Annual Meeting 2007
Washington, DC
June 21-27, 2007

American Association of School Librarians
Board of Directors
Agenda Item # 17

**Topic:**           Committee Restructuring

**Background:**      At the 2006 Annual Conference, the Board of Directors approved the Review of Committees Task Force Report. A summary of the changes approved by the Board is included as background. A small subgroup of the original task force plus the current Bylaws and Organization Chair was charged to:

- develop a flowchart or overall picture of the proposed committee structure
- develop a detailed definition/description of the proposed new "coordinating or oversight" committees with enough detail to help everyone understand how they will function and operate.
- develop an "initial' picture of the new "Professional Learning Communities (PLCs) taken from the report and in discussions with Teaching and Learning Committee
- explore and create a proposed process to be used to quickly create task forces as needed by the two new "coordinating " committees
- review the functions of committees that will no longer operate as committees to determine what tasks will still remain and make suggestions on who else could be responsible for them or where else they can be transferred.

A report on each of these tasks is included for your review.

**Action Required:**    Discussion

# AMERICAN ASSOCIATION OF SCHOOL LIBRARIANS (AASL)

# Review of Committees
# Task Force Report

# March 11-12, 2006

On March 11-12, 2006 a board appointed task force met to create recommendations on how to enhance AASL's volunteer workforce structure to more efficiently and effectively respond to the association's strategic plan. The task force was appointed by the Board at their January 2006 meeting after a small group discussing the future direction of committees recognized the need for further assessment on AASL's committee structure.

The formal charge of the task force was:

> To evaluate all existing committees in relation to the Strategic Plan and make recommendations concerning future committees which will support the goals of the Strategic Plan.

The Function Statements included:

1. Review all existing committees and determine which ones are organizational necessities.
2. Determine which committees help move the strategic plan along and which ones do not.
3. Look at the categories of committees (AASL's current committee definitions) and determine if these are appropriate or whether categories need to be changed, added or deleted.
4. Make recommendations on how to realign, dissolve, or maintain current committees or establish less formal groups in a new category which would address special interests.
5. Recommend a process that will help structure committees to be project based.

The recommended composition of the Task Force was: a member of the Executive Committee, Board Director or Director-Elect, Board member, individual with Affiliate Assembly experience, Board member who participated in the strategic planning group on Committees, representative of the By-laws and Organization Committee, and a committee chair or recent past chair.

The recommended composition was considered in appointing the following task force members: J. Linda Williams, Floyd Pentlin, Carolyn Cain, Nancy Dickerson, Elaine Twogood, Jo Proctor, Fran Rosello, Deb Levitov, and was staffed by Julie Walker and Beverley Becker. The meeting was facilitated by Paul D. Meyer, CAE, Principal Partner with Tecker Consultants.

The agenda for the two-day meeting provided a rational sequence for the conversation and subsequent recommendations:

- Review and Create Current Knowledge-base using Midwinter '06 Board Meeting Report as the Basis for Discussion
- Review Current Committees Considering the Following:
  - Fit with Strategic direction
  - Relevance of Charge(s)
  - Level of Activity
  - Level of Involvement – staff and volunteers
  - Value of Outcomes
  - Use of Resources
- Identify Future Committee Structure Considering the Following:
  - Dissolution of committees
  - Creation of new groups
  - Opportunities for informal discussion forums
  - Use of technology
  - Face-to-face meetings
  - Realignment of committees
  - Combining committees
- Identify Organizational Change Timeline and Next Steps

As an important first step in their discussion and deliberations, the task force identified the following issues for consideration:

- The link between ALA and AASL Committees is important – need to make sure we have representation on ALA work groups.
- Increased synergy between committees is important. We need to consider how to decrease duplication of work.
- The communication of roles and responsibilities of each committee is important.
- We need to consider how to close the gap between the Board's strategic plan and committee responsibilities.

## COMMITTEE ASSESSMENTS

The Task Force divided into small groups and each small group was assigned a number of committees to assess. They were provided a worksheet that included a list of criteria to use to review each committee. The criteria included:

- Identification of Current Charges
- Identification of the Committee's Alignment with the Strategic Plan
- Identification of the Current Activities of the Committee
- Identification of Volunteer and Staff Involvement
- Identification of Staff and Financial Resource Allocation
- Identification of the Value of Committee Outcomes

3

A copy of the worksheet is attached.

The small groups reported their findings on each committee to the full task force for feedback, additions, and/or modifications.  Each committee was treated equally in the process and significant discussion took place around every AASL committee.

In addition to each committee, the task force also assessed the current definitions provided in AASL's Committee Handbook for the types and definitions of volunteer workgroups currently utilized.

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### TASK FORCE RECOMMENDATIONS

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Based on their assessment and subsequent discussions, the Task Force recommends using more task-based work groups and fewer standing committees.  This change supports the work and goals of the association and recognizes changing trends in association involvement and volunteerism. The Task Force recommends the following structure:

## Standing Committees

Definition:  The task force agreed that the current definition of a Standing Committee is appropriate for the future and does not recommended changing the definition.

