

**Spring Executive Committee Meeting
April 19th, 2011 via Conference Call**

Topic: Draft Research Agenda

Background: As part of the strategic plan implementation, YALSA’s Board decided in June of 2009 that an updated research agenda was needed. The last time the agenda was updated was 1994. YALSA’s Research Committee was charged with drafting an updated agenda and submitting a final version to the board for approval by June 2010. The document that was submitted to the board in July was deemed by the board to be incomplete. In the fall of 2010 YALSA’s President, Research Committee Board Liaison and Executive Director worked with the committee to come up with a template for a new agenda and a timeline for execution, both of which are provided below. At this time, some draft portions of the agenda have been submitted; however additional portions are still needed. The goal is to have a final version for the board to consider at their 2012 Midwinter Meeting.

Action Required: Discussion

Updates:

- In early March Don Latham and Sandra-Hughes Hassell each submitted their draft portions for section II of the document. Eliza Dresang has said she will submit the third part in April (she’s running behind due to an emergency surgery).
- In an effort to keep the project on track for a January 2012 completion, Stephanie Reynolds and Linda Braun are working on compiling materials for the other sections of agenda, including gathering resources for the resource list and brainstorming ideas for what should be included in the appendix section of the document. Once all of the material from the Research Committee is provided, they will also work on an introduction to the document as well as the conclusions section. Stephanie and Linda are planning on having the materials ready by mid-May. However, that might change depending on when the final piece for section II is submitted from the Research Committee.

Template:

Research Agenda Template

1. Introduction

Provide a brief overview of the field of study as well as some background information regarding the need for the agenda and how it was developed.

2. Research Agenda

This space should provide background on and describe key areas of concentration for research over the next few years as well as list specific research questions related to each research topic. Three to five priority areas should be included in this section.

The Research Committee is encouraged to seek feedback from the field to help determine the priority areas and to develop specific questions. YALSA's preferred approach is to develop the agenda based on the literature search then post a draft document online for public comment. YALSA staff can help with the logistics.

a Priority Area 1 (Please note the final number of priority areas depends on the key areas of concentration determined by the work and research of the Research Committee.)

i Description/Summary of Topic

- 1 Provide a 1-3 paragraph explanation to help the reader understand the issue. Briefly cite prior research and related findings and state why more research is needed in this area.

ii Questions for Research

- 1 List three to ten questions that relate specifically to the stated topic. Provide a sentence or two that explains how answering these questions will help advance the field of study.

b Priority Area 2

i Description/Summary of Topic

- 1 Provide a 1-3 paragraph explanation to help the reader understand the issue. Briefly cite prior research and related findings and state why more research is needed in this area.

ii Questions for Research

- 1 List three to ten questions that relate specifically to the stated topic. Provide a sentence or two that explains how answering these questions will help advance the field of study.

c Priority Area 3

i Description/Summary of Topic

- 1 Provide a 1-3 paragraph explanation to help the reader understand the issue. Briefly cite prior research and related findings and state why more research is needed in this area.

ii Questions for Research

- 1 List three to ten questions that relate specifically to the stated topic. Provide a sentence or two that explains how answering these questions will help advance the field of study.

3. Conclusion

Use this space to briefly summarize what was addressed in the document and reiterate what the gaps in research are and why they should be a priority over the next few years.

4. Bibliography

Use this space to feature relevant research found when conducting a literature review. *The Research Committee's 2009 bibliography of research belongs here. For brevity's sake, the annotations can be removed and readers can be pointed to the URL where they can find the annotated version. The committee will want to decide if more recent research is available since the 2009 document was created and that should be added to this section.*

5. Acknowledgements

Use this space to acknowledge any individuals or groups that provided information or support in the creation of the document.

6. Appendices

Include any references, resources consulted, relevant documents, etc., especially those mentioned in other sections of this document.

