

University Libraries Fall Faculty Meeting - October 15th, 2019

Cooper Library, Room 103, 1 pm

Present: Maggie Albro, Lisa Bodenheimer, Brenda Burk, Camille Cooper, Christopher Cox, Jim Cross, Scott Dutkiewicz, Kathy Edwards, Bob Freeman, Meredith Futral, Anne Grant, Bobby Hollandsworth, Jessica Kohout-Taylor, Jenessa McElfresh, John Morgenstern, Megan Palmer, Ed Rock, Suzanne Rook Schilf, Kelsey Sheaffer, Megan Sheffield, Chris Vidas, Chris Vinson, Kathryn Wesley, Derek Wilmott, Yang Wu.

Absent: Gordon Cochrane, Krista Oldham, Renna Redd, Jessica Serrao.

1. Welcome (Scott Dutkiewicz, Library Chair) – meeting began at 1:03 pm.
2. Library Chair welcomed new faculty members (Maggie Albro, Jennifer Groff, John Morgenstern, Megan Palmer)
3. Library faculty approved minutes from the March 18th Spring Faculty Meeting, and the April 5th, April 19th, May 8th, May 23rd and July 11th Special Faculty Meetings. (All minutes are available on StaffWeb).
4. Reports of Standing College Committees
 - Library Advisory Committee (Dean Cox serves as the chair)
 - Met to approve position descriptions for the 3 new faculty positions the Libraries is currently hiring.
 - Met with Scott to discuss having him take charge of calling and facilitating LAC meetings.
 - Information Access Committee (Derek Wilmott)
 - Had its first meeting for the 2019-2020 year.
 - Talked about approval plans, general collection needs and the 2019-2020 budget. Chris Vidas also discussed Kanopy.
 - The committee will hold monthly meetings. The next meeting will be in November.
 - There will be a review of S-funds and discussion on whether the Libraries will continue them.
 - Library Curriculum Committee
 - Nothing to report.
 - Library Fellows Committee (Kathryn Wesley)
 - Committee will discuss re-evaluating the Diversity Resident Librarian position with Dean Cox.

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- Jessica Serrao went to the 2019 Library Diversity and Residency Studies (LDRS) Conference in Greensboro, North Carolina and will discuss ideas she learned from the event.
- Dean Cox: Clemson Libraries is working to set up an internship or assistance program with the U of SC Library School for under-represented minority students and will consider other alternatives to the Diversity Resident Librarian position.

5. Reports of Standing Department Committees

- Sabbatical Leave Committee (Scott Dutkiewicz)
 - Nothing to report
- Reappointment Committee (Camille Cooper)
 - In the process of reviewing 12 reappointment candidates.
- Post-Tenure Review Committee (Meredith Futral)
 - Will conduct 2 post-tenure reviews in the current academic year.
- Promotion to Librarian Committee (Jim Cross)
 - Committee has contacted external reviewers for and is seeking library faculty input on one candidate for promotion. Input is due on November 8th.
- Library Faculty Mentoring Committee (Brenda Burk)
 - The committee has met and is in the process of defining processes and procedures for mentorship, as well as assigning mentors for 3- and 6-month periods. It is also working on developing guidelines for mentorship and providing training for mentors.

6. Report of Ad-hoc Committees

- Merit Compensation Process Review Committee (Meredith Futral)
 - All business concluded.

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- Merit Rubrics Review Committee (John Morgenstern)
 - Developed a new 1-page rubric for librarianship. The goal of this is to streamline the process.
 - Did polling of library faculty to seek input on the new condensed librarianship rubric.
 - Shared the rubric with units.

- Ad-Hoc Committee on Special Faculty Ranks (Derek Wilmott)
 - The AdHoc committee was charged at the Libraries Spring Faculty Meeting (March 16, 2019) to address and formulate changes to the Libraries Guidelines (as well as anything that requires adjusting in the Bylaws) relative to aligning our governance documents to the Faculty Manual in the areas noted in the “Requirements for Departmental TPR and PTR documents (8/3/18)” or any succeeding document.
 - Its main focus was developing the “General Procedures for Reappointment and Promotion of Special Faculty Ranks” (Section 6)
 - Lecturer to Senior Lecturer

- Search Committees:
 - Digital Preservation Archivist (Jim Cross)
 - Committee is doing video interviews of candidates and will do phone interviews of references soon.
 - Engineering Librarian (Jennifer Groff)
 - Working with HR to determine next steps for the search after receiving a small pool of applications.
 - Scholarly Communications Librarian (Megan Sheffield)
 - Applications will close at the end of the week.

7. Faculty Senate Report – (Derek Wilmott on behalf of Krista)

- The full Faculty Senate has met in May, June, August, September, and October.
- The following resolutions have been passed:
 - Faculty Senate Resolution 2019-07 “Faculty Manual Consultant Amendment”
 - Name change: Faculty Manual Editorial Consultant to Faculty Manual Consultant

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- Faculty Senate Resolution 2019-08 “Grievance Consultant Amendment”
 - Clarifies language around the 5% salary supplement
- Faculty Senate Resolution 2019-09 “Clarification of the service requirement for promotion to Senior Lecturer”
- In addition to passing a number of resolutions the Faculty Senate has been discussing the university’s merit compensation and the results of the COACHE survey, which prompted President Weathers to charge an adhoc committee to look at faculty service and governance
- The College of Education was told they were losing one Senator during reapportionment, making Libraries and the College of Education the only Colleges with just one Senator. One solution being discussed is to change the Constitution to mandate a minimum of two Senators for each College.
 - How would this change affect Libraries?
 - Would having two Senators with staggered terms be a benefit (as would be for Education) so that the Lead Senator was never a first year Senator, or would the additional seat be a service burden for your faculty?
- Faculty Senate Policy Committee is working diligently through its standing agenda.

