Minutes
Spring Library Faculty Meeting
March 12, 2012
416 Cooper Library, 10 am

Dean Kay Wall called the meeting to order at 10:04 am.

Present: Kay Wall, Lisa Bodenheimer, Gordon Cochrane, Chris Colthorpe, Jan Comfort, Camille Cooper, Jim Cross, Pam Draper, Scott Dutkiewicz, Kathy Edwards, Meredith Futral, Anne Grant, Jennifer Groff, Bobby Hollandsworth, Gail Julian, Mike Kohl, Priscilla Munson, Ed Rock, Suzanne Rook Schilf, Chris Ryan, Eric Shoaf, Lois Sill, Dennis Taylor, Gypsy Teague, Peg Tyler, Chris Vinson, Derek Wilmott

Absent: Alan Burns, Kathryn Wesley

1. Approval of the minutes: The minutes of the September 20, 2011 meeting were approved.

2. Reports of Standing Committees
   a. Library Advisory Committee (LAC) – Kay Wall, chair
      • Kay presented the LAC’s proposed changes to the Bylaws of the Faculty of the Clemson Libraries (see Addendum #1). She asked if there were any discussion; there was none. The Library Faculty unanimously approved the changes.
      • Kay presented the LAC’s proposed changes to the Guidelines for Appointment, Reappointment, Tenure, and Promotion of Library Faculty (see Addendum #2). There was some question about why the section under Promotion beginning “Library Faculty will be appointed to ranks...” was being removed; Meredith pointed out that it was redundant, given that the same information was presented in the “Ranks” section under “General Librarian.” Another faculty member noted that in the last line of the suggested changes, an “n” needed to be added in front of “otice”; this change was made and the document was unanimously approved by the Library Faculty.
      • Kay introduced and Meredith went on to present the LAC’s proposed changes to the “Library Faculty Statement of Understanding About the Annual Review Process.” Peg noted that language needed to be added to indicate that the Dean would be at the first meeting when the faculty member undergoing annual review was also a unit head. These changes were made and the document was unanimously approved by the Library Faculty (see Addendum #3).
• Kay talked about the LAC’s recent review of library faculty review criteria at selected public, southeastern institutions. Meredith talked about the results of the survey about our review criteria sent to the CU library faculty back; 10 out of 17 respondents would like to see changes to our criteria. Camille indicated that the LAC’s ultimate goal over the next couple of years was a revised Guidelines document. Kay asked that faculty feel free to forward any questions, comments, or other institutions’ faculty review documents to the LAC.

b. Sabbatical Leave Committee (Gail): No report; no one went on/came back from sabbatical

c. Library Faculty Review Committee (Jan): “We did our job.”

d. Library Faculty Promotion and Tenure Committee (Lisa): Three faculty went up for tenure

e. Library Faculty Post-Tenure Review Committee (Dennis): No report; no one underwent PTR

f. Information Access Committee (Gail): See Addendum #4

g. Library Curriculum Committee (Priscilla): See Addendum #5

3. Reports of Special/Ad Hoc Committees

• Scott, Library Chair search committee: “The Committee has met twice after having received its charge on Feb. 1. A job announcement has been prepared, and will be circulated to faculty tomorrow. The “closing date” is March 30. This position is open to a tenured faculty member, and is considered to be about 30% of his/her assignment. Duties will be reassigned so the finalist can perform this work. The position also includes a $10,000 annual stipend. Committee members are: Gordon Cochran, Scott Dutkiewicz, Kathy Edwards, Anne Grant, Jennifer Groff, Lois Sill, Dennis Taylor, Kathryn Wesley, and Wade Culler (staff representative).”