The following is a recommended list of AASL Standing Committees Going Forward:

1. Advocacy Committee – It is recommended to change the Advocacy Committee from a Special Committee to a Standing Committee with expanded charges and responsibilities.
2. AASL/ACRL Interdivisional Committee on Information Literacy
3. Alliance for Association Excellence
4. Appointments Committee
5. Nominating Committee – It is recommended that the past president serve on the Nominating Committee
6. Awards Committee
7. Bylaws and Organization Committee
8. Professional Development Coordinating Committee – It is recommended that a new overarching committee be formed to provide oversight to all of AASL's professional development programs.
9. NCATE Committee
10. Publications Committee
11. Research and Statistics Committee

12. ALA Annual Conference Committee
13. AASL National Conference Committee
14. National Institute Committee

## **Special Committees**

Definition:  The task force agreed that the current definition of a Special Committee is appropriate for the future and does not recommend changing the definition.

The following is a recommended list of AASL Special Committees Going Forward:

1.  AUP Book Selection Committee
2.  NBPTS (until job is complete)

## **Committees to Discontinue or Change**

The Task Force recommends to sunset or change the structure of the following committees:

1.  Membership Committee.  It is recommended that the Membership Committee be discontinued with the understanding that membership activities will remain a staff and directors/directors-elect responsibility.  It is recommended that the AASL President appoint a regional director to represent AASL on the ALA Membership Promotion Task Force.
2.  Membership Review Task Force.  It is recommended that the Membership Review Task Force be discontinued.
3.  International Relations.  It is recommended that the International Relations Committee be discontinued and that a "special interest group" on international issues be formed if desired.
4.  Legislation Committee.  It is recommended that this committee be discontinued and that the committee's responsibilities reside in the Advocacy Committee.  The Advocacy Committee would create task forces for specific issues.  The Advocacy Committee will also assign representation to the ALA Legislative Assembly.
5.  New Member Mentoring Committee.  It is recommended that this committee be discontinued. A "special interest group" could be formed to facilitate mentoring if desired.
6.  Reading for Understanding.  It is recommended that this committee be discontinued. A "special interest group" could be formed for those interested in the subject matter.
7.  Teaching for Learning.  It is recommended that this committee be discontinued. A "special interest group" could be formed for those interested in the subject matter.   Consider current members as possible members of the new Professional Development Committee.

8. Intellectual Freedom Committee. It is recommended that this committee be discontinued and its responsibilities reside in the Advocacy Committee. The Advocacy Committee will assign AASL representation to the ALA Intellectual Freedom Committee.
9. Regional Institute. It is recommended that this committee be discontinued and individual task forces be created under the Professional Development Coordinating Committee as needed.
10. Recruitment for the Profession. It is recommended that this committee be discontinued and the function move to ELMSS.
11. Online Courses. It is recommended that this committee be discontinued and individual task forces be created under the Professional Development Coordinating Committee as needed.
12. Web Advisory Committee. It is recommended that this committee be discontinued after survey is complete. A Website Content Task Force is recommended for the creation of content guidelines in response to survey results.

## "Special Interest Groups"

The task force recommends that additional work be conducted to create an opportunity for members to engage informally with other members on like-minded topics of interest through virtual and face-to-face meetings. The task force identified important attributes of this program:

- Member benefit.
- Requires trained facilitators/leaders.
- Possible feedback loop to PDCC for proposed programs.
- Virtual and/or face to face.
- Could develop content suggestions for programs, but not required.
- Create very clear delineation between committees and "interest groups."
- Composed of passionate/interested people.
- Are guided by guidelines.
- Groups are self-selected.
- Groups could be identified by the AASL leadership or could be organically formed.
- Limited staff support provided – communications, meeting organization, provide lists, web technology, etc.
- Self-sustaining service.

The group then identified important considerations for the volunteer work group assigned to creating this program:

- Create a name.
- Research other models within ALA and outside of ALA.
- Create guidelines and interaction opportunities (consider face-to-face and virtual space options).

- Create a pilot program before implementing an association-wide program.

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## NEXT STEPS AND COMMUNICATIONS STRATEGY

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The task force identified the following timeline for the implementation of their recommendations. There was agreement by the task force that their work was complete and that their recommendations should be discussed further by the AASL Executive Committee before implementation.

> **Next Steps:**
> 1. Task Force will receive draft report for their comments.
> 2. Identify recommendations for action by the Executive Committee.
> 3. Appoint another task force to create recommendations for "Special Interest Groups" to be presented to the Executive Committee. This group is possible subset of Committee Review Task Force.
> 4. Executive Committee will create implementation timeline for changes to AASL committees.

It was agreed that the deliberations and recommendations presented by the task force will remain confidential until Executive Committee discussion and identification of next steps. It was also recommended that the Executive Committee create a plan to communicate the recommendations to important stakeholder groups impacted by their decisions.

