

## 2015-2016 CALA Annual Committee Report Template

### **Instruction:**

1. Please use this template for your report and save final copy in PDF format
2. Name your to be submitted report and related files in the following way ( for long committee name, abbreviation can be used)
  - a. 2016\_rpt\_annual\_{com, tf, chapter, etc.}-name.pdf
  - b. 2016\_rpt\_annual\_{com, tf, chapter, etc.}-name\_attach1{.docx, .pdf, or .xlsx, etc.}
  - c. 2016\_rpt\_annual\_{com, tf, chapter, etc.}-name\_attach2{.docx, .pdf, or .xlsx, etc.}For example: 2016\_rpt\_annual\_com\_publications.pdf (Publications Committee's report)
3. When ready, submit your report at <http://cala-web.org/forms/com-report>

**Your Name:** Suzhen Chen

**Email:** [suzhen@hawaii.edu](mailto:suzhen@hawaii.edu)

**Committee Name:** CALA Occasional Paper Series (OPS) Editorial Group

### **Committee Roster:**

Suzhen Chen (Chair)

Liangyu Fu

Minhao Jiang

Xiaojie Duan

### **Committee Charge:**

Provide directions and guidance to the publication; solicit contents; publish the paper series

### **Tasks completed (according to the goals outlined in the CALA 2020 Strategic Plan if applicable- be specific):**

- Formed the new editorial group
- Set up ways of communication through group members
- Revised OPS editorial guidelines
- Revised OPS submission guidelines
- Revised OPS Committee charge
- Worked with CALA webmasters to set up OPS Manuscript Submission Form and Review Application Form
- Investigated EBSCO index
- wrote up call for papers and sent out call for papers
- Promoted the journal through various venues

### **Goals and objectives accomplished for the whole year (and highlight those accomplished after mid-year report):**

Due to the insufficient submissions of the journal papers during the past years, the issues of the CALA OPS is published irregularly. The latest issue of the OPS is 2013. A new editorial group was formed. We revised the editorial guidelines, submission guidelines, OPS Committee charge, set up manuscript submission form and review application form. We will also try to form the Advisory Board. It's challenging to solicit papers and it will take time to solicit contents for the journal. We sent out call for papers in many mailing lists and will continue to promote the journal. The goal of the Committee is to get the next issue published.

**Goals and objectives not completed (and concerns):**

The next step is to form the Advisory Board

Promote journal through various venues

**Budget requirements or reimbursement Requests (if any):**

None

**Questions/Comments/Suggestions for the Board (if any):**

**Summary: In a few sentences, highlight your achievements, concerns, or suggestions that you mostly want addressed. This should be the main point of your committee report.**

The Committee has taken great efforts to revise the OPS documents including the editorial guidelines, submission guidelines, OPS Committee charge, set up manuscript submission form and review application form.

It's challenging to solicit the contents for the journal, however, the Committee will try the best to promote the journal and publish the paper series.