

University of Wisconsin-Madison Libraries Facilities Master Plan Engagement and Outreach Efforts

Date	Engagement Point	Task / Event
February 18, 2016	Initial kick-off meeting, pre-contract scoping meeting	Review scope and deliverables; AE to develop proposal.
March 8, 2016	Email from Ed Van Gemert to ULC, Campus Leadership	Notification of a request / seeking recommendations for campus libraries facilities master plan steering committee members
March 23, 2016	ULC Chair and Vice Provost discussion related to steering committee nomination from ULC	ULC chair provides suggestions, with suggestion for a discussion about securing a faculty member to happen at the April ULC meeting.
April 5, 2016	Memorial Library Committee (MLC) meeting presentation by Carrie Kruse	Introduction of Library Master Plan process; discussion of steering committee role and time commitment
April 16, 2016	ULC meeting presentation by Carrie Kruse & Megan McBride (FP&M)	Introduction of Library Master Plan process; discussion of steering committee role and time commitment
October 21, 2016	Governor's signature on approving contracting a study for the master plan	Contract with consultants signed
November 7, 2016	Fall kick-off meeting; official project start	Initiate the planning project; confirm core team and initial planning schedule
November 9, 2016	Library leadership notification related to ULC membership on Steering Committee needing to be finalized at November 9 ULC meeting	Finalize securing a ULC member to be a part of the master planning steering committee
November 9, 2016	ULC meeting - master plan discussed as now underway	Steering committee member requested; not reflected in minutes; email exchange that day indicates that Ed would ask for a volunteer at the meeting
November 22, 2016	Notification to ULC chair and Library Master Plan project manager that Carol Pech will be ULC representative on Steering Committee	ULC Steering Committee representative confirmed
December 1 - 2, 2016	Communications about first on-campus visit from consultants: Undergraduate student town hall: Monday, Dec. 5 th , 5:00-6:00pm Graduate student focus group: Tuesday, Dec. 6 th , 1:30-2:30pm	Focus groups on undergraduate input, graduate student input and faculty input, One-on-one

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	Faculty focus group: Tuesday, Dec. 6 th , 4:30-5:30pm	library leadership interviews, committee meetings, tours, workshop kick-off
December 2, 2016	Libraries News Story: Libraries Begin Master Plan	Social media, Library website, Inside UW
December 5-6, 2016	On-campus visit from consultants: undergraduate, graduate and faculty focus groups held. Public feedback sessions/focus groups (3) at College Library and Memorial Library held by the consultant team and core group Undergraduate student town hall: Monday, Dec. 5 th , 5:00-6:00pm Graduate student focus group: Tuesday, Dec. 6 th , 1:30-2:30pm Faculty focus group: Tuesday, Dec. 6 th , 4:30-5:30pm	Focus groups on undergraduate input, graduate student input and faculty input, One-on-one library leadership interviews, committee meetings, tours, workshop kick-off <ul style="list-style-type: none"> Email to library liaisons Email to ULC and MLC Library news story Social media library Website link
December 8, 2016	Email to ULC, Campus Leadership from Ed Van Gemert	Discussing the project being underway and encouraging participation from a broad campus audience, including ULC representation
January 12, 2017	ULC meeting	Update on process to date (Carrie Kruse presented)
January 12, 2017	Email to ULC and library staff about campus visit 1/25-27 encouraging participation	Email
January 20, 2017	Library news story with details of on-campus visit and drop-in interview opportunities	Mentions that faculty will be invited to participate in survey
January 23, 2017 - February 1, 2017	Notice and link for survey sent to campus (faculty)	Survey
January 25, 2017	One-on-one drop-in interviews (6), various locations in campus libraries	Discuss library users experiences and gather suggestions for future use; library staff, academic staff; focus group with faculty, one-on-one university leadership interviews, surveys, public town halls
January 24, 2017	Follow-up email to campus administration and ULC	Details about drop-in interview details
February 7, 2017	Email to library staff There is also a workshop that is open to any front-line staff (i.e. Anyone who interacts directly with patrons in their day-to-day jobs – public services, access services, liaisons, etc.) To discuss the role libraries currently play in research, teaching, and learning activities and how that role could strengthen in the future.	Workshop held on Monday, Feb. 13 th from 2-3pm in the CCBC conference room (401 Teacher Education building). (The next Campus Libraries Facilities Master Plan onsite visit from our consultants is next week, Feb. 13-15 th .)

