OPAL WORKING GROUPS PARTICIPATION PLAN

BACKGROUND

HISTORY

The concept of the Working Group came from the recommendations of the Strategic Planning Implementation Task Force* (November 2016 report to the OPAL Executive Committee). The report reads as follows:

Recommendation: Create four Directors Council working groups to increase proactivity and focus on re-occurring tasks that benefit the consortium:

- Assessment – evaluate OPAL programs, projects, and activities
- Marketing and Communications – maintain website content and create digital/print collateral and promotional items to tell our story
- Outreach and Relationships – cultivate relationships with all Ohio private academic libraries, maintain existing relationships (i.e. OhioLINK), and identify other library organizations to partner with to achieve common goals
- Shared Expertise – encourage sharing of library staff time and/or expertise

The expectation is that every OPAL library director will be part of a working group, task force, and/or hold an elected office. Membership of working groups will include library directors and library staff as needed for their expertise and insight. Working groups will do work in between meetings to ensure progress is made. Working groups will submit written updates to the Executive Committee to be included as part of the Directors Council consent agenda. Working groups may meet and/or collaborate with other working groups on Directors Council meeting dates as necessary.

CURRENT STATUS

The expectations expressed in this report have been translated directly as the basic descriptions for the working group concept and the focus of each of these individual working groups on the current OPAL website (accessed on 1/24/2019).

However, the composition of each of these working groups has changed since their inception at the March 2017 Directors Council meeting. Thus, the current Strategic Planning Committee has been asked to address a mechanism for populating these working groups, making changes to the composition of each of them, and introducing new working group participants.

CURRENT GROUPS (AS OF MARCH 2019)
The current iteration of the Working Groups are as follows:

- Assessment
  - Original Charge: evaluate OPAL programs, projects, and activities
  - Possible Projects under the Charge:
    - Tracking Strategic Plan Projects (as an extra layer of accountability)
- Develop a rubric to assess the effectiveness of the treetree materials.
  - Current Members:
    - Stevo Roksandic, Mount Carmel Health Sciences Library (director)
    - Tiffany Lipstreu, Otterbein University (director)

- Marketing & Communications
  - Original Charge: maintain website content and create digital/print collateral and promotional items to tell our story
  - Possible Projects under that Charge:
    - Update Website (including updates/edits, gathering approvals, execution, etc.)
    - Update Impact Report (including updates/edits, gathering approvals, printing, etc.)
    - Update Pocket Card
    - Update Videos
    - Educate all OPAL staff on initiatives like Strategic Plan, Working Groups, etc.
  - Current Members:
    - Andrew Whitis, University of Findlay (director)
    - Katie Carlson, Tiffin University (director)
    - Leslie Jankowski, Columbus College of Art and Design (director)
    - Nainsí Houston, Muskingum University (director)
    - Peter Veracka, Pontifical College Josephinum (director)

- Outreach & Relationships
  - Original Charge: cultivate relationships with all Ohio private academic libraries, maintain existing relationships (i.e. OhioLINK), and identify other library organizations to partner with to achieve common goals
  - Possible Projects under that Charge:
    - Coordinate with OhioLINK private academic representatives to LAC
    - Coordinate with OhioLINK private academic representative to shared systems group
  - Current Members:
    - Bob Garland, University of Mount Union (director)
    - Deb Johnson, Mercy College (director)
    - LuAnn Boris, Walsh University (director)
    - Rebecca Fort, Malone University (director)

- Shared Expertise
  - Original Charge: encourage sharing of library staff time and/or expertise
  - Possible Projects under that Charge:
    - Voice OPAL knowledge and needs related to OhioLINK projects (e.g. the Strategic Visioning of ILS-adjacent sharing)
    - Work with Onboarding, Training, and Mentoring Coordinator to identify potential for sharing expertise
    - Develop a skills inventory for OPAL staff members
  - Current Members:
    - Chuck Vesel, Baldwin Wallace University (director)
    - Connie Song, Athenaeum of Ohio (director)
    - Lisa Crumit-Hancock, Defiance College (director)
    - Mary Jean Johnson, Bluffton University (director)
WORKING GROUP FRAMEWORK:

ANNUAL REVIEW OF ROSTERS

The Executive Committee officers transfer positions at the mark of the Annual Conference each year. That is, the new Executive Committee (EC) members have traditionally taken their seats at a meeting in August or September after the Annual Conference. The following Directors Council meeting takes place in September or October, with the new Chair fully ensconced.

The Strategic Planning Committee proposes that an annual review of the Working Group roster take place at the initial fall meeting of the Directors Council each year, to make sure that every Director is participating in one Working Group, and to make sure that any Director who wishes to change their Working Group assignment has an opportunity to do so.