# Committee Evaluation Worksheet

**Committee Name:**  _____

**Type of Committee** (Circle):  Standing   Special   Ad Hoc  Task Force   Not Sure
Other:  _____

**List Committee Charge(s):**

_____
_____
_____
_____


**Identify Areas Within the Strategic Plan Committee Supports** -considering
committee's current charge(s):

Committee does not support strategic plan _____
Goal _____ Objective: _____ Strategy: _____
Goal _____ Objective: _____ Strategy: _____
Goal _____ Objective: _____ Strategy: _____
Goal _____ Objective: _____ Strategy: _____

(Circle the one area above that most closely links the committee's charge(s) with
the strategic plan)

**Identify the current degree of committee activity:**

Very Active     Somewhat Active    Not very active    Dormant

Comments:




**Identify the level of volunteer involvement:**

Very Involved     Somewhat Involved   Not Very Involved   No Involvement

Comments:

**Identify the level of staff involvement:**

Very Involved     Somewhat Involved     Not Very Involved    No Involvement

Comments:

**Identify the level of direct financial outlay for committee projects:**

Significant       Somewhat Significant     No Significance

Comments:

**Identify the Value of Outcomes:**

Volunteer Satisfaction:     Very High   Somewhat High     Not Very High      None
Work Product:     Very High   Somewhat High     Not Very High     None
Relevance to Strategic Direction:  Very High   Somewhat High     Not Very High
None
Financial Outlay Compared to Outcomes:   Very High   Somewhat High
Not Very High     None

**General Notes:**

**Future Recommendations (Sunset, Reactivate, Continue, Consolidate, Change Structure, Revise Charges, etc):**

**AASL Committee Restructuring**
**New Structure, 2007-2008**

In order to create a more focused, responsive and nimble organization, the Board of Directors has adopted the following committee structure for AASL.  The new structure will take effect in 2007-2008.

**Standing Committees**
Standing committees are ongoing committees that carry out the essential and ongoing business of the association, and whose work is integral to the mission of the association.

· Advocacy Committee
· AASL/ACRL Interdivisional Committee on Information Literacy
· Alliance for Association Excellence
· Appointments Committee
· Nominating Committee
· Awards Committee
· Bylaws and Organization Committee
· Professional Development Coordinating Committee
· NCATE Committee
· Publications Committee
· Research and Statistics Committee
· ALA Annual Conference Committee
· AASL National Conference Committee
· National Institute Committee

**Special Committees**
Special committees are established by the AASL President, with the approval of the AASL Board of Directors, to study various aspects of policy, planning and administration. Their life depends on the need for continued study in its area of assignment, but in accordance with the Bylaws is normally limited to a two-year existence.

· AUP Book Selection Committee
· NBPTS Special Committee

**Task Force**
A task force is an action-oriented membership group whose charge is to address specific goals, complete a specific task, or to consider a particular issue.  There may be a designated time frame defined by the nature of the task or set forth in the function statement.

**Professional Learning Communities**
Professional Learning Communities (PLCs) address topical issues and provide an opportunity for members to engage informally with one another on like-minded topics of interest through virtual and face-to-face meetings.  They replace topical committees, allowing for a greater number of members to participate in these high-interest, high- demand groups.

**Dissolved Committees**
The following committees will be dissolved at the end of the 2006-2007 year.  Each has been carefully reviewed and considered by a Board appointed task force and approved by the AASL Board of Directors. While these committees will be dissolved, their functions will not be discontinued.  Each has been carefully evaluated and assigned to an existing or new group.

· Intellectual Freedom Committee
· International Relations Committee
· Legislation Committee
· Membership Committee (Affiliate Assembly Executive Committee)
· New Member Mentoring Special Committee
· Online Courses Committtee
· Recruitment for the Profession Committee
· Regional Institute Committee
· Teaching for Learning Committee
· Web Advisory Committee

## CURRENT STATUS OF AASL COMMITTEES

## OVERVIEW OF ACTION TO BE TAKEN ON AASL COMMITTEES
## AS RECOMMENDED BY 2006 REVIEW OF COMMITTEES TASK FORCE

| 2006-2007 COMMITTEE | ACTION SUGGESTED | PROPOSED NEW STATE |
|---|---|---|
| AASL/ACRL Interdivisional Committee on Information Literacy | No change | STANDING COMMITTEE |
| AASL/ALSC/YALSA Interdivisional Committee on School/Public Library Cooperation | Not addressed by the Review of Committees TF | |
| Advocacy Special Committee | Dissolved into a new committee | Create as a STANDING COMMITTEE |
| Alliance for Association Excellence | No change | STANDING COMMITTEE |
| American U. Presses Book Selection Comm. | No change | Special Committee |
| Annual Conf. Committee 2007 | No change | STANDING COMMITTEE |
| Appointments Committee | No change | STANDING COMMITTEE |
| Awards Committee | No change | STANDING COMMITTEE |
| Blog Editorial Board | Not addressed by the Review of Committees TF | |
| Bylaws and Organizational Committee | No change | STANDING COMMITTEE |
| ICONnet: Online Courses | Discontinue | For any courses that are needed they should be recommended as a task force from the Professional Development Committee |
| Intellectual Freedom Committee | Not Discontinue 07May | Return to STANDING COMMITTEE status |
| International Relations Committee | Discontinue | If there is interest continue as a Professional Learning Community |
| Knowledge Quest Editorial Board | Not addressed by the Review of Committees TF | |
| Legislation Committee | Not Discontinue 07May | Return to STANDING COMMITTEE status |