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February 13, 2017	Library staff Workshops	Visioning workshops with committees and focus groups
March 7, 2017	Ed send emails about upcoming March workshops (March 29) to ULC, MLC, Liaisons	Invitation for campus participation
March 7-8, 2017	Broad promotion of faculty workshops to take place on March 29	<p>Email from Ed to ULC and MLC about faculty/grad workshop opportunities (to be held 3/29)</p> <p>Also communicated with liaisons to encourage them to reach out to departments.</p> <ul style="list-style-type: none"> • Library news story • Library website link • Social media
March 8, 2017	Library News Story: Project Update	Libraries website, social media, Inside UW
March 15, 2017	Campus Master Plan & existing unit facility master plan(s) – College of Engineering, College of L&S, etc. - coordination meeting	Overview of the Campus Master Plan and other unit master plans; includes how they would be coordinated with the Campus Libraries Master Plan
March 29, 2017	Library staff workshops; additional focus group meetings with graduate students and faculty to discuss the role libraries plan in current research and teaching activities	<p>Gather stakeholder input.</p> <p>Workshops and campus planning presentation</p> <p>Date: Wednesday, March 29, 2017</p> <p>Time: 4:00-5:00pm</p> <p>Location: Room 2252 College Library</p>
April 10, 2017	Email to campus announcing April 25 and 26th town halls. Sent to faculty, staff, internal staff, ULC, MLC, Provost Exec Group, Leadership Council, Sec. Of Academic Staff, Faculty Secretary, University Staff Assembly - Central Staff Committee	April 25, 26 town halls at Memorial and Steenbock Libraries
April 17, 2017	The academy presentation	Community leaders presentation
April 19, 2017	<p>Working at UW campus newsletter article / and calendar entry and link to libraries news page article</p> <p>Broad promotion of campus town hall meetings</p>	<p>April 25, 26 town halls at Memorial and Steenbock Libraries</p> <ul style="list-style-type: none"> • Campus news stories • Library news story • Library website link

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		<ul style="list-style-type: none"> • Social media • Direct email to faculty & staff
April 20, 2017	Reminder Email send to campus (faculty, staff) about open houses	April 25, 26 town halls at Memorial and Steenbock Libraries
April 21, 2017	Daily Cardinal article	April 25, 26 town halls at Memorial and Steenbock Libraries
April 25-26, 2017	Two Town Hall meetings held on campus to gather input and feedback on draft scenarios; discuss next steps in the master plan process	Gather stakeholder input. Campus town hall presentations (3 scenarios presented)
May 19, 2017	Library Staff Update Dates Announced	May 30 / 31 staff sessions scheduled
May 30 / 31, 2017	Library Staff Update sessions	Update on Recommendations work
June 4, 2017	Steering Committee	Workshop on recommendations and scenarios development
July 10, 2017	Steering Committee	Workshop on recommendations and scenarios development
July 11, 2017	Libraries News Story: Summer work with steering committee	Facilities Master Plan Update on news page, Libraries website
August 14, 2017	Steering Committee	Workshop on recommendations and scenarios development
October 9, 2017	Steering Committee	Workshop on recommendations and scenarios development - final recommendations discussion
November 15, 2017	ULC presentation	Recommendations presentation consultants' final recommendations (Ed Van Gemert & Carrie Kruse)
November 21, 2017	Draft Master Plan posted online for public review	Recommendations presentation preview / announcement for December (tentative date held)
November 21, 2017	Libraries New story announcing completion of plan report drafting process, announce town hall sessions for December for campus community	News story Libraries website, social media, Inside UW <ul style="list-style-type: none"> • Library news story • Library website link • Social media

