

## **Committee Progress Report**

**\*\*Type of report being submitted:** Committee Progress Report

**\*\*Date:** 2/23/2010

**\*\*Committee Name:** 3M/NMRT Professional Development Grant Committee

**\*\*Supervising Board Member:** Amy Harmon

**\*\*Chair, Co-Chairs, Assistant Chairs:** Anne Clement, chair

**\*\*Committee members:** Haiyun Cao, Linda Wen, Susan Jennings (Erika Kwasnik is no longer a member of this committee)

### **\*\*Activity in Current Reporting Period**

**a) Projects completed (For example, any procedures, tip sheets, checklists, etc. created during this period):**

*July:* Reviewed previous year's files and revised the committee's handbook entry.

*August/September:* Contacted all committee members, welcoming them, informing them of their responsibilities, and giving them a tentative schedule of the year's events. Prepared and submitted the planning report. Uploaded the committee's timeline and planning report to the committee's ALA Connect page.

*October/November:* Set December 15<sup>th</sup> as the deadline for applications. Drafted award application announcement. Contacted the Web Committee to ensure that all award information on NMRT website is current and correct. Distributed the announcement to various electronic mailing lists.

*December:* Answered questions from applicants and potential applicants. Once the deadline passed, evaluated the applications and withdrew those that were incomplete or didn't meet the requirements. Sent copies of all 44 applications and the evaluation rubric to committee members, reminding them of the award criteria. Instructed committee members to rank all applications and submit their rankings to me. Rankings were averaged.

*January:* Held week-long closed meeting online (via the committee's ALA Connect page) to discuss the 25% top ranked applications. Each member re-ranked the applicants after these discussions, and the three highest ranking applicants were selected as the grant recipients. Verified grant recipients' membership status with ALA.

*February:* Notified Supervising Board Officer, NMRT President, NMRT Vice-President/Incoming President, and NMRT's ALA Staff Liaison of outcome, then notified the grant recipients, all applicants, and the 3M representatives in writing. Provided 3M with the names, titles, addresses, phone numbers, and email addresses of the grant recipients. Notified grant recipients that 3M will be contacting them regarding the next step in the process. Provided the Web Committee with information on the grant recipients so that the NMRT web page was updated as necessary

**b) Projects in progress but not yet completed:**

*March:* Assist with the coordination of activities at the Annual Conference and the creation of the poster for the NMRT Booth that publicizes the award recipients. The poster will be brought to the NMRT Booth by the person who supervises the setup of the 3M booth. Make arrangements with 3M to get the poster to the NMRT booth. Maintain communication with the 3M liaison and recipients before and after Annual Conference. Arrange for the grant recipients to have mentors at the Annual Conference.

*April:* Correspond with the recipients, conveying dates/times of meetings they need to attend at Annual Conference and any other responsibilities. Send award flyers describing 3M/NMRT Grant and Shirley Olofson Award to the NMRT Booth and NMRT Orientation Committees.

*May/June:* Maintain contact with the grant recipients and committee members, answering questions, etc. Poll committee members regarding their experiences and the process. Obtain the name of next year's chair and together, prepare a new application for distribution. Pass along files, suggestions for a smoother process, changes that need to be made or are suggested, etc.

*Annual:* 3M supplies the plaques for the award recipients, and recipients are formally recognized at an NMRT event during Annual. 3M representatives will be invited to present the awards.

**\*\*Action Items/Issues To Be Resolved (What is left to do, based on your Planning Report? Have there been any substantial changes in plans since then? What items, if any, have been deferred until next year?):**

None.

**Financial Report Section:**

<b>Your budget appropriation (see budget)</b>	a. 0
<b>Amount which you have spent so far this year</b>	b. 0
<b>Your estimated additional expenses this year</b>	c. 0
<b>Total of amount spent and additional "estimated" expenses for this year (b+c)</b>	d.0
<b>Difference between budgeted amount and total expenses from above (a-d)</b>	e. 0

**\*\*Report submitted by:** Anne Clement

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