## CURRENT STATUS OF AASL COMMITTEES

## OVERVIEW OF ACTION TO BE TAKEN ON AASL COMMITTEES
## AS RECOMMENDED BY 2006 REVIEW OF COMMITTEES TASK FORCE

| | | |
|---|---|---|
| Membership Committee | Discontinue | Staff, Directors and Directors-Elect Responsibility |
| National Board for Professional Teaching Standards Special Committee | No change until charge is complete | Dissolve |
| National Conference Committee 2007 (Reno) | No change | STANDING COMMITTEE |
| NCATE Coordinating Committee | No change | STANDING COMMITTEE |
| New Member Mentoring Special Committee | Discontinue | If there is interest continue as a Professional Learning Community |
| Nominating Committee 2007 | Past president become a member | STANDING COMMITTEE |
| Publications Committee | No change | STANDING COMMITTEE |
| Recruitment for the Profession Committee | Discontinue | Become the function of ELMSS |
| Research and Statistics Committee | No change | STANDING COMMITTEE |
| SLMR Editorial Board | Not addressed by the Review of Committees TF | |
| Teaching for Learning Committee | Discontinue | Continue as a Professional Learning Community |
| Web Advisory Committee | Discontinue after survey is complete | A Website Content Task Force is recommended for the creation of content guidelines in response to survey results |
| Website Resource Guides Editorial Board | Not addressed by the Review of Committees TF | |
| Professional Development Coordinating Comm. | New | Coordinating Committee |
| Advocacy Committee | New | Standing Committee |

Committees recommended for dissolution that do not appear in the 2006-2007 Committee Chair Handbook:
- Reading for Understanding
- Regional Institute

Committee recommended to remain as a STANDING COMMITTEE but does not appear in the 2006-2007 Committee Chair Handbook:
- National Institute Committee

I.    **Linda, Cassandra and Floyd** suggested where the activities of the dissolved committee would go. Generally we have not made a great deal of comment on each other's suggestions. These are the FIRST DRAFT of suggestions. We wanted to make sure that the responsibilities that had been assigned to committees would be taken up elsewhere – if they should be.

I've tried to put together our comments as well as insert suggestions from various papers all dealing with the review of committees. Some of the activities undertaken by previous committees were suggested to be done away with entirely or there was a suggestion that their function was no longer a priority. I will put in *italics* the suggestions of activities to be done away with.

In the reassignment of duties, I have tried to indicate in parenthesis which committee was originally responsible for the activity.

II.   MEMBERSHIP

    A.   AASL president appoint a regional director to represent AASL on the ALA Membership Promotion Task Force

    B.   Membership activities will become a staff and directors-elect responsibility (new responsibilities to take over the main duties from the Membership Committee)

        1.   Directors-elect will have a scheduled meeting as a group at Midwinter and Annual conferences for the purpose of brainstorming membership issues

        2.   They will select a convener from among the Directors-Elect to convene the group and run the meeting

        3.   They will brainstorm marketing strategies for membership recruitment

        4.   They will review the AASL New Member Packet

        5.   They will review the AASL Membership Plan

        6.   They will suggest strategies for affiliates to attract new members to AASL

        7.   Their activities will be reported to the Board of Directors

        8.   Recommendations for development of membership materials will be made to the <u>Advocacy</u> Committee.

C.   Delete celebrate conference at Annual  – it does nothing for recruitment; Celebrate Conference at AASL Conferences will become a function of the National Committee if they wish to continue it.

D.   Delete working with the AASL President on a rotation – it's already being done

E.   Delete developing strategies for Affiliates to attract new members to AASL – it will become a part of the Advocacy Committee

## III.  PROFESSIONAL DEVELOPMENT COORDINATING COMMITTEE

A.   Regional Institutes created as task forces from the PDCC

B.   ICONnect: Online Courses created as task forces from the PDCC

C.   Work with the IASL Director from US and the ALA representative to the Section of School Libraries and Resource Centers of the IFLA to develop programs and activities, which will promote the exchange of information among school library media specialists throughout the world. (from the International Relations Committee)

D.   Work with the IASL director from US and the ALA representative to the Section of School Libraries and Resource Centers of the IFLA to establish communication with other associations for school library media specialists to collect information about their conferences, publications, membership, and make this type of information available to AASL members. (from the International Relations Committee)

E.   Establish a collaborative relationship among *Knowledge Quest, School Library Media Research,*  and *School Libraries Worldwide* to share news and/or research about school librarianship. (from the International Relations Committee)

F.   Develop program, for possible inclusion, for the AASL National conference 2007 or future Annual conferences to focus on International Schools. (from the International Relations Committee)

## IV.  ADVOCACY COMMITTEE

A.   President will appoint a liaison to the ALA Recruitment for the Profession Committee who will also work with the diversity office and report to the AASL Board and Affiliate Assembly annually from the Advocacy Committee.

