



# CALA - Chinese American Librarians Association 華人圖書館員協會

Home > CALA Committee Report Form > Submissions

Submission #2446

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[Next submission](#)

## Submission information

Form: [CALA Committee Report Form](#)

Submitted by Visitor

Tuesday, June 10, 2014 - 09:03

136.165.117.72

## Your Name:

Weiling Liu

## Your Email:

weiling4cala@gmail.com

## Name of the Committee:

Web Committee (WC)

## Member Roster (Please list Chair as the first name):

Weiling Liu (Co-Chair, 2013-2014) weiling4cala@gmail.com

Zhimin Chen (Co-Chair, 2013-2014) (7/1/2013 - 12/31/2013)

Li Fu (University of Maryland) (Co-Chair, 1/16/2014 - 3/30/2014)

Mingyan Li, Xiaocan Wang, Yanhong Wang, Hong Ma, Amy Jiang (started on 3/25/2014), Qianjin Zhang (4/16/2014 - 4/27/2014)

## Is this an interim or annual report?:

Annual report

## List significant activities the committee has done since last report:

Except project #5 which will be continued to the next year, all projects setup for 2013-14 were completed. Below is a list of accomplishments that fulfilled project #1. It is what the Committee did in the past year (Please see the project plan for more details. Those in Red were done after the last report.)

- Processed 50 job ad requests total as of 6/4/2014, and 20 of which were processed between 1/1/2014 to 6/4/2014
- Setup and provided support to 2014 CALA's election and GMA Chapter 2013 election, MW Chapter's 2014 election, NE Chapter's 2014 election, and NCA Chapter's 2013 and 2014 elections
- Setup and provided support to CALA Self-assessment Survey
- Setup and provided support to the Board's online feedback forms and voting processes
- Setup and provided support to the Board's online meeting at ALA Mid-Winter
- Setup a WordPress server for SW Chapter's website and helped resolve some page display issues
- Updated pages for the Family Literacy Project website
- Assisted Membership Committee in resolving record maintenance issues, generating lists for elections or other needs, and batch updating records for data integrity and normalization
- Assisted CALA 40th Celebration Task-Force in preparing membership statics pages and posting the publication to the website
- Monitored listservs, CALAlist and CALABoard. Tasks included approving posts sent from emails not on the list, adding or removing emails to or from the list
- Created logins for new members to the Intranet, myCALA-Web
- Assisted in resolving any online systems or email related issues
- Created and updated instructions on Membership Record Management Instructions
- Created and updated instructions on Vote/Survey System Management Instructions

## List committee recommendations, if any, to the Board:

Based on the systems CALA currently uses, we recommend some changes to the Handbook of Officers about the charges of Webmaster and the Web Committee, and to the CALAlisterv. We also recommend some standards for website management. Please see related attachments (all in one PDF file).

## Attachments

## Other document:

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Your comments and suggestions are important. Please use [Suggestion Box](#) to tell us how we can do better on CALA's business.