University Libraries Spring Faculty Meeting - March 18th, 2020
Conducted online via Microsoft Teams, 1:00 pm

Present: Maggie Albro, Lisa Bodenheimer, Brenda Burk, Gordon Cochrane, Christopher Cox, James Cross, Scott Dutkiewicz, Kathy Edwards, Bob Freeman, Meredith Futral, Anne Grant, Jennifer Groff, Bobby Hollandsworth, Jessica Kohout-Tailor, Jenessa McElfresh, John Morgenstern, Krista Oldham, Megan Palmer, Renna Redd, Edward Rock, Suzanne Rook, Jessica Serrao, Kelsey Sheaffer, Megan Sheffield, Christopher Vidas, Christopher Vinson, Kathryn Wesley, Derek Wilmot, Yang Wu.

Absent: None

1. Welcome and Introductions (Scott Dutkiewicz) – meeting began at 1:30 pm.

2. Approval of minutes from the October 15th, 2019 Fall Faculty Meeting. (Minutes are available on StaffWeb.)
    ● Motion, seconded and approved as written.

3. Motion to abbreviate the agenda and start with elections (Committee reports will be postponed and entered into a Google Docs file. The Secretary will later add these to the minutes). Seconded and approved.

4. Elections:

Library Faculty Committees: *all terms begin upon adjournment of this faculty meeting*

- Library Advisory Committee – Jessica Serrao

- Library Curriculum Committee – John Morgenstern

- Reappointment Committee – Megan Sheffield: Kelsey Sheaffer in 1-year untenured seat.

- Tenure/Promotion to Associate Committee (TPAC) – Megan Sheffield, Kathy Edwards, Gordon Cochrane as regular members, Camille Cooper as alternate.

- Post-Tenure Review Committee – Kathryn Wesley

- Promotion to Librarian Committee – Anne Grant

- Information Access Committee – Megan Palmer

- Library Fellows Committee – Jessica Kohout-Tailor

- Faculty Mentoring Committee – Maggie Albro

- Library Faculty Secretary – Renna Redd

University Faculty Committees: *all terms begin and end in May unless otherwise specified in the FM*

- Academic Council – Jessica Kohout-Tailor

- Academic Integrity Committee (Graduate) – Kathy Edwards, Ann Grant

- Academic Integrity Committee (Undergraduate) – Camille Cooper, Bobby Hollandsworth

- Athletic Council – Brenda Burk

- Bookstore Advisory Committee – John Morgenstern

- Faculty Senate (Alternate) –

- Research Grants Committee – Maggie Albro

5. Reports of Standing College Committees

·Library Advisory Committee (Camille Cooper)

Since the fall 2019 Libraries Faculty meeting, the LAC has been involved in the following issues. The full minutes of all spring LAC meetings were sent previously to the Library Faculty e-mail list:

1. The LAC offered guidance on the membership of the search committee for the Associate Dean of Technical Services and Collection Management.

2. The LAC's presiding chair will ask the Ad hoc committee on "Librarianship" rubric for merit compensation to work up a draft of the re-designed rubric at the spring faculty meeting.

3. Digital Measures Implementation
- Expert users in all colleges and the Libraries have researched other institutions that use Digital Measures and submitted suggested, additional categories to CU's Institutional Research group. These will be trialed for the 2019-20 review period and updated in 2020-21 once we see how well they fit/don't fit our needs
- The Provost's Office will be holding virtual TPR roadshows for chairs and unit heads in the spring

4. Elections at Libraries faculty meetings
- Voting procedures are somewhat chaotic (noisy environment not conducive to accurate counting) and not standardized (procedures vary from year to year)
- It would be good to have detailed information in advance on committees that will need members elected at spring meetings.
- Should candidate statements/"campaigning" be permitted, and at what points in the process?

5. Libraries telecommuting and flex time policies (general policies, unrelated to university-mandated instances)
- Policy is staff-centric and doesn't take into account what the CU *Faculty Manual* describes as faculty members' "unique combination of responsibilities . . . [that] mandates considerable variation in professional work schedules" (VI. E. 1.).
- There is a lack of consistency between units on length of the faculty work week, how "telecommuting" is being interpreted, and how flex time fits into the scenario.
- Further information will be sought from University HR.

· Library Curriculum Committee (Gordon Cochrane)

  Nothing to Report

· Information Access Committee (Derek Wilmott)

The IAC has met four times, since being reconvened in October and the next meeting is March 18. We are exploring the Kanopy model for streaming media with all three of their pricing models. The IAC is aware that the Kanopy PDA model needs close monitoring, to keep costs within the Libraries' budget. Our

colleagues at other libraries have experienced unexpected high costs associated with the Kanopy PDA model.