B.   New Member mentoring activities will be a task force as assigned by the Advocacy Committee should they be need. Otherwise all of the activities of this previous committee will become part of the Advocacy Committee function.

C.   Review materials from outside organizations for consistency with the organization's stance and those of the ALA/AASL views on Promote the celebration of International School Library Day, the fourth Monday in October each year. (from the International Relations Committee)

D.   Recommend AASL members to the AASL Board of Directors to be nominated for membership in the School Library Section of IFLA. (from the International Relations Committee)

## V.   RECRUITMENT FOR THE PROFESSION

A.   Becomes an ELMSS function

B.   President will appoint a liaison to the ALA Recruitment for the Profession Committee will also work with the diversity office and report to the AASL Board and Affiliate Assembly annually. The liaison will become part of the <u>Advocacy</u> Committee.

## VI.   RESEARCH AND STATISTICS COMMITTEE

A.   Gather and disseminate data and anecdotal information including statistics on retirements from the field, shortfalls of qualified SLMS and SLM educators (from Recruitment for the Profession)

B.   Monitor the status of SLM programs and staffing, disseminating appropriate data (from Recruitment for the Profession)

## VII. INTELLECTUAL FREEDOM COMMITTEE

*A.   Delete: Gather, prepare and make available materials advising school library media specialists of available services and support in formulating Intellectual Freedom policies. This is already being done by the ALA Intellectual Freedom Committee.*

B.   *Delete: Gather, prepare and make available materials advising school library media specialists of available services and for resisting local pressure and community action designed to impair the rights of others. This is already being done by the ALA Intellectual Freedom Committee.*

## PROBLEMS AND QUESTIONS

VIII. What is the "white paper" that Recruitment for the Profession is working on? How far along is the process? Who should take it over or is it worth continuing?

IX. Where are we on the changing of the names of the confusing institutes?

    A.   National Institute is now the Fall Forum? or the Leadership Institute? or the Fall Leadership Institute? or Fall Forum Leadership Institute?

    B.   Regional Institute (purchased canned institute)

**AASL COMMITTEE DESCRIPTION FORM**

NAME OF COMMITTEE:
**Advocacy Committee**

TYPE OF COMMITTEE:
        __**X**_Standing  (ongoing and essential to work of association\*)
        ____Special  (addressing a general area of interest or concern; limited term\*)
        ____Task Force ( action on a specific issue with established deadline\*)
        ____Ad Hoc Committee (currently not in use\*)
        ____Editorial Board (operates under certain specific guidelines and terms)

SIZE OF COMMITTEE:
- **Chair plus four to six members**

COMPOSTION OF COMMITTEE:

LENGTH OF TERMS OR APPOINTMENT:
        **Members serve staggered two-year appointments**

VIRTUAL MEMBERS:      __**X**_allowed  ____not allowed

COMMITTEE CHAIR REQUIREMENTS:
        **Chair should have a demonstrated commitment to advocacy**

CHARGE : **To coordinate the advocacy plan of the Association and to recommend a structure for AASL to use in designating responsibility for continuing advocacy work**

FUNCTION STATEMENT:
- **Act as a coordinating body for tasks forces on specific advocacy issues**
- **Assign representation to the ALA Recruitment for the Profession Committee. The member will also work with the diversity office and report of these activities will be included in the Advocacy chair's report to the AASL Board. A duplicate report will be made to the Affiliate Assembly annually.**
- **Assign representation to the ALA Advocacy Coordinating Group**
- **Develop a comprehensive plan for ongoing advocacy activities in AASL consistent with the new Strategic Plan**
  - **Create a process to collect, on an ongoing basis, relevant national data points that members can use in support of national, state, and local advocacy messages**
  - **Develop and implement educational opportunities to train members on how to be involved in national, state, and local advocacy**

- Develop and implement a plan to communicate AASL advocacy
    messages, resources, and educational opportunities available to
    members
  - **Develop new member mentoring activity task forces, as they are needed** [1]
  - **Promote the celebration of International School Library Day, the fourth
    Monday in October each year** [2]

YEARLY MINIMUM INTENDED OUTCOMES :
  - **Reports of activities for Midwinter and Annual**
  - **Report a comprehensive plan to the EC subsequent to the Annual
    meeting and before the fall EC meeting**
  - **Annual report to the Board and the Affiliate Assembly summarizing the
    advocacy actions from ALA and the diversity office**
  - **Recommend AASL members to the AASL Board of Directors to be
    nominated for membership in the School Library Section of IFLA.** [3]

DATE ESTABLISHED:
  **June 2007**


*Adopted by the AASL Board of Directors, June 2003*

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[1] Originally a function of the New Member Mentoring Special Committee
[2] Originally a function of the International Relations Committee
[3] *Ibid.*

**AASL COMMITTEE DESCRIPTION FORM**

NAME OF COMMITTEE:
**Professional Development Coordinating Committee**

TYPE OF COMMITTEE:
    \_X\_\_Standing  (ongoing and essential to work of association*)
    \_\_\_\_Special  (addressing a general area of interest or concern; limited term*)
    \_\_\_\_Task Force ( action on a specific issue with established deadline*)
    \_\_\_\_Ad Hoc Committee (currently not in use*)
    \_\_\_\_Editorial Board (operates under certain specific guidelines and terms)