4. Dean’s Report

• Kay thanked the faculty for their participation in the SC Library Association’s annual conference in October; CU was well-represented, and she noted that Ed was particularly active

• WEAVE online for 2011-12 is completed

• The Libraries’ portion of the University’s SACS document is completed
Chris Vinson gave a well-attended presentation on the Open Parks Grid as part of the Hartzog Lecture Series

Most of the Digital Initiatives unit is over at the Research Park, with Remote Storage to relocate there before too long

The Government Documents Summit in the fall went well

Through CCIT’s “Adopt a Dean” program, we now have a designated liaison in CCIT: Barry Johnson

Development: Kay participated in the library phone-a-thon and has worked on some grant proposals with a few library faculty

Room 309 will be upfitted to serve distance ed students and faculty teaching those courses

Room 201A is also being upfitted, thanks to a $50,000 donation

Kay will be on the facilities planning committee for the Watt Innovation Center, which will break ground in 2013, across the green from the Academic Success Center

Several library faculty are involved in campus-wide searches; Kay thanked them for their service

The Huron Group is working with campus groups on the issue of faculty compensation

The 50th anniversary celebration of integration at CU will be celebrated in February 2013

Day-long “Civil Treatment” training has begun on campus; started with Human Resources

Work by the Future Is Now and associated task forces is going well; asked Eric if he had any comments. Eric noted the group is actively adding to the LibGuide, has interviewed administrators at other institutions, and has set up many avenues for Libraries employees to get information and to give input

Kay encouraged those present to encourage departmental faculty to run for a seat on the University Library Advisory Committee; new members bring a fresh perspective

The “Lunch and Learn Brown-Bag” events will be folded into the Training and Development Group after the last one in April

5. Unfinished Business

Scott, Faculty Senate report: see Addendum #6

Kay asked if there were any unfinished business; as there was none, she moved on to New Business.
6. New Business

Elections  (all terms begin and end in May, unless noted otherwise)

Five positions were elected by written ballot:

Library position

Library Faculty Promotion & Tenure Committee, one tenured seat, 2012-15: Chris Ryan

University positions

Bookstore Advisory Committee, one seat, 2012-13: Priscilla Munson

Faculty Senate alternate, one seat, April 2012-13: Suzanne Rook Schilf

Parking Review Board, one seat, 2012-15: Kathryn Wesley

Summer Reading Committee, one seat, August 2012-2013: Peg Tyler

The following positions were elected by acclamation:

Library positions

Information Access Committee

One seat, business/education/social sciences, 2012-15: Priscilla Munson

One seat, architecture/arts/humanities, 2012-15: Camille Cooper

Library Advisory Committee

One person to complete Celina Nichols’s term, 2012-13: Lisa Bodenheimer

Two seats, 2012-15: Scott Dutkiewicz and Jim Cross

Library Curriculum Committee, one seat, 2012-15: Gordon Cochrane

Library Faculty Post-Tenure Review Committee, one tenured seat, 2012-15: Mike Kohl

Library Faculty Reappointment Committee, one untenured seat, 2012-15: Kathy Edwards

Library Faculty Secretary, one seat, 2012-13: Ed Rock
University positions

Academic Council: One person to complete Celina Nichols’s term, (through April 30, 2014): Jan Comfort

Calhoun Honors College Committee

One person to complete Celina Nichols’s term (through August 14, 2012): Ed Rock

One seat, August 2012-2015: Ed Rock

Freshman/Sophomore Committee, one seat, August 15, 2012-2014: Camille Cooper

Parking Review Board, alternate, 2012-13: Derek Wilmott

President’s Faculty Advisory Committee, one seat, 2012-13: Meredith Futral

Research Council, 1 seat, 2012-15: Gail Julian

Scholarship & Awards Committee, one seat, August 2012-15: Bobby Hollandsworth

(University) Libraries Advisory Committee, one seat, 2012-15: Chris Vinson

There was no other new business.

7. Adjournment: Kay officially adjourned the meeting at 11:31 am.
Addendum #1
Proposed Changes to the *Bylaws of the Faculty of the Clemson University Libraries*
presented by the Library Advisory Committee at the spring Library Faculty Meeting
March 12, 2012
(additions in bold)

Article II: Definitions

A. Library Chair – The faculty member appointed as Library Chair has the following roles:

1. Serves as the Libraries’ administrative representative for faculty issues to the Dean of Libraries, to the Libraries’ Administrative Council, and to the Organization of Academic Department Chairs. In this role, the Chair will also be an advocate for the individual concerns of Library Faculty within the Libraries and across campus.

