

**Review & Planning Committee Agenda
Anthropology and Sociology Section
Association of College & Research Libraries
American Library Association
Annual Meeting, New Orleans, LA 2011**

DRAFT

Monday, June 27, 2011, 8:00-10:00AM, New Orleans Marriott – Lafayette

Present: Liz Cooper (Committee Chair/ANSS Past Chair), Jen Darragh (ANSS Chair-elect '12), Jennifer Nason Davis (ANSS Chair), Terry Epperson (ANSS Chair-elect '11), Wayne Sanders (ANSS Secretary)

- 1) Approve agenda

Agenda approved.

- 2) Approval minutes from Midwinter 2011 R&P meeting

Minutes approved with corrections identified.

- 3) Updates from ACRL Leaders' meetings:

Any news on the future of Communities of Practice, structure of sections, etc.?

Our thoughts and positions already communicated to ACRL Board Liaison Lis Chabot at Executive Committee Meeting I.

- 4) ACRL Liaison program issues – (relating to new structure)

A) Guidelines

for application/criteria/procedure

*cover letter

*6-page application (one ACRL formerly used)

*curriculum vita

*3 letters of recommendation

*current membership in both the ACRL & the group liaising with

*Be willing and able to attend conferences.

For ANSS, should we pare down the process and application form or reuse the ACRL's form? In our application, we want to leave the wording open for inclusion of anthropology, sociology, criminal justice, etc. and refer to the ACRL form.

GOAL: To have in place for FY 2013.

Discussed ANSS plan for procedures.

How select liaison(s)?

We must forward our selection criteria to the ACRL. If Liaison Committee member is eligible, we must be careful on how do selection. The Liaison Committee Chair will be ineligible because we want an unbiased selection process. The Executive officers selected the IFLA representative.

How many liaisons? How many years? How much guaranteed funding from ANSS?

Guidelines and application will be developed by the ANSS Review & Planning Committee.

GOALS: Assure coordinating committee will be in place first.

Hope to select committee members by Midwinter.

Applicants can apply in January. This deadline will allow time to apply for grant funds from the ACRL.

ACRL Liaison Grants Committee:

See: <http://www.ala.org/ala/mgrps/divs/acrl/resources/leadership/committees/acr-lcgrant.cfm>

The grant cycle runs from June to June with a June 1st deadline for applicants.

B) Revive the ANSS Liaison Committee

Agreed to revive the Liaison Committee. Drafted revised charge for ANSS Liaison committee to be sent to the ANSS Executive Committee for a virtual vote to be validated at Midwinter Executive Committee meeting.

Proposed Charge: The charge of the Liaison Committee is to a) identify organizations in the fields of anthropology, sociology, criminal justice/criminology and related fields with which to build collaborative partnerships; b) support ANSS members in building and sustaining relationships with these organizations; c) advise and support the ANSS-appointed liaison(s) in working with their target organization(s).

Composition: minimum of 4 members (the 2 formal appointed liaisons + 2 others); All ANSS appointed liaisons serve ex-officio.

Terms: 2-year term

The Liaison Committee can help coordinate projects with target professional organizations and provide continuity to the ANSS agenda. Some additional ideas identified were the creation of tip sheets, maintaining a clearinghouse and publishing a calendar advertising local and regional conferences and workshops and deadlines for program and poster proposals. "Everyone an ANSS ambassador." Possibility of a pot of money to official Liaisons, then ANSS members apply for remaining funds within ANSS. Want to keep the process fair.

5) Survey follow ups

Jen Darragh reported the Membership Committee will try to identify areas we can improve upon and suggested follow ups to the membership such as "In the recent survey, you asked for [this], and [this is what we action we are taking]." Survey results will report frequency of responses and aggregate themes identified. Jen Darragh suggested adding some demographics to our next survey.

We do want to clarify [or simplify] the process of how to get involved with the Section. If something else is identified that is not obviously related to a standing committee, we can create a task force. Liz Cooper suggested looking at these issues again at the next Review &

Planning Committee meeting.

6) Emerging Leaders Program

Terry Epperson suggested ANSS consider funding an Emerging Leader in the ALA Emerging Leaders Program. Considerations identified: how much money?, what is the time line?, and how suggest project proposals for the Emerging Leaders.

The ANSS budget for the current year is \$1,215 comprised of \$1,000 for the section plus \$215 based on the size of the membership.

Competing budgetary interests: 40th Anniversary, Liaison, Emerging Leaders

Terry will follow up by looking into what is involved and the considerations identified above as well as criteria for selection and a committee to review applications. Believe the call for Section sponsorships of Emerging Leaders was distributed in May 2011.

7) Posting committee minutes on new ANSSWeb – policy

Currently there is no policy about when and where to post committee minutes other than sending them to the ACRL Office who is responsible for submitting them to the ALA Archives. Agreed that committee and discussion group minutes should be posted within 2 weeks of the meeting. Jennifer Nason Davis will modify the ANSS Manual.

8) Old business:

Has the ANSS Manual been updated to reflect recent approved changes, such as the Bibliography Committee name change?

9) Parking Lot: Future business:

2012 Executive Committee should identify a custodian for the Rapid Assessment Tool for Sociology Collections & Services in Academic Libraries.

<http://anssacrl.wordpress.com/publications/assessment-tool/>

Reminder to put on 2012 agenda.

10) Any other business

How to commemorate the 40th ANSS anniversary?