SIZE OF COMMITTEE:
    (suggested number of members, including minimum or maximum if desired)

**Chair of the PDCC plus the chairs of AASL committees designated by the Board as having significant impact on professional development**

COMPOSTION OF COMMITTEE:
    (include specific groups to be represented, use of staggered terms, ex-officio members, etc. )

- **AASL Blog Editorial Board Chair**
- ***Knowledge Quest* Editorial Board Chair**
- ***School Library Media Research* Editorial Board Chair**
- **Web site Resource Guides Editorial Board Chair**
- **ALA Annual Conference Chair**
- **AASL National Conference Chair**
- **National Institute Committee Chair**

LENGTH OF TERMS OR APPOINTMENT:
    (if different from a normal two year appointment)

VIRTUAL MEMBERS:    \_**X**\_\_allowed  \_\_\_\_not allowed

COMMITTEE CHAIR REQUIREMENTS:
    (include special expertise, required experience, etc. Note: cannot be virtual)

- **Not already a member of any of the coordinated committees**

CHARGE: **Provide coordination to all of AASL's professional development programs and to act as a communications bridge for AASL**

FUNCTION STATEMENT:
- **Meet at Midwinter and Annual for the purpose of coordinating the electronic and printed professional development outreach of the association**

- - Recommend the president appoint individual task forces to develop Regional Institutes as needed.[1]
    - Recommend individual task forces to develop any online courses as needed.[2]
    - Conduct surveys/studies to determine member needs for professional development
  - The PDCC chair will ask the president to appoint a task force to deal with emerging professional development issues in a timely manner.
    - PDCC task forces should always have at least one PDCC member on it
    - Depending on the task force issue, the president will be sure to represent member(s) of the committee who have a specific relation to the task force issue to keep the lines of communication taut between the specific task force activities and the PDCC's general objectives.
  - Develop a comprehensive plan for ongoing professional development activities in AASL consistent with the Strategic Plan
  - Establish a collaborative relationship among *Knowledge Quest, School Library Media Research,* and *School Libraries Worldwide* to share news and/or research about school librarianship.[3]
  - Work with the IASL director from the US and the ALA representative to the section of School Libraries and Resources Centers of the IFLA to establish communication with other associations for school library media specialists[4]
    - Develop program suggestions to focus on International Schools.[5]

YEARLY MINIMUM INTENDED OUTCOMES :
  - A report of current issues in professional development with recommendations for how AASL should address the professional development concerns
  - Recommendations for topics for the Regional Institute Planning Task Force to address
  - Recommendations for any online courses that should be developed

DATE ESTABLISHED:
  **June 2007**

*Adopted by the AASL Board of Directors, June 2003*

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[1] Originally a function of the Regional Institute Planning Committee
[2] Originally a function of ICONnect: Online for professionals and Families
[3] Originally a function of the International Relations Committee
[4] *Ibid.*
[5] *Ibid.*

Annual Meeting 2007
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American Association of School Librarians
Board of Directors
Agenda Item #18

**Topic:**          Approval of Task Force(s)

**Background:**     Based on discussions at the spring Executive Committee, AASL Cyndi Phillip is requesting the approval of three task forces:

- Standards and Guidelines Implementation Task Force (Working name)
- School Library Media Month Task Force (Working name)
- Best List for Teacher Resources Task Force (Working name)

Descriptions for your consideration will be provided by the Bylaws and Organization Committee for discussion at Board II.

**Action Required:**     Discussion

Annual Meeting 2007
Washington, DC
June 21-27, 2007

American Association of School Librarians
Board of Directors
Agenda Item # 19

**Topic:**              Revised Mission Statement

**Background:**         As part of both the Vision Summit and the review of the Strategic Plan at
                        Midwinter, the currency and relevancy of the mission statement for school
                        library media programs found in the last two sets of guidelines was reviewed.  A
                        small subgroup of the Board was tasked with refining the mission based on the
                        input of the two groups.  This mission statement will, in part, guide the work of
                        the task force charged with developing the association's vision of the 21st
                        century school library program.

**Action Required:**    Discussion and approval

Annual Meeting 2007
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American Association of School Librarians
Board of Directors
Agenda Item # 20

**Topic:**          Resolution on No Child Left Behind

**Background:**     The following resolution will be introduced in the ALA Council in support of
school library media specialists as "highly qualified" in the reauthorized version
of the Elementary & Secondary Education Act (No Child Left Behind.)

**Action Required:**   Discussion and direction to the AASL Councilor

Annual Meeting 2007
Washington, DC
June 21-27, 2007

American Association of School Librarians
Board of Directors
Agenda Item # 21

**Topic:**        Resolution on Balanced Representation

**Background:**      The following resolution, originally discussed by the AASL Board at the 2006 Midwinter Meeting, will be introduced in the ALA Council by AASL Councilor Sylvia Norton.