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		<ul style="list-style-type: none"> • Direct email to faculty & staff
November 29, 2017	Design Review Board informational presentation	Recommendations presentation
November 21, 2017	Chancellor's Leadership Council informational presentation	Recommendations presentation
November 27, 2017	Notice sent to campus announcing final recommendations presentation dates (faculty, academic staff, university staff, library staff, liaisons, ULC, MLC)	Recommendations presentation
November 29, 2017	Campus Design Review Board	Recommendations presentation
November 30, 2017	Inside UW article previewing onsite presentations / recommendations	Campus notification of presentations
December 4, 2017	Reminder email sent to campus faculty staff ahead of December 7 onsite presentation	Email to campus
December 7, 2017	ULC meeting (collections plan presentation by Doug Way - in response to questions from 11/15 meeting)	Further discussion of master plan deferred to Feb. Meeting
December 7, 2017	Public forum presentations (2 campus / 1 library staff) on the final draft recommendations at Memorial & Steenbock Libraries	Recommendations presentation
December 8, 2017	<p>Wisconsin State Journal article "UW-Madison library plan would create six 'hubs', close 22 libraries and reduce collection space" by Chris Aadland</p> <p>Dec. 2nd Cap Times article by Pat Schneider previewing the forums</p> <p>Chronicle of Higher Education article</p>	Follow up stories on master planning process
December 11, 2017	MLC meeting	Doug Way presented on collections plan; Carrie Kruse presented on Library Master Plan recommendations
December 15, 2017	ULC meeting focused solely on Library Master Plan.	Carrie Kruse presented; Gary Brown (Campus Master Plan) and Margaret Tenneson (FP&M Steering Committee) also present to answer questions. Summary of faculty concerns presented by Florence Hsia (MLC liaison) and Sabine Gross (ULC Chair)
January 2018	Libraries Magazine release	Executive summary part of Ed's VP column announcing master plan project progress in magazine

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February 6, 2018	Library All-Staff meeting	Update and presentation on upcoming final report
February 8, 2018	Vice Provost meets with L&S Dean Karl Scholz, Assoc. Dean Sue Zaeske and Assoc. Dean Greg Downey.	Departmental discussion
February 9, 2018	Vice Provost and Project Manager meet with Margaret Tennesen, Gary Brown from FP&M	Departmental meetings
February 15, 2018	University Library Committee meeting (shared governance committee); request for FP&M attendance	Pre-Report presentation
February 27, 2018	Briefing of final draft for the FP&M Associate Vice Chancellor, Vice Chancellor for Administration & Finance and the Provost	Vice Provost, Gary Brown, Margaret Tennesen
February 19, 2018	University Committee informational presentation	Pre-Report presentation
February 20, 2018	Additional updates to website, preparing for full report release, including highlighting link to input	Link to input
February 22, 2018	Release final document publically via link to LWS	Release full report and recommendations via LWS
February 28, 2018	Dean's Council informational presentation	Pre-Report presentation
March 8, 2018	Academic Staff Executive Committee info. Presentation	Pre-Report presentation
May 3, 2018	Campus Planning Committee Presentation	Vote to endorse/accept the plan
March 1, 2018	University Communications to follow-up with press release and further information in local media	Library Communications office and University Communications office to provide news release story / follow up to the release of the report.
2018 departmental	Departmental outreach by Ed van Gemert: <ol style="list-style-type: none"> 1. English faculty, 1/24/18 2. Art / art history faculty 1/26/18 3. Health science deans, 1/25/18 4. French and Italian faculty, 2/7/18 5. Inst. For research in the humanities, 3/16/18 6. History faculty, 3/19/18 	Departmental meetings