

RBMS Scholarship Committee Virtual Meeting

November 16, 2018

11:00-12:30am EST

Present:

Chairs: Elspeth Healey and Katie Henningsen

Members: Rebecca Baumann, Kim Bell, Jennifer Borderud, Meghan Constantinou, Elizabeth Cruces, Christopher Harter, Jocelyn Karlan, Juli McLoone, Sara Powell, Charlotte Priddle, Kim Tully

Guests: Thumy Webb, Timothy Johnson (Past Chair)

I. Introductions and selection of recorder

Committee Chairs Elspeth Healey and Katie Henningsen welcomed committee members to the meeting. Christopher Harter volunteered to record minutes and committee members present introduced themselves.

II. Guidelines and Rubric for evaluating scholarship applications (Elspeth Healey and Katie Henningsen)

It was noted that in previous years, the committee typically received between 25-50 applicants. However, 2017-18 saw an increase to 82 applications. In discussing the charge of the 2018-19 Scholarships Committee, Katie reviewed the Guidelines and Rubric for evaluating scholarship applications and asked for questions. One member asked how the committee has addressed those applicants who are shifting into Special Collections from other library areas and how this should impact applicant evaluations this year. It was agreed that such successful applicants should be able to provide a strong justification for their interest and shift into Special Collections. As a means of gauging experience and fairness of rankings for this year's committee, Katie proposed allowing first time members to the committee the opportunity to review a sample of past applications and provide their rankings as a means of evaluating their ranking. This was agreed upon and Elspeth agreed to send a round of "test" applications to new members along with a deadline for submission.

The committee discussed the additional consideration given to applicants who self-identify as a member of an underrepresented racial or ethnic group or who are employed by an institution that primarily serves one or more of these groups. One member was asked how institutional service to underrepresented groups is reported and verified. It was stated that this question had been raised in the past and that verification was done by consulting institutional mission statements and other information via institutions' websites.

III. Discussion of Committee Action Plan (Healey and Henningsen)

Elspeth reviewed the committee's action plan and asked for feedback. Under the section pertaining to current committee tasks, the co-chairs emphasized the need for a regular presence in promoting RBMS scholarships and for working with organizations within ALA/ACRL promoting diversity and inclusion. It was also stated that last year more scholarships were awarded due to the presence of a larger amount of money to disperse. This was due to money remaining from an award received from the Gladys Kriebel Delmas Foundation coupled with increased support from RBMS members to the scholarship fund. Tim reported that past RBMS Chair Athena Jackson had also allocated additional money. The question was raised as to whether Delmas Foundation money still remains as a means of support.

Elspeth and Katie began a discussion on proposed changes to the committee's charge. The question was raised as to whether previous scholarships have been used for "other RBMS meetings" apart from the annual conference as stated in the charge. This was unclear, but it was suggested this might include attendance at ALA Midwinter, and Elspeth noted that given the committee's charge of exploring expanding the RBMS scholarships program, it may be useful to have this flexibility in the language. Such additional support would require a discussion of the size of individual scholarship amounts.

Elspeth invited further committee feedback on the action plan with a deadline of November 30th so that the Chairs could submit any changes to the committee prior to Midwinter.

One member suggested that one place to start for the action plan item of deepening engagement between scholarships and RBMS would be to reach out through, and work in conjunction with, the existing liaisons to other committees. This suggestion will be added to the action plan.

IV. Subcommittee update and proposal – Divided review process for scholarship applications (Healey and Henningsen)

The subcommittee for a proposed divided review process presented their report. The subcommittee (Elspeth and Katie) was charged with investigating the feasibility of dividing up review of the applications between the committee members to address the increasingly large number scholarship applications. The report was presented in written form to all Scholarship Committee members prior to the meeting. Items of note:

1. The subcommittee queried via email scholarship programs from peer organizations, but received only one response.
2. The subcommittee proposed three options for reviewing scholarship applications: a) no change to current methodology, b) an ACRL methodology, and c) a two-thirds methodology. The pros and cons of each method were discussed.

