



University of Wisconsin – Madison
General Library System
Project Charter

Project Name	General Library System Diversity Task Force
Project Description	<p>Plan for a long-term strategic way to manage, integrate and sustain efforts to promote diversity and inclusivity in library staffing and services.</p> <p>Work to prioritize projects/initiatives and recommend structure for sustained management including assessment and accountability and reporting of diversity efforts.</p>
Sponsor	GLS Executive Group
Project Lead	Co-chairs: Erin Carrillo and Carrie Kruse
Key Players	Task force should be made up of 7 members selected by the Executive Group. The ideal task force would include representation of Academic, Classified, and student staff. The team will have assistance from a skilled facilitator from Office of Quality Improvement.
Aims (What do we want to accomplish?)	<p>In order to recommend a structure for the long-term, sustained effort that will: <i>cultivate a plan for a common understanding of diversity and inclusivity in all of its dimensions; integrate diversity into everything we do; and ensure that we are effectively serving diverse populations:</i></p> <ul style="list-style-type: none">• Gather input on diversity efforts (forums, surveys, etc.; similar to Strategic Planning process) and areas for improvement.• Review our services, programs, web and associated resources, etc. to identify opportunities for integrating diversity and inclusivity• Pursue areas where immediate improvement is possible and inventory areas that require longer-term investment of time and resources.• Assist the GLS Associate Director for Administration in the review of Search and Screen process from inception to completion (i.e committee selection, advertisement, interviewing, hiring etc.) as well as role and training of Equity Action Monitors. Also assist with the review of the role of targeted recruitment, retention and advancement.• Review performance evaluation process to identify opportunities for diversity efforts to be communicated and measured.• Articulate specific diversity and inclusion strategic goals that match the library's strategic plan timeframe (Present - 2020)• Develop a proposal for a library-wide communication plan for *regularly* highlighting diversity and inclusion within and outside the library

<p>Deliverables (What specific and tangible items will we create?)</p>	<ul style="list-style-type: none"> • Gap analysis – where we are and where we want to be. • Outline of diversity efforts in the Libraries Strategic Plan • Review of Campus Diversity Plan with library role(s) identified. • Report that identifies the campus coordinated efforts and how the GLS intersects (including reaching out to new Chief Diversity Officer and inserting Library into campus structure, i.e. Equity and Diversity Committee Chairs, MD coordinators) • General ‘definition’ of diversity and inclusivity from an academic library perspective • GLS statement on diversity • Inventory of priority areas in our services, programs, web and associated resources, etc... where diversity/inclusion can be integrated • Proposal for a communication plan for diversity and inclusion in the libraries, including: <ul style="list-style-type: none"> ○ Public website (promote GLS efforts around diversity) ○ Staff web presence (training and staff development) • Recommendation for assessing staff climate • Recommendations for training (required and/or voluntary) for supervisors and staff and ways to implement recommendations. <ul style="list-style-type: none"> ○ Identify ways to integrate/work with other staff development opportunities ○ Provide information on campus and community staff development opportunities ○ Identify ways to ensure supervisor support for inclusivity training and efforts • Recommendation for a structure that can pursue long-term goals and sustain efforts, such as: <ul style="list-style-type: none"> ○ A brief strategic plan on diversity and inclusion that will be integrated into the current strategic plan and timeframe (the plan should include goals and objectives) ○ Ongoing promotion of professional development opportunities ○ Identify suitable data/metrics for assessing success in core areas of diversity and inclusion
<p>Indicators of Success (How will we know we have made progress?)</p>	<p>The GLS has a clear understanding of:</p> <ul style="list-style-type: none"> • Where we are now: current diversity efforts, current practices, where we need to improve, SWOT, etc. • Where we want to be: what do we mean by "diversity and inclusivity"? How is it defined in an academic library context? How does it fit into our strategic framework? • How we fill in the gap to get there: the Task Force has delivered a recommendation for a sustainable management structure. <p>And, a structure is in place that is well-articulated, informed, and prepared to create a strategic plan for sustained diversity and inclusivity efforts to take the libraries forward.</p>

Key Strategies or Actions	<p>The task force is encouraged to gather input and perspectives from a broad spectrum through involvement of staff including creating subcommittees, listening sessions drawing in specific employees as needed. The task force is also encouraged to reach outside of the GLS for input.</p> <p>Consider keeping an interest group email list of people who may not be on the task force but would like to stay updated on the progress of the task force and provide input when requested.</p> <p>Invite involvement of the Office of Equity and Diversity in an advisory capacity (maybe a staff member from that office who can be designated as a resource to the task force and meet with the occasionally?) This would provide the advantage of:</p> <ul style="list-style-type: none"> ➤ Helping the library connect to the larger institutional vision of diversity and inclusion ➤ Helping the library leverage resources of the Office of Equity and Diversity ➤ Helping the library to access benchmarking information available through the office ➤ Get perspectives of other efforts on campus and beyond
Timeline (Key dates)	<p>1 year from initial committee meeting Provide a mid-year report to all of GLS</p>
Next Steps	