the Education Committee.

Component 2: Curated Resource Bank
The online resource bank will be housed on an adjacent website, similar to ALSC’s toolkits, and made available for Facilitators and ALSC Learning Community members. (Originally using ALA Connect for this was recommended by the Education Committee, but the ALSC staff recommended an external site.) The website is necessary to facilitate paid consultants’ content and will be password protected for ALSC Facilitators and Learning Community Members. The resource bank will consist of curated collections of (or links to) articles, book lists, archived webinars, and additional content for participants in Communities to explore together. Examples of categories that might be included across each community learning: Intersectionality, EDI Vocabulary, Systems of Oppression, Confronting Microaggressions, Racism, Sexism, Transmisia, Colonialism, Homomisia, Ableism, Classism, Religious Oppression, Language Oppression, and Evaluating Materials using an Anti-Bias Lens. ALA Connect will be an add-on to the CoP site facilitating forums and discussions. The site will be maintained by the Facilitators and the proposed CoP Task Force.

The Communities of Practice resource bank will be developed by an individual or group of individuals identified by—and in consultation with—CoP Task Force and EDI Task Force. The curator(s) will receive a stipend of $1000. This bank of resources will be published out through a website and ALA Connect no later than November 1, 2019.

After the initial resource bank is created and released, it will be evaluated and updated annually by members of the CoP Task Force with input from members of the ALSC EDI Task Force when possible. The CoP Task Force will maintain the resource bank after the curators complete the initial set-up. Task force member and Facilitators will contribute additional information as acquired annually and from the Learning Communities.

Component 3: Introductory Webinars
The Education Committee recommends that ALSC begin the Communities of Practice model with two introductory webinars in January 2020. Webinar 1 will offer an overview of concepts of equity, diversity, and inclusion and will include shared vocabulary that will help participants direct future learning together. Webinar 2 will introduce the ALSC Communities of Practice model, what participants can
expect from participating in a Community, and an opportunity for members to have questions answered before they enroll.

The webinars will be archived for those not able to participate “live.” The webinars will also be available for potential re-use for the second group of participants (2022-24). Webinar presenters will be determined by the CoP Task Force no later than September 2019.

**Component 4: Facilitator Seminar**

The Communities of Practice Facilitator Seminar will be a biennial program to engage and prepare Facilitators as advocates and leaders in working towards an equitable, diverse, and inclusive profession and association. 20-25 Facilitator attendees will be identified by the CoP Task Force (and if possible, the EDI Task Force) through an application process. Facilitators needn’t be credentialed “experts” but rather members of ALSC who are willing/able to volunteer to a two-year term (November 2020-August 2022), who demonstrate a commitment to continued growth, and who are available/ready to attend the Facilitator Seminar face-to-face. The Facilitators are being trained as trainers and will lead the Communities of Practice.

The Facilitator Seminar is a one-day event that will be held the day before the ALSC Institute (September 30, 2020). The Seminar will be organized by the CoP Task Force, and led by ALSC member leaders and other identified experts, with a focus on facilitation skills, cultural humility, relationship-building, and action aligned with ALA’s Strategic Directions of Equity, Diversity, and Inclusion and facilitating Communities of Practice. Similar to the Bill Morris Seminar, there will be no fee to attend the Seminar, and all materials (including breakfast and lunch) will be included. To help defray additional costs, a stipend for each Facilitator attendee will be provided ($350).

The CoP Task Force will be formed and tasked with creating an application form and criteria, promoting the Seminar, selecting Facilitators from applicants, and planning and organizing the Seminar. This Seminar will be offered biennially, and new Task Force/committee members and Facilitators will be selected on that same schedule.

**Component 5: Facilitators**

The Community of Practice Facilitators are ALSC members who volunteer to:

- Attend the in-person Seminar
- Facilitate an ALSC EDI Learning Community of Practice Group for a two-year term (for example, November 2020 to August 2022)
- Notify members of the CoP Task Force, ALSC Education Committee, and the EDI Task Force of information and recommendations related to potential EDI-related projects or professional development opportunities
- Gather and develop documentation to support ALSC EDI work in relation to library service to children
- Be ALSC EDI ambassadors at in-person and online ALA, ALSC, state, and local conferences attended
- As requested, work with the CoP Task Force, ALSC Education Committee, and EDI Task Force to assess and suggest recommended changes to the Community of Practice model
- Participate in a network of Facilitators who will communicate virtually and support fellow Facilitators when questions or challenges arise

**Component 6: Learning Communities**

Learning Communities will be open to ALSC members who sign up (first come, first serve) during a designated enrollment period. Learning Communities are the Communities of Practice. The CoP Task Force members will assign participants to Communities (no ALSC member may be in more than one CoP), and Communities will meet primarily through the CoP website, ALA Connect and video conferencing beginning in November 2020. The CoP Task Force members will assist in balancing the Learning Communities, in terms of numbers/quotas,
selections, and topics being explored. Every community will have the charge of working towards the CoP project’s goals and objectives. Communities will engage over a two year period (November 2020-August 2022), with leadership from a Facilitator. Unless the CoP Task Force determines otherwise, no additional members may join a CoP until that two year period has ended. (Depending on the number of registrants, some Communities will have more than one Facilitator assigned to it. Should a facilitator have to step out of their two-year commitment, a Facilitator from one of those co-facilitated Communities will be directed to switch Communities and take on the responsibilities of that vacancy.)