**Action Required:**      Discussion

Annual Meeting 2007
Washington, DC
June 21-27, 2007

American Association of School Librarians
Board of Directors
Agenda Item # 22

**Topic:**         Principles for Digital Content

**Background:**     Board members were previously asked to send comments on these principles. The current version will be brought to ALA Council during the Committee on Legislation report scheduled for Wednesday.  The Task Force on Digitization is asking the Board for their endorsement of these Principles.

**Action Required:**     Discussion and direction to the AASL Councilor

# Principles for Digital Content

## 1. Values

1. Digital collections are as important to libraries as all other types of collections. The policies of the Association apply fully to digital collections, including values such as intellectual freedom, commitment to access, respect for confidentiality and privacy, freedom of information, service for the public good, and professionalism.

2. Digital content must be given the same consideration as other library materials when conducting collection development, organization and cataloging of works, reference services, and preservation.

3. Digital content must be provided in various and alternative ways to meet the unique needs and circumstances of all people.

4. Equitable access to digital library materials is ensured through maximum accessibility, ubiquity, sustainability, and barrier-free access

## 2. Intellectual Property Rights

1. Access to and use of digital content that is protected by copyright should be provided in a fair and equitable manner, balancing the rights and privileges of users, creators, and owners.

2. Rights management policies and procedures must promote the advancement and sharing of knowledge, innovation, and creativity.

## 3. Sustainable Collections

1. A library's digital collections and associated activities must be sustainable.
2. Sustainability requires secure and ongoing funding, technology solutions that are appropriate to the longevity of the cultural record, and long-term management capabilities.

## 4. Collaboration

1. Collaboration   enables  the  building  of  collections  that support  research,  scholarship  and  information  needs  of diverse communities.

2. Collaboration will require strong organizational support and promotion  by  library  and  cultural  heritage  practitioners, their institutions, and their associations.

## 5. Advocacy

1. A library's digital programs and associated activities require ongoing communication for its success.

2. The library and cultural heritage communities must reach out to the public, to government, and to funding institutions with  a  clear  and  compelling  message  regarding  the  role  of digital libraries and collections.

## 6. International Scope

1. Digital  collections  increasingly    serve  an  international audience and are part of a global information infrastructure that is not limited by geography.

2. The  library  and  cultural  heritage  communities  must understand the origination of materials in digital collections, respect the ownership of these materials, and be attentive to issues  surrounding  cultural  asset  exploitation  and repatriation.

3. Digital  collections  and  services  must  be  developed  with goals  of  technical  and  social  interoperability  in  the international information sphere.

## 7. Continuous learning

1. Digital  collections  are  developed  and  sustained  by  an educated workforce.

2. Members of the library and cultural heritage professions must  engage  in  ongoing  learning.  They  must  explore  new technology,  work  with  new  partners,  and  reach  new audiences

## 8. Preservation

1. Digital resources must receive appropriate preservation

2. Preservation activities require the development of standards, best practices, and sustainable funding models to support long-term commitment to digital resources. .

## 9. Importance of Standards

1. Digital collections must be built upon standards and best practices that maximize their usefulness.

2. Such standards and best practices must serve the broadest community of users, including those with disabilities, support sustainable access and use over time, and provide user functionality that promotes the core library values (http://www.ala.org/ala/oif/statementspols/ corevaluesstatement/corevalues.htm).

3. Preference should be given to open standards and non-proprietary technologies that support long-term sustainability.

Annual Meeting 2007
Washington, DC
June 21-27, 2007

American Association of School Librarians
Board of Directors
Agenda Item # 23

**Topic:**            AASL Blog

**Background:**       In July 2005 AASL member Alice Yucht proposed that AASL follow in the footsteps of the Public Library Association (PLA) and the Library & Information Technology Association (LITA), divisions of ALA, and launch an association blog. Upon review, the AASL Executive Committee suggested that the association "test" the concept with a blog specifically for its 12th National Conference & Exhibition. Based on that experience, a proposal for an ongoing AASL blog would be considered.

In the spring of 2006, a permanent blog was established.  Based on discussions at the 2007 spring Executive Committee, the Board of Directors is being asked to consider a number of questions in order to develop a guiding document for the blog's continued development and ongoing evaluation.  The Board is also being asked to consider the structure of the volunteer management of the blog. Originally conceived as a sub-committee of the Website Advisory Committee, another structure was proposed when it became clear in that this committee was to be dissolved.  The alternative proposed was an all virtual "Blog Editorial Board."  The blog currently operates under that structure.

**Action Required:**  Discussion

Annual Meeting 2007
Washington, DC
June 21-27, 2007

American Association of School Librarians
Board of Directors
Agenda Item # 24

**Topic:**              Spectrum Mentoring Proposal

**Background:**         Spectrum's major drive is to recruit applicants and award scholarships to American Indian/Alaska Native, Asian, Black/African American, Hispanic/Latino or Native Hawaiian/Other Pacific Islander students.  Spectrum provides a one-year $5,000 scholarship and over $1,500 in professional development opportunities to eligible students planning to attend an ALA-accredited graduate program in library and information studies or an ALA-recognized NCATE School Library Media program.  Each year for the past six years, AASL has contributed $5000 to the program for at total contribution of $30,000.  The dearth of Scholars from both the school library media field and from NCATE schools in particular was raised as an issue to the AASL Board liaison and others at the 2007 Midwinter Meeting.

