

**Committee Report Form**

**Committee Name:** **ALISE/Dialog Methodology Paper Competition Committee**

**Report Date:** 2012/09/14

**Committee Chair** (Name, School, Email)**: Lisa Given, Charles Sturt University,** **lgiven@csu.edu.au**

**Members** (Name, School, & Email)**:**

1. · Lynne McKechnie, UWO (2013)
2. · Laurie Bonnici, Alabama (2013)
3. · Diane Velasquez, South Australia (2013)
4. · Rachel Applegate, Indiana (2013

**Previous 3 Chairs** (Name, School, & Email)**:**

1. Pam McKenzie (2011-2012)
2. Jennifer Weil Arns, University of South Carolina (2010-11)
3. Paul Solomon, USC (2009-2010)
4. Allyson Carlyle, Washington (2008-2009)

**Terms of Reference:**

1. Select the recipient of the ALISE Dialog Methodology Paper Competition based on criteria specified in the ALISE policy manual.
2.
3.

**Minimum Expectations for Current Year:**

1. Select the recipient of the ALISE Dialog Methodology Paper Competition based on criteria specified in the ALISE policy manual.
2. Document procedures for guidance of future chairs

**Major Accomplishments:**

1. 30 July All 5 submissions sent to committee members.
2. 20 August: Committee members submitted individual review reports on the five submissions.
3. 27 August: Chair compiled individual rankings. Two papers were ranked far above the other three, with one paper the clear winner based on comments and rankings. Chair sent compiled rankings to members for confirmation.
4. 14 September: Committee comfirmed that the award should go to Beth St. Jean, Assistant Professor, College of Information Studies, University of Maryland for *Devising and implementing a card-sorting technique for a longitudinal investigation of the information behavior of people with Type 2 Diabetes*
5. 14 September. Chair submitted this report.

**Action Areas Pending:**

1. None.
2.
3.

**Issues of Concern:**

1. Would have been useful to have submissions managed through the Easy Chair system (which was just implemented this year for the juried papers/panels)
2. Overall, the process was very smooth – with thanks to the former chair (Pam McKenzie) who compiled the attached “instructions”
3. However, the process is unclear as to who notifies the winner (and other candidates). Should feedback/reviews be sent to the winner? Committee Chair could synthesize review comments to be included with notification letter.

**Recommendations to the Board** (if any):

1. Include Methodology Award in the Easy Chair system for 2014.
2. Ensure that attached “instructions” are provided to the next chair.
3. Clarify process re: notification of award winner (and other candidates, who were unsuccessful).

(Attach additional sheets as needed.) See documentation of 2011 procedures for the 2012 chair as per minimum expectations.

Please return to ALISE headquarters via fax: 312-419-8950 or email: contact@alise.org.

Note: Annual Reports from the five previous years will be made available to current committee chairs.

**ALISE/DIALOG methodology competition**

**Documentation for the 2012 Chair**

**Pam McKenzie, 22 August 2011**

1. January: ALISE president contacts prospective committee chair; committee should already be in place.

-Award requirements and criteria are found here

<http://www.alise.org/index.php?option=com_content&view=article&id=471>

-Send an e-mail introduction to committee members early on to establish contact

2. March: Immediately the chair is asked to submit a report.

-Past reports and governing documents are found here.

<http://www.alise.org/index.php?option=com_content&view=article&id=159>

3. March-July: Post call on JESSE and wherever else you think is useful. I just copied and pasted the text from the web page

4. Acknowledge submissions as they come in.

5. Consult with committee members to work out a timeline. What worked for us was to get the evaluations done within a month (by August 16th) and then use the last two weeks of August to come to a consensus, thus leaving us all free to face the fall rush.

6. As submissions arrive, look through and make sure there is a fully de-identified version of each. Flag any for disqualification. I consulted with committee on how they would like to proceed with the disqualification decision – the guidelines don’t say whether it’s the chair or the committee as a whole that makes the call. The committee was happy with the chair doing it. We disqualified four of the seven. On July 15, send anonymized submissions to committee members with a reminder of the evaluation criteria and deadline for submitting reports.

7. Send a reminder e-mail message to committee if needed,

8. When all evaluations are in, compile and distribute to all committee members. Plan for phone conference to resolve differences if needed. We had unanimity around our winner so this step was unnecessary and all committee members confirmed the result by August 22.

9. Document procedures for next year’s chair.

10. Write fall report announcing winner. And probably write December report too although it won’t have anything new in it...

11. Send submissions along with the report for archiving.

12. Begin fall term madness with one thing off your to-do list!