

## 2019 Coordinating Committee survey of AMICAL Representatives

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**Deadline:** 6 October 2019

Download a [PDF version](#) of this survey to preview the entire survey offline.

### Who should complete this survey

This survey should be completed only by the AMICAL Representative for your institution. One response should be submitted from each AMICAL member institution.

### Time required

There are 24 questions in this survey. The survey is expected to take approximately 15-30 minutes.

### Purpose of this survey

AMICAL's Coordinating Committee officers have created this survey in order to identify problems and opportunities that AMICAL Representatives see in their consortial role, in particular:

- in representing *AMICAL to their institution* : promoting successful engagement of their institution's stakeholders with the consortium
- in representing *their institution to AMICAL* : representing their institution's stakeholders in consortial discussions, information-gathering and decision making

As essential background information for survey participants, we share here "Article IV: Local AMICAL Representative" from our [Operational Guidelines](#), which explain AMICAL Representatives' roles in relation to the consortium and their own institution:

*The Local AMICAL Representative plays a pivotal role in advancing AMICAL's mission, and promoting the consortium and its spirit of collaboration as a group, by representing the member institution's stakeholders, be they librarians, technologists, faculty, or administrators.*

## Duties:

- *Encourage local participation in the consortium's activities and networks.*
- *Maintain awareness about AMICAL, and their institution's AMICAL-related activities, with their chief academic officer and other relevant campus leaders.*
- *Engage with and facilitate AMICAL-related communications, using AMICAL's collaboration networks, social media and other channels. Facilitate input from local colleagues to AMICAL, and distribute AMICAL information to appropriate local colleagues.*
- *Participate in the annual Members Council meeting.*
- *Submit their member institution's annual report.*
- *Keep records of AMICAL activities related to their institution, and make them readily available to their local colleagues and successors as AMICAL Representatives.*
- *Perform administrative tasks related to their institution's participation in AMICAL, such as vetting/transmitting applications and requests for technical or financial support (Small Grants, conference/workshop participation, etc.)*

## Data from this survey: privacy and consent to use

### What kind of data we're collecting

This survey asks for feedback on various aspects of your role as an AMICAL Representative. This survey is intended to be anonymous and does not ask for personally identifying information. We recognize however that some of the free-response questions may give you the opportunity to share details that could potentially allow for identifying your institution, and therefore your identity as AMICAL Representative. If there is identifying information in your form responses, we will not share this information outside of the Coordinating Committee without your approval.

### How we'll use this data

The Coordinating Committee will use your responses to make recommendations, and enact changes where feasible, for improving the consortium's support for AMICAL Representatives, in the roles described above for Representatives' "duties" and in other roles that may be suggested in responses to this survey.

AMICAL will not share this data with third parties, but we may share with AMICAL members non-personally identifying findings drawn from the data.

### How long we'll keep this data

AMICAL will securely store this data for as long as necessary to support the comparative reiteration of the survey in the future.

More general information about how AMICAL manages personal information it gathers can be found in our consortial [Privacy policy](#).

Any questions about this survey may be sent to [contact@amicalnet.org](mailto:contact@amicalnet.org) or to the [Coordinating Committee Chair](#).

By completing this survey, you consent to AMICAL's use of the data according to the terms above.

## Roles as AMICAL Representative

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What aspects of your role as AMICAL Representative do you see as more or less important for your institution? Please rank the following aspects, placing the reasons that are more relevant to you higher in the ranking.

*(Click and drag each item to change its rank.)*

**AMICAL's support for Reps through each of the following resources:**

- 1: Encourage local participation in the consortium's activities and networks.
- 2: Maintain awareness about AMICAL, and their institution's AMICAL-related activities, with their chief academic officer and other relevant campus leaders.
- 3: Facilitate input from local colleagues to AMICAL (using AMICAL's collaboration networks, social media and other channels).
- 4: Distribute AMICAL information to appropriate local colleagues (using AMICAL's collaboration networks, social media and other channels).
- 5: Participate in the annual Members Council meeting.
- 6: Submit their member institution's annual report.
- 7: Keep records of AMICAL activities related to their institution, and make them readily available to their local colleagues and successors as AMICAL Representatives.
- 8: Perform administrative tasks related to their institution's participation in AMICAL, such as vetting/transmitting applications and requests for technical or financial support (Small Grants, conference/workshop participation, etc.)

What suggestions do you have for adding, removing or modifying the roles above?

**Suggested changes to roles**

## AMICAL's support for the Representatives in their roles

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How would you rate the overall quality of AMICAL's support for your role as Representative? (How well does AMICAL – through its organizational structure, communications, resources, events, etc. – support your work as Representative?)