The question was raised as to the threshold of applications that would trigger any accepted change to methodology. A threshold of 40-50+ applications was proposed. A member suggested that any changes to methodology should state the threshold as a matter of course. An inquiry was made as to what would be needed to enact a proposed change in methodology and Katie clarified that such a change would need to be presented to the RBMS Executive Committee. It was moved that the committee adopt the ACRL methodology should the threshold be met. Committee members voiced their unanimous agreement. Katie proposed that the trigger number be set at 40 applications, which was seconded by Meghan and Christopher.

The question of recusal in ranking individual applicants was raised. Katie stated that we haven't recused in the past, but have relied on members self-identifying any personal/professional relationship between committee members and applicants. This should include relationships between supervisors and staff, fellow staff members, and course instructors and students.

Katie will compile a report for RBMS Executive Committee on this proposed change in process.

V. Subcommittee update - Scholarships for second-time RBMS Conference attendees (Jocelyn Karlan, Meghan Constantinou, and Sara Powell)

The subcommittee on scholarships for second-time RBMS Conference attendees presented a brief update on their work. The committee was charged with investigating options for awarding scholarships to non-first-time attendees. They have found the organizations queried do not have second-time attendee scholarships, but some do have returning attendee scholarships. The committee discussed the logistics of offering returning scholarships and what the criteria and considerations might be. The Subcommittee will compile their findings and outstanding questions by November 30th for inclusion in their report.

VI. Committee timeline for 2018-2019 year and next steps

Katie provided the committee's timeline for 2018-2019 and next steps:

- Publicity – will share the spreadsheet and ask that you take a few minutes to look at and add any additional contacts and sign up for 2-3 places that you will plan to email the announcement to – you are welcome to send out to more
 - We will send out the text for the announcement in late November and plan to ask that everyone send out their announcements during the first week of December
- Review of RBS/RBMS scholarship applications (third week of December)
- Review of scholarships
 - Applications due - Jan. 11
 - Applications sent to Committee - Jan. 18
 - Committee Rankings due to E&K - Feb. 8
 - Compiled Rankings send to Committee - Feb. 11
 - Committee conference call--circa Feb. 13-15
 - Decisions sent to ACRL - Feb. 21
 - Applicants notified - Mar. 1

VII. Encouraging scholarship winner contributions to Fall 2019 RBM special issue (Karlán)

Jocelyn stated that the Fall 2019 issue of RBM would be a special focus on underrepresented groups within Special Collections. She would like to encourage previous scholarship recipients to contribute to this issue, but has been advised that a targeted email to previous recipients cannot be sent due to email privacy policies. The committee discussed the positive aspects of recipient contributions to the special issue and Elspeth suggested the possibility of including such a call at the bottom of the 2019 scholarship application email announcement. Jocelyn will provide a couple of lines for inclusion in the scholarships call by November 30th. Elspeth and Katie will ask Tory Ondrla at ACRL if we can include something similar in the message sent out to successful scholarship applicants in March.

VIII. Liaison reports were provided:

1. Budget and Development (Kim Tully)
As of August 2018, the RBMS Scholarship Fund was robust. The RBMS Budget & Development Committee (Blynn Olivieri, Chair) believed that it was important to keep a cushion in the fund and recommended several actions be taken regarding the distribution of funds from the Basic Services Budget "Section Fund" and the Conference Profit Share. These allocations were approved by the RBMS Executive Committee on August 15, 2018. For a more detailed

discussion of fund allocations and amounts, please see the Budget & Development midwinter minutes.

2. Diversity (Lisa Cruces)

Collaboration with the RBMS Membership & Professional Development Committee has resulted in the move to update the Resources tab on the RBMS website to include more information on RBMS's Diversity Committee and its charge under that tab. The committee is also seeking images reflecting a wider range of diversity than currently featured on the website.

3. Membership & Professional Development (Tammy Druash via email)

At the upcoming Midwinter meeting the M&PD co-chairs plan to propose that there be a dedicated session at RBMS conferences going forward for first-time attendees to discuss their work or the profession, and this is something that might be of interest to scholarship winners. It was also suggested that the M&PD Chairs attend the scholarships breakfast. A more detailed M&PD report will follow after ALA Midwinter.

Respectfully submitted,
Christopher Harter