Research Agenda Timeline

Date	Activity	Person(s) responsible
Nov. 2010	<ul style="list-style-type: none"> • Phone call with committee to discuss research agenda format, divide up tasks and confirm timeline • Begin work on the agenda, based on outcome of phone call, including reviewing the bibliography to come to a consensus on 3 to 5 priority areas (may require a group call or e-chat to facilitate) 	<ul style="list-style-type: none"> • Kim Patton, Sarah Flowers, Committee members, Beth Yoke • Committee chair and members
Dec. 2010	<ul style="list-style-type: none"> • Continue work on agenda, including dividing the priority areas and other sections of the agenda among committee members (may require a group call or e-chat to facilitate) • Submit progress report to the Board via the online chair form by no later than Dec. 15 	<ul style="list-style-type: none"> • Committee chair and members • Chair
Jan. 2011	<ul style="list-style-type: none"> • Individual committee members and chair work on agenda, including writing content for introduction and priority areas • Board reviews progress report • Provide feedback to the committee, based on Board discussion 	<ul style="list-style-type: none"> • Cmte chair & members • Board • Sarah Flowers
Feb. 2011	<ul style="list-style-type: none"> • Submit progress report to the Board via the online chair form by no later than Feb. 15 • Board reviews progress report • Provide feedback to the committee, based on Board discussion • Individual committee members and chair continue work on agenda, incorporating Board feedback. Develop specific questions to go with the identified priority areas 	<ul style="list-style-type: none"> • Committee chair • Board • Sarah Flowers • Committee chair and members
March 2011	<ul style="list-style-type: none"> • Individual committee members finish draft section(s) of agenda and send to chair • Collect, compile and format all parts of the draft agenda 	<ul style="list-style-type: none"> • Committee members • Committee chair
April 2011	<ul style="list-style-type: none"> • Submit draft agenda to Executive Committee for their spring meeting by no later than April 8 • Provide feedback to the committee, based on Executive Committee discussion 	<ul style="list-style-type: none"> • Chair • Sarah Flowers

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	<ul style="list-style-type: none"> Individual committee members and chair continue work on agenda, incorporating Executive Committee feedback 	<ul style="list-style-type: none"> Committee chair and members
May 2011	<ul style="list-style-type: none"> Individual committee members finalize work on draft agenda, incorporating Executive Committee feedback Individual committee members submit edited section(s) to chair Compile sections and submit draft agenda to the Board by no later than May 15 	<ul style="list-style-type: none"> Committee chair and members Committee members Committee Chair
June 2011	<ul style="list-style-type: none"> Board reviews draft agenda Provide feedback to the committee, based on Board discussion Out-going chair and in-coming chair discuss status of the project so that the 2011 – 2012 committee can pick up where the other committee left off 	<ul style="list-style-type: none"> YALSA Board Sarah Flowers Current and in-coming chair
July 2011	<ul style="list-style-type: none"> Make any necessary edits to draft agenda, based on Board feedback Receive and compile edits and send final draft to Beth Yoke for call for comments Submit progress report to the Board by no later than July 15 Open up a public call for comments on the draft agenda Public submits comments via online form 	<ul style="list-style-type: none"> Committee chair and members Chair Chair Chair with support from Beth Yoke Any interested individual or group from the library community
Aug. 2011	<ul style="list-style-type: none"> Public submits comments via online form 	<ul style="list-style-type: none"> Any interested individual or group from the library community
Sept. 2011	<ul style="list-style-type: none"> Comments reviewed as a group via conference call or e-chat, then used to refine draft agenda, as appropriate 	<ul style="list-style-type: none"> Committee chair and members
Oct. 2011	<ul style="list-style-type: none"> Final edits sent to chair Final draft of agenda submitted to Executive Committee for approval 	<ul style="list-style-type: none"> Committee members Committee chair
Nov. 2011	<ul style="list-style-type: none"> YALSA Board votes on adoption of agenda 	<ul style="list-style-type: none"> Board
Dec. 2011	<ul style="list-style-type: none"> Agenda gets forwarded to ALA’s Research Committee for endorsement 	<ul style="list-style-type: none"> Beth Yoke

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	<ul style="list-style-type: none"> • Discuss a desired timeframe and process for reviewing and updating the document • Submit final report of process to the Board by no later than Dec. 15, including a recommendation as to a regular evaluation cycle for the agenda 	<ul style="list-style-type: none"> • Committee members and chair • Chair
Jan. 2012	<ul style="list-style-type: none"> • ALA Research Committee meets 	<ul style="list-style-type: none"> • ALA Research Committee
Feb. 2012	<ul style="list-style-type: none"> • Agenda is posted online and disseminated to the library community 	<ul style="list-style-type: none"> • YALSA staff with assistance from committee