ACRL Workshop Host Information

Planning, Assessing, and Communicating Library Impact:
Putting the Standards for Libraries in Higher Education into Action

Schedule (7 hours, 30 minutes)

3 hours  The Standards as a Foundation for Assessment
          Moving Assessment from Theory into Practice – a Planning and Assessment Cycle Approach
          Developing Outcomes

1 hour  Lunch

1 hour, 15 minutes  Designing Assessments that Demonstrate Mission, Value, and Contribution (Criteria, Actions, Evidence, Analysis, Change)

1 hour, 15 minutes  Metrics and Benchmarking

1 hour  Leadership and Organizational Change
        Wrap-up and Reflection

Room setup and A/V Supplies Needed

  o  Room set with roundtables, plus head table for presenters
  o  A wireless microphone for each presenter
  o  Projector, screen, and computer connected to projector (PC, must be able to display file from PowerPoint 2013 and have any standard web browser installed)
  o  Pen and Standard-size Post-It Note pack for each participant
  o  One flipchart per table, plus two different colored markers per chart
  o  One flipchart or whiteboard for the presenters, plus at least four different colored markers

Host responsibilities

  o  Reservation of meeting space and audio-visual equipment, and printing of workshop handouts and materials, per the requirements provided by ACRL.
  o  On-site instructional technology and AV support as needed.
  o  Reservation and purchase of lodging and ensure presenters are given clear understanding of satisfactory ground transportation options.
  o  Communicate regularly with presenters regarding program and logistics.
  o  Catering for attendees and presenters (e.g. breakfast, lunch, refreshment breaks) as appropriate.
  o  Volunteer staff as needed (e.g., general oversight, check-in assistants).
  o  Management of registration process, if any.
  o  Compilation of attendee roster with complete contact information and registration list.
  o  Participant and presenter name badges.

For more information, please contact Chase Ollis at collis@ala.org or 312-280-2521.