

Minutes, University Libraries Faculty Fall Meeting
Sept. 29, 2010
Cooper Conference Room 201A, 1:30 p.m.

Dean Wall called the meeting to order at 1:35 p.m.

Present: Lisa Bodenheimer, Gordon Cochrane, Jan Comfort, Camille Cooper, Pamela Draper, Scott Dutkiewicz, Kathy Edwards, Meredith Futral, Anne Grant, Jennifer Groff, Bobby Hollandsworth, Jens Holley, Gail Julian, Ed Rock, Suzanne Rook Schilf, Dennis Taylor, Gypsey Teague, Peggy Tyler, Derek Wilmott.

Absent: Alan Burns, Chris Colthorpe, James Cross, Emily Gore, Michael Kohl, Priscilla Munson, Celina Nichols, Lois Sill, Kathryn Wesley

The minutes of the April 5, 2010 meeting were approved at the ad-hoc meeting of May 5, 2010.

Reports of Standing Committees

Library Faculty Reappointment Committee

Chair Gail Julian reported that the Committee is now only responsible for reappointments. There are eight 3-5 year candidates under consideration. Notice will go out to candidates on Oct. 18, and November 1 and Nov. 15 are the due dates for summary sheets and other supporting documentation, respectively. FAS goals to be included are for the year under review (2009/2010). Because Mandy Mastrovita resigned, Gail will serve as Chair in the coming year and the non-tenured seat on the committee will be filled by election in this meeting (see below). The LFRC will hold a joint workshop with the LFPTC for candidates on Oct. 8, from 11-12:00 a.m. in the Brown Room.

Library Faculty Promotion and Tenure Committee

Chair Lisa Bodenheimer reported that the date for application for promotion is November 1, and a listing of candidates will be issued to the faculty from the committee, according to the Action Calendar. Tenure candidates must submit the list of external peers by November 5. Expect emails from this committee as it begins its work.

Library Faculty Post-Tenure Review Committee

Chair Gordon Cochrane reported that the committee will meet to perform three reviews, and anticipates completing them by October 18.

Information Access Committee

Chair Gail Julian reported most of the committee's time since January has involved the journals and databases review. Faculty input was due by September 1. The Libraries ended up with roughly \$350,000 in cancellations from journals, databases, book series, newspapers and microfilm. All the e-journal packages were protected from cuts this year; if cuts are needed again next year, there will be no choice but to look at e-journal packages. Replies indicating the disposition of their request were sent to all

faculty who requested to save titles during in the fall review. Cancellations have been sent to vendors and publishers and Millennium records are being updated.

Gail thanked the selectors for their hard work on the project as well as the IAC members. Jennifer Groff and Ed Rock worked very hard on the LibGuide and organizing lists, which gave the project a professional face.

\$200,000 was added to the Yankee Book Peddler (YBP) prepaid account from end-of-year monies. The IAC will be working on allocations at its next meeting on Oct. 6. The NetLibrary license is also now active through YBP.

The committee hopes to have some money available for non-YBP purchases as well.

\$30,000 has been placed into a deposit account with Coutts for a patron-driven ebook service. Mike McLeod allowed the Libraries to use his Prince Award money as part of that account. Gordon Cochrane will be extracting a monograph holdings report from the last 5 years to send to Coutts in order to avoid duplication. Profiles will be created thereafter.

Library Curriculum Committee

Chair Anne Grant reported that members of the committee have attended both the Graduate and Undergraduate Curriculum Committee meetings, and when minutes become available from both committees, they will be distributed to the faculty. Creative Inquiry or other classes that wish to use the LIB rubric will contact this committee.

Library Advisory Committee

Dean Wall introduced Camille Cooper, who facilitated a presentation of the LAC's work in response to a section of the Consultant's report that pertains to two matters: 1. Chair/Unit head/faculty annual evaluations; 2. The duplicate effort entailed in the Faculty Activity System (FAS) vis-à-vis the Guidelines.

1. Chair/Unit head/faculty annual evaluations.

Camille distributed five documents (Faculty Manual re: Departments Chairs; Chair's duties—who currently does them in the Libraries; Bylaws—Chair's duties—changes; Unit head duties—changes; New Library Chair/Unit Head duties.)

The second document shows how the duties of the Chair are in practice sorted out between the Dean, the Chair, and the Unit heads, or is inapplicable to the Libraries. Based on this analysis, the LAC posits a change in the evaluation structure, whereby the Unit heads would *perform* the evaluation of the faculty in each unit, with the Chair *approving* the evaluation on Form 3 "Evaluation Summary" (See the Faculty Manual, Appendix F). In turn, the Dean would perform the evaluation of the Unit heads, with the Library Chair approving the evaluation.

There was discussion about the matter of the single signature on Form 3. There is precedent on campus (School of Computing; School of Education) for the practice of the Head writing the

evaluation and both Head and Chair signing Form 3. While there is little bylaws documentation for the practice, evidently the bylaws of the two schools were approved by the Provost, so there is tacit approval of this practice.

Among the issues raised and discussed:

- A. Dean, rather than chair, would perform evaluations of the Unit Heads
- B. What if the Head and Chair disagree about the evaluation? They would confer and reconcile the disagreement.
- C. How does one maintain consistency on the evaluation on points other than Professional Effectiveness? Possible options would include: having the Chair monitor for consistency, or have the Unit heads monitor this matter collectively. The Guidelines, which provide the standard, are not crafted for any particular emphasis in librarianship, such as cataloging or reference. This would be a matter of training for Unit Heads; additionally consistency could be enforced by the Dean.
- D. In order for Unit heads to evaluate, they would have to “fix” the faculty member’s goals in FAS. Would this be possible? This is a system-level matter of submitting the authorized names to Institutional Research.