2. Serves as mentor and guide to Faculty in their setting and achieving professional, departmental, and University goals. Performs annual evaluations for all non-administrative Library Faculty except the Dean, working with individual faculty members and Unit Heads to review and approve Faculty Activity System documents. In the narrative evaluation section of the annual performance review, the Chair shall include, in its entirety, the Unit Head’s written evaluation of the faculty member’s effectiveness in Librarianship.

Article VII: Committees

Information Access Committee

Composition: 7 members as follows:

Ex Officio: Head, Acquisitions; Head, Reference; Head, Resource Sharing; **Electronic Resources Librarian**. Members elected by the Library Faculty: One representing the architecture/art and humanities selectors; one representing the business, education, and social sciences selectors; one representing the agriculture, engineering, nursing and sciences selectors; one member from the faculty at large. The members, with the exception of the ex officio members, serve three year staggered terms. The chair shall be elected by the membership of the Committee. Faculty members may ask the Committee to review its decisions. In the case of further disagreement, the faculty member may appeal the Committee’s decision to the Dean. The Dean’s ruling is final.
Article XI: Administrative Performance Reviews

Administrative Evaluations of the Dean and the Library Chair Libraries administrators are conducted periodically as outlined in the Faculty Manual using the appropriate Evaluation Form. These evaluations shall employ either the Library Dean Evaluation Form or the Library Chair Evaluation Form as appropriate. No limitation is placed on the method of delivery except that each form must be used in its entirety without change to wording, content, or order. Changes to the content of either form must be made in accordance with procedures for changing Library Faculty Bylaws.
Addendum #2

Proposed Changes to *Guidelines for Appointment, Reappointment, Tenure, and Promotion of Library Faculty* presented by the Library Advisory Committee at the spring Library Faculty Meeting, March 12, 2012

(changes in **bold**)

General Procedures for Reappointment, Tenure, Promotion, and Post Tenure Review

**Promotion**

The most important criterion for promotion shall be professional effectiveness. Only those faculty members who have discharged their responsibilities with distinction and demonstrated continued growth in their other professional activities while employed by the Libraries will be promoted. Promotion will be based solely on activities performed while an employee of the Libraries and is not automatic. Primary consideration shall be given to accomplishments since appointment/promotion. Any librarian may submit a written request or nomination for a promotion review to the Chair at any time.

Library Faculty will be appointed to ranks as described below. There will be no maximum years in any rank except for General Librarian. At the end of four years in the rank of General Librarian, a faculty member will be promoted or given a terminal one year appointment.

**Ranks**

**General Librarian**

Library faculty at this rank are in an orientation period. Academic excellence and the potential for advancement to higher ranks are expected. General Librarians not promoted by the end of the fourth year will receive a one-year terminal appointment. General Librarian is not a tenurable rank.

**Assistant Librarian**

This is the initial rank of appointment for tenure track faculty. Library Faculty at this rank should have demonstrated academic excellence and the potential for advancement to higher ranks. **For restrictions regarding time and rank, see Part IV, Personnel Practices of the Faculty Manual.**

**Tenure**

All tenure-track faculty in their sixth year of tenure-track service, including any tenure-track credit, must be considered for tenure. Faculty with the rank of Assistant Librarian or higher are eligible for tenure. General Librarian is not a tenurable rank, but faculty promoted from General Librarian to higher rank may apply for credit towards the reduction of the tenure probationary period for prior service as General Librarian. Such applications shall be subject to peer review.
Tenure constitutes more than recognition of past professional experience and accomplishments. The granting of tenure indicates strong potential for continued growth at Clemson and in the library profession. To be granted tenure, other than at initial appointment, library faculty must have proven professional effectiveness while a member of the Clemson University Libraries faculty, regardless of rank, both by EXCELling in their area of library specialization and by developing new programs, services or policies. In addition, they must have merited distinction in at least two of the remaining areas of "Criteria." Faculty members may include in the dossiers any information they feel supports the application, regardless of when or where it occurred.