8. Reports of University Committees

- Academic Technology Council (Kelsey Sheaffer)
 - Please complete your IT training and send any feedback for the training to Kelsey.
- Athletics Council (Brenda Burk)
 - Ask Dan (Athletics Director). If you have any questions for the Athletics Department and its director, please forward them to Brenda.
- Distance Education Advisory Board (Bob Freeman)
 - Clemson Online Director hiring process is slow going and on hold.
 - Advisory Board activities on hold until the Director is hired.
- General Education Committee (Jessica Kohout-Taylor)
 - Working on creating an information literacy rubric for the GenEd curriculum
 - Committee will review a draft rubric provided by the Library Instruction Team and get more feedback for it from faculty.
- Graduate Advisory Committee (Kathy Edwards)
 - Committee will meet this Friday to discuss issues such as inequities in funding of graduate assistantships, number of credits needed for PhD graduation, and how credits can be obtained.
- University Libraries Advisory Committee (Dean Cox)
 - First meeting November 6th. 2 meetings per semester from now on.

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9. Dean's Report

- Be sure to attend Libraries Open House on October 16th.
- Library renovations almost complete.
- Libraries faculty encouraged to let students and faculty know about new 3rd floor group meeting spaces.
- Master planning continues. Received feedback from students and faculty. Trying to develop a programmatic program for Cooper.
- BrightSpot will be back on November 5th to do a presentation on the arrangement of different floors. Faculty feedback will be used to create an architectural plan.
- Libraries will create one floor to as a focus point for faculty and graduate students (discussion is continuing).
- Change management discussions are ongoing.
- Dean Cox plans to reinvigorate the Libraries Friends Group. The Libraries is receiving donations for Special Collections and the Adobe Studio. However, securing funding for some areas is still difficult.
- Board of Trustees report went well. Trustees are interested in Special Collections. They are also concerned with improving the Libraries' ARL ranking.

10. Chair's Report

- FAS goal setting is coming to an end. Goals will be frozen by Friday, October 18th, 2019.
- Merit compensation letters will be distributed to faculty at the end of the meeting.
- Sabbatical leave applications for Fall 2020 are due on January 15th, 2020. Scott will send a reminder.
- Promotion to associate or full faculty dossiers – The Provost has decided that letters of Intent are now due in April 2nd (To get process started please email Scott requesting promotion and provide your CV and a list of prospective external reviewers).

11. Unfinished Business

- Documentation of peer review processes (Anne Grant)
 - There are no process documents. Little has been documented and the process needs to be better articulated.
 - Ideas raised in discussion:
 - A new ad hoc committee needs to be formed to create the documents.
 - The new documentation should be on Staffweb.
 - A process for updating the documents is also needed. The secretary, committee chairs and the web developer should

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discuss updates each year and have updated documents posted on Staffweb.

- The peer review process should be a part of the TPR document instead of being a separate document.

- Motion to create an ad hoc committee to study and provide recommendations on developing documentation for peer input in TPR and faculty search (Composed of faculty with experience in review and search committees. Nominations of potential committee members should be sent to the Chair)
 - Seconded and approved by unanimous vote.

12. New Business (in a proposed order). Quorum (2/3) is required to take action on items A. and D.

A. Bylaws proposal to change Library Advisory Committee ex-officio chair (LAC)

- Motion to approve new proposal: Seconded and approved by unanimous quorum vote.

B. Faculty search procedure document (LAC), along with Scott's draft document on the essentials of a search committee

- Changes to the document: Page 8: The LAC, plus Chair and search committee chairs will need to meet to revise the document after each faculty search. The Library Chair needs to ensure that the document is consistently updated.
- Motion to make sure that committee chairs, LAC etc. meet after each search to update the document: Seconded and approved through unanimous vote.
- Motion to ensure that the new version of the document should be transparently available on Staffweb: Seconded and approved through unanimous vote.

C. Library Faculty Statement of Understanding About the Annual Review Process (LAC)

D. Guidelines draft document with regard to appointment, evaluation and promotion of special faculty (Ad-Hoc Committee on Special Faculty Ranks)

- Formatting problem with the Guidelines, along with grammatical corrections:
 - Lines 92-94 needs to be moved below 2E and turned into 2F; Line 97-98: PSLC should consist of "faculty of any rank and senior lecturers"; Line 99: PSLC should be elected "in person or electronically"; Line 105: General Criteria should be changed from 2 to 3.
- Other issues with the Guidelines:

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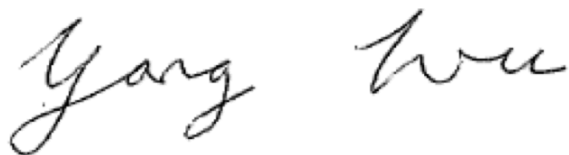
- Documentation on when the Ad-Hoc Committee on Special Faculty Ranks should stand down is needed; A broad statement is needed for all adhoc committees in the Guidelines.
 - Motion on making the various grammatical and formatting changes and pass section 6: Seconded, approved by unanimous quorum vote.
- E. Proposed new Librarianship merit rubric, sponsored by the Rubrics Review Committee
- Motion to table new business items C and E for a discussion on a future date: Seconded and approved by majority vote.

13. Announcements

14. Meeting adjourned: 2:39 pm.

Respectfully submitted:
Yang Wu, Library Faculty Secretary
18 October 2019

Approved:
18 March 2020
Signed: Yang Wu, Library Faculty Secretary

A handwritten signature in cursive script that reads "Yang Wu". The signature is written in black ink on a white background.