

# 2017-2018 CALA Mid-Year Committee Report

## Scholarship Committee

(Due by 12/20/2017)

**Your Name:** Daniel Xaio

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**Committee Name:** Scholarship

**Committee Roster:**

Jie Huang (juh44@psu.edu) (Co-Chair)

Daniel Xaio (danxiao@library.tamu.edu) (Co-Chair)

Yang Zeng (yzeng@queenslibrary.org)

Suzhen Chen (suzhen@hawaii.edu)

Li Sun (lisun@rutgers.edu)

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Haiwang Yuan (haiwang.yuan@wku.edu)

Zao Liu (zliu@email.tamu.edu)

Jiaxun Wu (jiaxun@uchicago.edu)

**The Charges of the Committee:**

- Determine the winner(s) of the scholarship award(s).
- Inform CALA President, Executive Director, and the Board of Directors of the Committee's decision.

**The major Goal that the committee aims to achieve:**

- Distribute scholarship information to CALA website and ALA-accredited schools. Review applications and determine winners.
- Encourage professional and leadership development in Chinese American librarianship.

**The possible objectives that will help to achieve the goal and possible/potential procedures**

**Reporting system / Regular monthly meetings / Communication with ALA-accredited schools / Answer applicants' questions and concerns / Program evaluation / Team work**

- The committee used email to communicate among committee members, with the ALA-accredited schools and with the applicants.
- We will address applicant questions and concerns if they have any.
- We held two meetings online in August and September. Daniel mentioned the charge. Members were asked to review the Scholarship section in the CALA's handbook. We discussed about what other alternative channels to disseminate the applications calls.

**Proposed Timeline**

By September 23

**Review charges and procedures on the CALA Handbook / Draft an outline of actions**

- Completed in time. Also updated an outdated description in CALA Handbook about a scholarship fund which is no longer available.

By Oct 15:

**Draft a scholarship announcement.**

- We did it.

By Oct 28:

**Post a Scholarship announcement on the CALA website / Update the content of the Scholarships on the CALA web pages / Make an announcement and call for applicants via CALA Listserv / Send out an application info email to ALA-accredited schools**

- The committee updated the following pages in September and October
  - (1) Scholarship page [https://www.cala-web.org/awards/cala\\_scholarships](https://www.cala-web.org/awards/cala_scholarships).
  - (2) Call for Application page <https://www.cala-web.org/node/1664>.
  - (3) Edited the Application Form. We removed the uploading buttons in the Reference Letters <https://www.cala-web.org/form4scholarship>.
  - (4) We added a new page that allow professors to upload the reference letters by themselves. [https://www.cala-web.org/reference\\_letter\\_upload](https://www.cala-web.org/reference_letter_upload)  
This change was made based on the feedback from some professors in 2016.
- We updated the ALA-accredited school contact email list. The list obtained from the ALA website contains some address errors.
- We sent out the call to ala-accredited library schools in November by email.
- Post the announcement in CODE4Lib and LITA listserv in November.
- Post the announcement in CALA Listserv in December.

Through Nov 1 to March 5:

**Open application to applicants / The application deadline is 12AM Central Time March 5, 2018**

- Meanwhile we are waiting for the application letters to come in. The deadline is March 5 2018. Will send out reminder calls in February. Will extend the deadline to the first week of April if necessary.

By April 30:

**Review applications and determine winners**

- No applications yet.

TBD: The awards will be presented at the CALA Awards Banquet during the 2017 CALA Annual Conference.

Notes: Report template ( <http://www.cala-web.org/node/2021>) and submit it to ( <http://www.cala-web.org/forms/com-report> ).