As indicated in the Faculty Manual, “Normally, the decision to grant tenure shall be made during the penultimate year of the probationary period and becomes effective at the beginning of the next year. In exceptional cases, tenure may be granted earlier. Factors considered in early tenuring may include relevant experience in other tenure track positions. Those persons holding tenure elsewhere may be considered for immediate tenure at Clemson, but this procedure shall not be considered as routine. Should notice of denial of tenure not be given in advance of the expiration of the final probationary appointment (as provided in II.K), tenure shall become automatic at the end of the probationary period.” For information on issues such as early tenure and notice of tenure denial, see Faculty Manual, Part IV: Personnel Practices.
Addendum #3
Suggested Changes to *Library Faculty Statement of Understanding About the Annual Review Process* presented by the Library Advisory Committee at the spring Library Faculty Meeting, March 12, 2012

(original suggested changes in bold; additional language approved at meeting in bold italics)

In accordance with State law and University policy, all non-administrative Library Faculty shall be reviewed annually by the Library Chair. This review shall be conducted in accordance with *Faculty Manual* regulations and the Library Faculty *Bylaws*. The written evaluation shall take the appropriate form for such evaluations as outlined in the *Faculty Manual*. This understanding may be changed only by a vote of the Library Faculty.

General Procedures

Each non-administrative faculty member shall meet three times annually with the Library Chair. The first meeting shall be a planning session with the Library Chair and the faculty member’s immediate supervisor or appropriate unit head (or, in the case of unit heads, with the Library chair and the Dean) wherein the individual faculty member’s goals for the year shall be established and agreed upon. These goals shall be elaborated in the Faculty Activity System (FAS). The second meeting shall be a mid-year check with the Library Chair on how the goals established at the first session are being met. The third meeting shall be an end-of-the-year meeting with the Library Chair to discuss goals and accomplishments and review the FAS. Prior to the end of the annual review cycle, the unit head will submit to also, the Library Chair will seek input from the individual faculty member’s immediate supervisor a written evaluation of the faculty member’s effectiveness in librarianship, which will be included in its entirety in the narrative evaluation section of the annual performance review. When a unit head is being evaluated, the Dean will provide a written evaluation of the unit head’s effectiveness in librarianship. Using the information gleaned from the meetings, the input written evaluation, and the faculty member’s FAS, the Library Chair will write the evaluation and share it with the faculty member, using all the appropriate timelines outlined in the Faculty Manual.

Criteria

When evaluating an individual faculty member, the Library Chair and appropriate unit head will use the same criteria as established in the Guidelines for Reappointment, Tenure, Promotion and Post-Tenure Review will be used when evaluating an individual faculty member. For each criteria area, the Library Chair will assign a rating (using the same scale for each individual area as for the whole annual evaluation), noting why that particular rating is being assigned. When awarding the final rating, the Library Chair will take into account the percentage of time for each activity and the rating for each activity.

<rest of document omitted; no changes required beyond this point>
Addendum #4
Report of the Information Access Committee to the
Library Faculty Meeting of March 12, 2012 by Gail Julian

Coutts patron-driven e-books service –In place since May. Spent $29,233 of our $60,000 deposit account; purchased 382 e-books (average cost of $76.53); viewed but not purchased 494 (as of Jan.2012). EBSCO has a patron-driven service now that we might look at to complement our Coutts plan.

Phase II of the serials review project involved the analysis of the Taylor & Francis package. That review was completed and resulted in a savings of roughly $175,000. We discontinued the full package and instead picked up some individual titles, the Social Sciences & Humanities subset (1049 titles), and one engineering, computing, and technology subset (105 titles). Looked at usage and cost per use.

Elsevier ScienceDirect statewide contract renewal for another 5 years. Two members of the original group of nine SC schools (plus USC’s system campuses) opted to pull out and go with the College Edition product for smaller schools. Everyone else moved to the Freedom Collection.

DISCUS database review. As of July 1 DISCUS will be moving to a new selection of database products with a mix of EBSCO, Gale, and others. This is the first time that DISCUS and PASCAL have pooled money to fund resources for the state. Regional locations and trainers may be needed to help support training of K-12 on new resources.

By March 26th, we need to indicate to PASCAL our two buffet options and any Gale products that we wish consortial pricing on. Business & company resource center for sure.

MLA separate purchase either as a PASCAL consortial deal or as an opt-in through the Carolina Consortium. Camille has indicated preference for EBSCOHost platform.