Learning Community members will work collaboratively to explore content, build relationships, expand knowledge, and participate in action projects related to diversity, equity, and inclusion. For example, members might answer questions and practices posted to a Discussion Board, or meet on Zoom to share their reactions to an assigned reading. Every Community member will have access to the resource bank. Communities will all begin by exploring and discussing the two ALSC introductory webinars. All Communities will have community agreements/norms and goal-setting, and each Community will engage at least once a month online. Taking the broader CoP goals and objectives into account, communities will create their own goals and direct their explorations. As a result, each Community might have a slightly different area of focus or preferred meeting format—the Education Community believes this flexibility is a strength of the model. Facilitators will be connected as well so that they can offer support and guidance to each other.

There is also the potential for Community members to plan informal meet-ups in-person, online, or at ALA and regional conferences. The Education Committee believes that this model of engagement will also help ALSC members build relationships with one another and feel more connected to their fellow members and the association.

If the Community models continue after the inaugural cohort, the enrollment period for the 2022-2024 Communities will open in early 2022 (see the timeline for more information).

**Evaluation:**
There will be evaluations sent out after each webinar, and a survey will be sent to Facilitators participating in the Seminar after it takes place.

In Spring 2021, there will also be a survey sent to all Community of Practice participants, which will include questions about the entire program (including the resource bank, Facilitators, the webinars, and the overall Community experience). The CoP Task Force will examine this feedback in Summer 2021 and summarized for the ALSC Board, along with any recommended changes moving forward for 2022-24 Communities of Practice. Surveys will be collected and shared annually.

Feedback will be used during planning for the next Facilitator Seminar and round of Communities of Practice. (All Communities will start fresh in November 2022. Both participants and Facilitators will be asked to re-apply and re-enroll in the program, and members will be placed into new Communities of Practice.)

This timeline assumes Communities will begin in November 2020 and relies on the Seminar occurring before the ALSC Institute on September 30, 2020. Should the board decide to host the Seminar at a different time, the dates will be adjusted.

This timeline is also available as a Google sheet at the following URL:
[https://docs.google.com/spreadsheets/d/1lypWQHcbbN_9c21z7J2Fh3T_qEfBiKMiMakP8R1SAaE/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1lypWQHcbbN_9c21z7J2Fh3T_qEfBiKMiMakP8R1SAaE/edit?usp=sharing)

------------ Fiscal Year 1 of CoP Initiative
February 2019
• Creation of the Community of Practice (CoP) Task Force.
March 2019:
- Resource bank creators identified by CoP Task Force members, with the first due date assigned as May 1, 2019.
- CoP Task Force works with ALSC staff to ensure adequate web space and organization through webspace and ALA Connect. (This might include determining how many people should be in each Community and how the discussion boards and resource pages will be linked.)
- ALSC CoP Task Force members appointed (if not already done so).
- CoP Task Force identifies members responsible for Facilitator Seminar work.
- CoP Task Force begins creating a purpose statement for Facilitator Seminar, criteria for Community Facilitators, manage the CoP and resource bank, and schedule for the Seminar.

May 2019:
- Draft resource bank presented by curator(s) to CoP Task Force, who shares it with ALSC EDI Task Force. The CoP Task Force and EDI Task Force share feedback with resource bank creator(s).
- CoP Task Force completes purpose statement for Facilitator Seminar and criteria for Facilitators.
- Enrollment form for Community participants (not Facilitators) will be created by CoP Task Force.

July-August 2019:
- Resource bank completed, with time for final edits before the bank is published via Web space and ALA Connect on November 1.
- CoP Task Force creates an application, in conjunction with ALSC staff, for Community Seminar Facilitators (using Facilitator criteria developed by the Task Force in May 2019 as a guide).

---------------Fiscal Year 2 of CoP Initiative

September 2019:
- Presenter(s) for Webinar 1 and 2 will be secured.

October 2019:
- CoP Task Force will create promotional information (templates for listserv communications, an ALSC blog post, etc.) to notify members of the Facilitator Seminar.

November 2019:
- Resource bank will be published on webspace and ALA Connect by November 1, 2019.

January 2020:
- CoP Task Force, shares draft schedule (including guest speakers/coordinator information) for Facilitator Seminar with the ALSC Board.
- Webinar 1 will occur (recommended between 1/6/20 and 1/17/20).
- Webinar 2 will occur (recommended between 1/20/20 and 1/31/20).
- Application process opens for potential Facilitators on January 1, 2020. (Application period will close on March 1, 2020.)

March 2020:
- The application period for Facilitators will close on March 1, 2020.
- Task Force will review and select applications for Facilitator Seminar.
- Task Force finalizes the schedule for Seminar and secures final speakers/leaders.

May 2020:
- The CoP Task Force creates a survey to send to Community participants in April 2021.
- Facilitators will be notified of their acceptance by mid-May, 2020. Applicants not selected as Facilitators will be invited to enroll in Communities as participants.
● Enrollment opens for Community participants on May 1, 2020 (will close on July 1, 2020).