Rate AMICAL's overall support for Reps in their roles: \*

- Excellent
- Very good
- Good
- Fair
- Poor
- Don't know

How would you rate the quality of each of the following resources (and organizational structures, communications, events, etc.) through which AMICAL supports Representatives in their roles?

**Channels for communicating among Representatives: private group direct messages on AMICAL Connect \***

- Excellent
- Very good
- Good
- Fair
- Poor
- Don't use but AM aware of
- Was NOT aware of

**Channels for communicating with AMICAL peers generally: open discussions on AMICAL Connect \***

- Excellent
- Very good
- Good
- Fair
- Poor
- Don't use but AM aware of
- Was NOT aware of

**Announcements sent to Representatives (via AMICAL Connect, direct email, etc.) \***

- Excellent
- Very good
- Good
- Fair
- Poor
- Don't use but AM aware of
- Was NOT aware of

**Example message content sent to Representatives for reuse in sending to local stakeholders about AMICAL programs \***

- Excellent
- Very good
- Good
- Fair
- Poor
- Don't use but AM aware of
- Was NOT aware of

**Notifications sent to Representatives when local peers apply/register for AMICAL programs \***

- Excellent
- Very good
- Good
- Fair
- Poor
- Don't use but AM aware of
- Was NOT aware of

**Summary information provided on request to Representatives about their local colleagues' participation in AMICAL programs \***

- Excellent
- Very good
- Good
- Fair
- Poor
- Don't use but AM aware of
- Was NOT aware of

**Summary information provided on request to Representatives about financial benefits from AMICAL programs \***

- Excellent
- Very good
- Good
- Fair
- Poor
- Don't use but AM aware of
- Was NOT aware of

**Tools to identify and contact Representatives: member institutions' pages on amicalnet.org \***

- Excellent
- Very good
- Good
- Fair
- Poor
- Don't use but AM aware of
- Was NOT aware of

**Tools to find colleagues across the consortium, with profiles, professional interests, etc.:  
individual "People" profiles on amicalnet.org \***

- Excellent
- Very good
- Good
- Fair
- Poor
- Don't use but AM aware of
- Was NOT aware of

**Tools to find colleagues across the consortium based on profile, professional interests, etc.:  
individual "People" profiles on amicalnet.org \***

- Excellent
- Very good
- Good
- Fair
- Poor
- Don't use but AM aware of
- Was NOT aware of

**Elections of governance structures (Coordinating Committee officers) \***

- Excellent
- Very good
- Good
- Fair
- Poor
- Don't use but AM aware of
- Was NOT aware of



**Annual Members Council meeting at the AMICAL Conference \***

- Excellent
- Very good
- Good
- Fair
- Poor
- Don't use but AM aware of
- Was NOT aware of

**Thematic surveys directed wholly or partially to Representatives (institutional approaches to digital literacies, digital humanities training needs, etc.) \***

- Excellent
- Very good
- Good
- Fair
- Poor
- Don't use but AM aware of
- Was NOT aware of

Aside from those above, if there is another AMICAL resource supporting Reps in their roles that you would like to rate or comment on, you may add that here:

**Other resource**

What do you think would improve the resources (and organizational structures, communications, events, etc.) listed above, in supporting Representatives in their roles?

**What would improve these resources?**

## Problems & challenges as Representatives

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Have you experienced any problems related to the AMICAL Representative role during the past year? \*

- Yes
- No
- Don't know

What was the nature of the problem(s)? \*

Did you report the problem to AMICAL's Administration (Jeff or Alex) or an elected Coordinating Committee officer? \*

- Yes
- No
- Don't know

Was the problem resolved to your satisfaction? \*

- Yes
- No
- Don't know

## Problems & challenges with local participation

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How would you characterize the level and diversity of participation in AMICAL of colleagues at your institution? (Check all that apply)

**Level & diversity?**

- Appropriate (good proportion of people, and representing all constituents at the university)
- Not diverse enough (e.g. the same people, or people from just one part of the university, tend to participate)
- Too low in number

**Why do you think this is appropriate, not diverse enough, or too low?**

**How could this situation be improved?**

## Comments

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Do you have any other comments or questions related to this survey or to the role of AMICAL Representatives?

**Comments**

After submitting the form you will be taken to a “Thank you!” page, indicating that the submission was successful. If you do not reach this page, then something has gone wrong. Consult our [form troubleshooting page](#) to find out how to proceed.

Note that you will not receive an email verification of your submission, since this form is anonymous.