

Executive Committee Publication / Project Proposal Form

Please provide the following information and send this completed form to your committee's IS Executive Committee liaison.

Proposing Committee:

Committee Chair:

Committee Chair Email:

Date Submitted:

Date Approved:

Proposed title of publication/project:

Describe the purpose of this publication/project. How does it relate to the committee's charge and the Instruction Section strategic plan? Why is it an important publication/project for this committee?

Who is the intended audience (check all that apply)

- IS members only
- Instruction librarians in general
- Academic librarians
- Library administrators
- Campus administrators

Other:

Provide an action plan for how the committee intends to complete this publication/project.

How frequently will the publication/project be updated, and who is responsible for the updates?
If proposing a wiki or social media publication/project, how will the committee monitor the quality?
How will the committee measure the success of the publication/project and determine when it should be retired?