July 2020:
● Enrollment for Communities (2020-2022) closes on July 1, 2020.
● CoP Task Force sorts participants and Facilitators into Communities and shares that information with ALSC staff.

------------------- Fiscal Year 3 of CoP Initiative

September 2020:
● Facilitator Seminar held before ALSC Institute on September 30, 2020.

October 2020:
● Participants and Facilitators will be notified of their Community assignments (2020-2022).

November 2020:
● Communities will begin meeting and communicating through August 2022.

March 2021:

April 2021:
● Community surveys will be distributed to Community members and Facilitators (will close June 1, 2021).

June 2021:
● Community surveys close and will be examined (in addition to Webinar and Seminar surveys). The CoP Task Force will summarize survey feedback and share it, along with any recommendations or updates for 2022-2024, with the ALSC Board. (This feedback will be collected annually moving forward, so a second survey will be conducted and feedback shared in June 2022.)

January 2022:
● Application process opens for 2022-2024 Facilitators on January 1, 2022. (Application period will end March 1, 2022.)
● Webinar 1 will occur or be re-posted.
● Webinar 2 will occur or be re-posted.

March 2022:
● The application period for Facilitators will close on March 1, 2022.
● Task Force members will review and select applications for Facilitator Seminar.
● Task Force members finalize the schedule for 2022 Seminar and secures final speakers/leaders.

April 2022:
● The annual survey will be distributed to Community members and Facilitators (will close June 1, 2022).

May 2022:
● Selected Facilitators will be notified of their acceptance by mid-May, 2022. Applicants not chosen as Facilitators will be invited to enroll in Communities as participants.
● Enrollment opens for 2022-2024 Community participants on May 1, 2022 (will close on July 1, 2022).

June 2022:
● Annual survey closes on June 1, 2022; results will be examined and shared with ALSC Board by the Task Force.
July 2022:
- Enrollment for Communities meeting from 2022-2024 closes on July 1, 2022.
- CoP Task Force sorts participants and Facilitators into Communities and shares that information with ALSC staff.

August 2022:
- Communities 2020-2022 end.

------------------------Fiscal Year 4 of CoP Initiative

September 2022:
- Facilitator Seminar for 2022-2024 is held before the 2022 ALSC Institute.

October 2022:
- Participants and Facilitators will be notified of their 2022-2024 Community assignments.

November 2022:
- Communities will begin meeting and communicating through August 2024.
Select the goal area and circle the objectives that will be affected most by this action.

☐ **Goal Area: Diversity and Inclusion**

ALSC will become more diverse and inclusive, acting to promote these values in all aspects of library service to children.

**Objective 1:** Increase diversity in ALSC membership and reduce barriers to participation as measured against the Diversity in ALSC baseline survey by September 2019. *Transforming ALSC*

**Objective 2:** Expand opportunities for existing members from underrepresented experiences to serve in ALSC activities, as measured by longitudinal studies and/or focus groups, by September 2020. *Transforming ALSC.*

**Objective 3:** Increase the cultural competency of library staff serving youth by developing an accessible online cultural competency training series by September 2018. *Transforming Children’s Librarianship*

☐ **Goal Area: Advocacy**

ALSC will champion the value of library service to children and the resources necessary to deliver on our vision.

**Objective 1:** Establish an accessible content stream of valuation tools and research updates, including customizable content for members, by September 2018. *Transforming ALSC*

**Objective 2:** Articulate a prioritized research agenda, including but not limited to summer learning/out-of-school time, by September 2018, and pursue avenues for conducting and/or supporting the research by September 2020. *Transforming Children’s Librarianship*

**Objective 3:** Amplify librarians’ essential role as information literacy experts through advocacy outputs, including communications, webinars, and establishing collaborations, by September 2018. *Transforming Communities through Libraries*

**Objective 4:** Increase targeted messaging to the wider library profession and the public about the expertise of ALSC and our members to demonstrate the purpose and value of strong and meaningful children’s librarianship by September 2019. *Transforming Communities through Libraries*

☐ **Goal Area: Professional and Leadership Development**

ALSC will actively develop new generations of leaders.

**Objective 1:** Build a discernible pathway, along with opportunities for training and mentorship, to develop ALSC members as leaders in their libraries, the profession, and/or the association by September 2020. *Transforming ALSC*

**Objective 2:** Provide at least two educational opportunities in media mentorship and child development, ideally developed and/or presented with collaborative partners from other ALA units, by September 2018. *Transforming Children’s Librarianship*

**Objective 3:** Organize and promote ALSC activities to position the core competencies as central to library service to children, by September 2018. *Transforming Children’s Librarianship*

**Objective 4:** Develop a toolkit of research-based best practices for out-of-school time learning and disseminate the toolkit and practices to members by September 2019. *Transforming Communities through Libraries*

**MOTION:** ☐Above recommendation moved ☐No motion made ☐Motion revised (see motion form)

**ACTION TAKEN:** ☐Motion Approved ☐Motion Defeated ☐Other: