Intensive Learning Program Task Force

Purpose

The purpose of the Intensive Learning Program (ILP) Task Force is to advise and assist ARL Staff with the programming and delivery of the ILP.

Charge

The ILP Task Force reports to the Learning Network Committee and works with ARL Staff to ensure that the content and ILP Fellow experience align with the program purpose and outcomes.

Membership

The Task Force is composed of 6–8 members, including:

- 2–4 ILP alum
- 1–2 ARL Member Representatives
- up to 2 ARL member institution senior leaders
- Diversity, Equity, and Inclusion Committee representative
- Learning Network Committee representative

The Task Force roster, including the chair, and vice-chair roles, is approved by the Learning Network Committee.

The ARL director, Learning serves as the staff lead for the Task Force.

Terms

The Task Force members serve for two years, staggering membership to ensure consistency between program cohorts. Task Force terms start dates are August 1 annually and end dates are July 31 annually.

Consecutive terms are permitted pending Learning Network Committee approval. If a member is selected to serve as chair and/or vice chair, their term will be automatically

extended to allow the completion of their responsibilities. Task Force vacancies and incomplete terms may be replaced at the discretion of ARL Staff with approval from the Learning Network Committee chair and vice chair. If a Task Force chair is unable to complete their term, the vice chair will assume the role of the chair and still be eligible to serve as chair for the following program year.

Responsibilities

The Task Force meets for one hour each month via video conferencing platforms and otherwise as needed. Up to one hour per month of asynchronous work is anticipated. Additional commitments may include attending program sessions and events, and connecting with ILP Fellows.

The Task Force is responsible for:

- Advising ARL Staff on program curriculum
  - program outcomes
  - learning outcomes
  - ILP Fellow selection criteria and process
- Assisting ARL Staff with program implementation
  - identifying speakers and presenters
  - facilitating sessions—as subject matter experts
  - attending sessions when relevant
- Reviewing program assessment and evaluation results to provide feedback and recommendations to the Learning Network Committee and ARL Staff to shape changes for future cohorts and considerations for the Association

At least one member of the Task Force will serve on the ILP Selection Working Group.

The chair will meet with the Staff Lead prior to the monthly Task Force meetings to plan the meeting agendas and address other program related needs. The vice chair may attend these meetings as availability allows. 1.3 hours per month of asynchronous work is anticipated.

Decision-Making

The Task Force makes recommendations to ARL Staff and, as appropriate, to the Learning Network Committee.

Code of Conduct

The Task Force adheres to the [ARL Code of Conduct](#) in all of its deliberations and activities.

Approved by the Executive Director September 2022
Updated by the Executive Director May 2023