The Office of Diversity has approached AASL about additional support for the program including a possible mentoring or internship program.

**Action Required:**    Discussion

Annual Meeting 2007
Washington, DC
June 21-27, 2007

American Association of School Librarians
Board of Directors
Agenda Item # 25

**Topic:**          Emerging Leader Projects 2007-08

**Background:**     AASL solicited broadly for "emerging leaders" in the school library media field for this ALA presidential initiative.  Although extending the deadline yielded candidates for the two $1000 stipends, the response to this initiative both from individuals and affiliates was very low.  Of the 119 members of the inaugural class, only six were school library media specialists.  The program will be repeated for a second year in 2007-2008.  Current plans are to institutionalize thereafter.  Project leaders have expressed their desire to increase the number of SLMS participating.  AASL has also been asked to support the Emerging Leaders with a project that will provide leadership experience.  The project should span the time between Midwinter and Annual Conference of 2008 and will be supported by a member mentor and a staff liaison.  EL's working on the project will not necessarily be SLMS.  Examples of projects that touched AASL this year focused on how to increase the number of NCATE student members and mentoring new members.

**Action Required:**     Discussion

**RE:**           **Emerging Leaders 2008**

**FROM:**       **Leslie Burger, Connie Paul and Maureen Sullivan**

**DATE:**        **June 1, 2007**

## 2008 Emerging Leaders Program Information

**When and where**:
Friday, January 11, 2008  in Philadelphia   8:30-5:00  and
Friday,  June 27, 2008 in Anaheim  8:30-5:00 with
      Virtual workgroups between the two sessions.

**What:**
Two workshop days with Maureen Sullivan and Connie Paul, participating in projects, networking with 119 of your peers, getting an inside look into ALA structure, and having an opportunity to serve your profession.  Regular conference fees apply. There is no additional cost to attend the Friday programs.

**Why:**
To enable 120 new librarians to get on the fast track to ALA and professional leadership.

**Who:  Up to 120 participants (60 sponsored and 60 open)**
1) ALA member, and
2) Young (under 35 years) *or* new librarians of any age with fewer than 5 years post-MLS experience, and
3) Recent MLS degree from an ALA or NCATE accredited program or in an MLS program currently, and
4) Able to attend both ALA conferences and work virtually in between, and
5) Ready to commit to serve on an ALA, Division, Chapter, or Round Table committee, taskforce or workgroup upon completion of program.

**How:**  Application will be available online July 1, 2007 at:
wikis.ala.org/emergingleaders .  Deadline for submission will be:  August 15, 2007.

      1) 60 open application candidates will be chosen.  Every effort will be made to get representation by type of library, geography, and diversity.

      2) 60 sponsored candidates will be chosen by the following formula:
 Divisions and Round tables:  26; Ethnic affiliates 10; Chapters and AASL Affiliates: 24.

To be sponsored, apply directly to your division, chapter, or round table. Each sponsor will contribute $1000 for expenses ($500 each conference) and will choose whether to participate and how much support to offer. A full list of sponsoring units will be included as part of the online application.

Program information will be available and updated at: wikis.ala.org/emergingleaders. For additional questions regarding the program, contact: Lorelle Swader at: lswader@ala.org.

Annual Meeting 2007
Washington, DC
June 21-27, 2007

American Association of School Librarians
Board of Directors
Agenda Item # 26

**Topic:**          Report from the Affiliate Assembly Chair

**Background:**      At the second Board meeting at each Annual Conference, the Chair of the Affiliate Assembly is invited to give a brief report of the concerns that the Affiliate Assembly will be forwarding to the Board.

**Action Required:**      Discussion

Annual Meeting 2007
Washington, DC
June 21-27, 2007

American Association of School Librarians
Board of Directors
Agenda Item # 27

**Topic:**               Adoption of FY 08 Budget

**Background:**       The final phase of the ALA budgeting cycle is official adoption of the budget at the Annual conference.  This process includes final adoption of division budgets by each Board of Directors.  The budget cycle for each fiscal year begins at the fall Executive Committee Meeting when the Executive Committee, acting as the Budget and Finance Committee, sets broad budget goals based on program needs as defined in the Strategic Plan.

The budget is prepared by the Executive Director during the month of December and then undergoes internal review by a panel of senior ALA managers in March.  In early May, the budget is submitted to the ALA Budget Analysis and Review Committee (BARC) for their approval.

Documents include a Budget Overview, which addresses elements required by ALA's Office of Planning and Budget, as well as numerical trend data, a budget summary by project, and budget detail by project.

Any modifications/additions to the proposed budget must be made at this meeting.  The FY07 budget cycle begins Sept. 1$^{st}$ of 2007 and goes through Aug. 31$^{st}$ of 2008.  All revenues from the 2007 conference will be recognized in the 2008 budget.

**Action Required:**   Discussion