The Strategic Planning Committee further proposes that participants in the Working Groups who are not present at the Directors Council (i.e. library staff members) be contacted by the designated leader of each Working Group between the time of the Annual Conference and the initial fall meeting of the Directors Council to confirm continued participation.

MID-YEAR ADDITION TO ROSTERS

As new directors come to OPAL libraries, they are expected to go through the Onboarding process. The Strategic Planning Committee proposes that a step be added to the Onboarding process for new directors to require them to identify a working group of their own choosing for participation. The Strategic Planning Committee proposes that new directors should not be expected or required to assume the Working Group of their predecessor.

If other library staff are added to the roster of a Working Group, the Strategic Planning Committee proposes that those additions are communicated by the leader of the Working Group to the Chair of the EC, the Secretary of the EC, and opal@opal-libraries.org to make note of that addition.

REMOVAL FROM ROSTERS

As a new director makes their decision about participation in a Working Group, the Strategic Planning Committee suggests that their addition to a Working Group roster should act as a prompt to update any other Working Group roster to remove the previous director’s name.

As all Working Group rosters may be revised after the initial fall meeting of the Directors Council each year, the Strategic Planning Committee recommends that the leader of each Working Group is responsible for communicating an updated roster to the Chair of the EC, the Secretary of the EC, and opal@opal-libraries.org within a week of the meeting.

The Strategic Planning Committee recommends that any other removals from a roster not anticipated by these scenarios should be communicated by the leader of the affected Working Group to the Chair of the EC, the Secretary of the EC, and opal@opal-libraries.org at their earliest convenience.
BASIC WORKING GROUP EXPECTATIONS

1. Every director should be on one working group.
2. Working groups should get work done in between meetings.
   a. Working groups should use Directors’ Council meet time for brainstorming and coordination, not for tactical work
      i. The Directors’ Council only meets quarterly.
      ii. The Working Groups should plan meeting time to allow for the participation of non-director members.
      iii. Since there is not a single shared communication tool across the WG members, we suggest use of Zoom (https://zoom.us/signup) for online meetings
3. Every working group should have a leader and scribe.
   a. The leader will help to facilitate communication between Executive Committee and other Working Group related to working group tasks and activities.
      i. Must update SPC chair on Project priority List status changes
   b. The scribe will take notes during working group meetings and provide quarterly updates to the Executive Committee on the Working Group’s activities.
      i. Must send meeting report to OPAL Support to post (opal@opal-libraries.org) and to the EC Chair one week prior to a scheduled EC meeting to read.
4. Each Working Group must have four members at minimum.
5. The existing four Working Groups (Assessment, Marketing & Communication, Outreach & Relationships, and Shared Expertise) should remain as is to ensure continuity and progress of work, however they shall be reviewed for pertinence each new Strategic Plan.
6. Working groups may include staff from OPAL libraries to help do the work.
7. Project Priorities List will be created. Ideas (which can come from anywhere/anyone) must be approved by EC to be placed on list with a prioritization and ranking assigned by EC for the Working Groups to pursue.
8. Each fall (September) DC meeting will have a Working Group agenda item to;
   a. Update the Working Group roster
   b. Name leader and scribe of each Working Group
   c. Work on projects
9. OPAL staff may participate in any Working Group;
   a. By invitation of the Working Group
   b. By request of individual at institution within OPAL to the Working Group
**ADDITIONAL EXPECTATIONS**

1. Each EC meeting must have “Working Group” section on agenda to
   a. Vet project ideas to approve for the priority list
   b. Review status of projects prior to DC meeting

2. An OPAL project list will;
   a. log new ideas to consider (new ideas can be submitted via an intake form on the OPAL website)
   b. provide a tracking tool to note approval status of idea
   c. document assignment of specific projects to Working Groups, Communities of Interest (COI), or individuals
   d. track project progress/success

3. Assuming Working Group, COIs or individuals authority to define projects, approved projects must be added to the Strategic Plan project list by sending updates to the Strategic Planning Committee Chair
   a. The Strategic Planning Committee Chair will then update the Strategic Plan Chart

4. Regardless of who authorizes projects, Project Priority List items must have status updates provided by Working Group leader, COI leader, or assigned individuals to the Strategic Planning Committee Chair prior to each DC meeting
Place holder for a flowchart depicting process flow.
DOCUMENT HISTORY

- Created January 24, 2019
- Draft presented to DC on March 7, 2019
- Approved with suggested grammatical changes March 7, 2019
- Grammatical changes made May 16, 2019
- Changed the role of working group secretary to scribe on June 17, 2019