A motion was made, and seconded, that the LAC return to the Faculty at the Spring 2011 meeting with proposed Bylaws revisions. The motion was approved.

2. The duplicate effort entailed in the Faculty Activity System (FAS) vis-à-vis the Guidelines. Camille distributed two pages that provided a comparison of FAS categories to Guidelines categories. The two systems are not very compatible. Additionally, if the Guidelines were aligned to the FAS categories, this would require a Guidelines change each time FAS changed, which has happened several times in the last few years. Faculty concluded that further work on reconciling the two systems would not be time effective.

The documents, however, provide a helpful resource as one transfers information between FAS and a summary sheet. The possibility of embedding FAS terminology in the Guidelines was explored. It was concluded that the comparison chart was a helpful training tool, and could be distributed informally at the LFRC/LFPTC workshop and possibly posted to LibWiki to aid faculty.

Unfinished Business

A. Faculty Senate Report

Senator Scott Dutkiewicz reported that Faculty Senate President Bill Surver is now distributing a monthly newsletter. If any faculty members have not received it, they should contact him. The Faculty Manual now has page numbers in the electronic version for easier reference. The newsletter listed two changes that directly affect the Libraries: Renewal of Appointment, Tenure and Promotion (p. 18-19) resulted in our new Promotion and Tenure Committee; Review of Academic Administrators (p. 40) assured that we could use the evaluation forms that reside in the Libraries’ Bylaws for Dean and Chair.

There is still a need for faculty members to serve on the Status on Lecturers Committee, chaired by Dan Warner. Faculty has also received by email the “Institutional Policy on Conflicts of Commitment or Interest.” Appendix XI, “Outside Professional Activities,” may be the most pertinent section of the Policy for us. The Policy has been referred to the Faculty Senate Research Committee for review and comment. As the email stated, please send comments to Bill Surver, Faculty Senate President.

B. Dean’s Report

Dean Wall reviewed several salient topics.

1. Selective depository status (spearheaded by Celina Nichols). Clemson is an early adopter in this trend, so our experience is being watched by other institutions.
2. PASCAL. At the recent retreat, PASCAL is third in line for 1.5 million dollars in unclaimed lottery funds, but the likelihood of obtaining this fund source is slim. The concern is that Clemson University continues to pay for its share of support, but other institutions may not be able to; this is an unsustainable situation.
3. Library Budget. Dean Wall summarized the basic structure of the budget (approximately 11 million in ENG and annual monies) in terms of income and expenses. She elaborated on the fact that salaries for 22 vacant positions is reserved in the budget (amounting to about \$51,000/month) but this practice allows the benefits portion of such positions, if filled, to be sustained out of University funds. There is no “new money.”
4. Planning and the 20/20 vision. The planning document from April will have to be finalized.
5. CCIT/Libraries collaboration. The Learning Commons is under operation. October 1 is the goal for the relocation of CCIT support staff in Room 201.
6. Remote Storage. The lease at Garrett’s (the current location) is now month-to-month. A new building, the former Bruce Plastics building at Research Park is being prepared, possibly for a late Spring occupancy. The 55,000 square foot facility would be able to contain Remote Storage and some aspects of Digital Initiatives.
7. “Documenting the African American Experience.” Another event featuring this digital collection will be held on Oct. 1.
8. Gunnin Library. Gunnin is impacted by the Lee Hall renovation, so stay informed about the availability of library materials.
9. Capital Campaign. The August 27 event was a University event, so there was no direct gain for the Libraries. However, the first Leadership Circle pledges (at \$10,000) will be made to the Library of the Future.
10. Open Parks Grid Grant. The Libraries won one-third of this 1.57 million dollar grant, the largest grant to a South Carolina public institution, which will be implemented over the next two and one-half years. The presentation included Parks, Recreation and Tourism Management, the Library, CCIT, and National and State Parks officials.
11. Faculty Searches. The Acquisitions faculty position is being vetted by Access and Equity. The committee for the Associate Dean Search meets Sept. 30.

In connection to the Associate Dean Search, Dean Wall reviewed why the position was needed. She related that several functions, such as assessment, grants, and professional development were not consolidated in any single person’s job description. Her 2009 evaluation and the Provost’s recommendations that followed that evaluation validated the need for such as position. In

addition, the Consultant's report, of late 2009, also noted areas that needed better coverage. On this basis, the LAC developed the position description. Future developments, such as the 2012 SACS evaluation, the Capital Campaign, and other development efforts, further support her assertion that the position is a "necessity not a luxury."

New Business

Elections

Library Officers and Committees

Library Faculty Reappointment Committee. 1 non-tenured, term expires May 2012

Nominees: Jennifer Groff, Kathy Edwards. No other nominees from the floor; election by ballot with Jennifer Groff elected to the LFRC.

University-wide Committees

Faculty Senate. Alternate. Term expires April 2011

Nominee: Kathy Edwards. No other nominees from the floor; motion made and seconded to elect Kathy Edwards by acclamation.

There being no further business, the meeting adjourned at 3:03 p.m.

Reported by Scott M. Dutkiewicz, Library Faculty Secretary
October 6, 2010