50% discount on EBSCO Discovery Service including A-Z and link resolver. MARC record service would be extra. Offer good through fiscal year 2012/13.

We also provided some information about collections for SACS 1st draft.

Chris Ryan has led the effort to revise the general collection development policy and is also working on a separate collection development policy for electronic materials. Part of supporting documents for SACS.
The Library Curriculum Committee met to review Spring Semester courses and plans on January 10, 2012. All members attended: Jennifer Groff, Priscilla Munson (chair), Edward Rock, and Anne Grant, ex officio.

The Student Information System (SIS) spring course list showed a number of courses with the LIB rubric, so it was decided to contact the instructors to determine which ones were actively being offered. Peggy Tyler and Gail Ring indicated that they were not currently teaching their Creative Inquiry (CI) courses, so Anne Grant was able to remove them from the schedule.

Jeff Appling and Jan Comfort had active courses, so the LCC requested and received brief descriptions from these instructors for the committee’s files. Jan’s Patent Searching class, LIB 301, filled to its limit of 20 students within the first day. Course dates were 1/13/12 – 2/22/12 and all students successfully completed it for 1 credit hour. Anne Grant and Micki Reid are planning to lead a CI class in the Fall 2012 semester.

Committee members have attended all meetings of the University’s Undergraduate and Graduate Curriculum Committees; these meet monthly during the long semesters. Generally, Priscilla attends Graduate CC meetings and Jennifer and Ed alternate attending the much longer Undergraduate CC meetings. Highlights are reported via email to all selectors and to Gail Julian, Head of Acquisitions.

The LCC encourages all library faculty who wish to offer courses under the LIB rubric to contact the committee with their proposals.
Addendum #6
Faculty Senate Report to the Library Faculty Meeting of March 12, 2012 by Scott Dutkiewicz

The 2011-2012 Senate is drawing to a close. Some of the most significant work has been done by two Ad-hoc committees. The first is the Ad-hoc Committee on Teaching Effectiveness. This committee is proposing changes to the Faculty Manual about how teaching effectiveness is evaluated. End of semester student evaluations could currently be used in a way that is not consistent with their purpose and construction. Proposed Faculty Manual changes will bring these “student satisfaction surveys” (which is what they really are), in line with current research about their proper use in evaluations. The committee will also develop materials to be posted on the Faculty Senate Webpage to help faculty and administrators avail themselves of alternate means of evaluation, and guide them in the proper analysis of survey results. Scholastic Policies Committee has begun work to revise the survey questions.

The second committee is the Ad-Hoc Committee on the Status of Lecturers. While the Libraries does not use lecturers, many departments such and English and Mathematics do. This committee has developed Faculty Manual proposals that mandate annual evaluations and professional development for lecturer ranks, will create a new lecturer rank (Master Lecturer), revise the qualifications for Senior Lecturer, and create “programmatic tenure” for Master Lecturer. If departmental bylaws permit, programmatic tenure would also be possible for Assistant Professors on the tenure track. You have received a URL to the Committee’s presentation. I will include the link again for the minutes of this meeting. Thanks to Peg Tyler for participating in this committee. Link to Committee report-- http://connect.clemson.edu/p34607056/

I want to thank those who responded to me when I sent out the “RESOLUTION TO ESTABLISH A CLEMSON UNIVERSITY CHILDCARE CENTER.” This resolution was drawn up by the President’s Commission on the Status of Women, and has co-sponsorship from the President’s Commission on the Status of Black Faculty & Staff, the Staff Senate, the Office of Access and Equity, and the Graduate Student Government. This resolution will come to a vote in the Senate tomorrow afternoon.

I want to thank Suzanne Rook for her assistance as Alternate Senator this year. Thanks also to faculty that are on the 2012-2013 Grievance Board (Kay Wall, Camille Cooper, and Meredith Futral)

The President of the 2012-2013 Senate will be Jeremy King, Physics and Astronomy, and the Senate will also be voting for new officers. For Vice President/President-elect the candidates are Kelly Smith (Philosophy and Religion) or Antonis Katsiyannis (Education); The candidates for Secretary are Jane Lindle (Education) or Denise Anderson (PRTM). Please let me know if you have any preferences for these two Senate Officer positions.