The IAC has been asked to provide a report to Dean Cox by the end of this spring semester that addresses the Libraries current collections and purchasing directions and determine what areas and level should move to a fully online environment.

IAC continues to explore EndNote as a standard software tool for publishing and managing bibliographies, citations and references.

IAC is investigating the possibility of a subscription to the online NY Times. A trial was completed in February, we are waiting to hear back from those who took part in it.

IAC reviewed a proposed Collection Development Policy for Data Sets; suggestions were made for improving the draft document. There is still a question concerning funding, which is being explored for the 2021 Fiscal Year.

A proposal for 2factor authentication to access all electronic resources in the Libraries collections is being investigated by the Office of Library Technology. Most likely this will be rolled out after Alma implementation.

An ordering freeze was implemented on March 2, 2020 in preparation for the Alma migration in April. Guidelines were sent to IN&RS that allows for some types of ordering of physical items to continue.

Ordering for electronic resources may continue until Friday, March 27, 2020, which should allow the TSCM personnel to complete and activate before the April 1, 2020 deadline. The go live date for Alma is June 1, 2020.

· Library Fellows Committee (Kathryn Wesley)

The committee has submitted an agenda item proposing to change the name to the Library Diversity Residents Committee. This change reflects current terminology in the field. The committee also proposes that we re-evaluate the committee charge and submit a draft revision for the fall library faculty meeting.

Earlier in the semester, the dean asked for the committee's input on the idea of conducting a targeted search involving a candidate from the unsuccessful Scholarly Communications Librarian search. The committee was unanimously enthusiastic regarding the candidate, but had reservations about the structure proposed for the residency.

Jessica Serrao attended the Library Diversity and Residency Scholars Conference in August 2019, and brought back information regarding their recommendations

and best practices. One of the primary of these is that residencies should not be created to fill existing needs in a library's organization. Instead, the ACRL Diversity Alliance recommends that these positions be structured to give residents the opportunity to gain experience in areas they are interested in pursuing long-term professionally.

The committee, with Jessica as primary author, drew up a draft Framework for Diversity Resident Program and submitted it to the dean for his consideration.

6. Reports of Standing Department Committees

· Sabbatical Leave Committee (Scott Dutkiewicz)

Nothing to report.

· Reappointment Committee (Camille Cooper)

Nothing to report; all work was completed during the fall 2019 semester.

· Promotion to Librarian Committee (Jim Cross)

Nothing to report; all work was completed during the fall 2019 semester.

· Post-Tenure Review Committee (Meredith Futral)

Two post-tenure reviews were finished successfully.

· Library Faculty Mentoring Committee (Brenda Burk)

During the year, the newly formed committee met to further the mentoring program initiated by Librarian Emeritus Jan Comfort. The committee held two meetings to discuss the outline of their work and form an action plan. In February, the committee held a Brown Bag Meeting to discuss the open committee positions in the upcoming elections to give librarians an understanding of the commitment and the work of each one.

As the year progresses, plans with the 3 phases shifted a bit, with the second phase of mentoring turning into a series of sessions on Librarianship, Research, Scholarship, and Work Life Balance. This phase is still in the works. Phase 3 will then be individual mentoring as originally planned. Also, in the works, in conjunction with Human Resources, is mentor/mentee training targeted to occur in June.

7. Report of Ad-hoc Committees

· Merit Rubrics Review Committee (John Morgenstern)

The purpose of merit compensation is to reward high-performing faculty for their meritorious activities. The Librarianship rubrics initially developed to rate meritorious activities within each unit were inconsistent in terminology, content, format, and adjectives used to describe incremental achievement in each 1–7 merit score; in addition, the rubrics included activities considered routine to daily business. The discrepancies introduced the potential for reviewers to rate individuals differently based on the unit within which they worked, and the inclusion of routine activities risked obscuring genuinely meritorious activities. This committee was charged to review and revise the Librarianship rubric in order to eliminate the potential for inequities and to define more clearly and uniformly meritorious activities across all units.

The committee consolidated Librarianship sections into one rubric to align the assessment of meritorious activities with what it means for Libraries faculty to perform at an R1 level and to achieve cross-unit consistency. The committee developed five broad categories deemed sufficiently flexible for faculty in all units to make an equitable case that their various and diverse activities qualify as meritorious: innovation, engagement, professional development, stewardship, and diversity. The committee defined each of these terms with a mind for inclusivity and developed a 1–7 scale for ranking activities in each category based on the role of the faculty member in implementing services (leadership or support), whether the service is new or ongoing, and the communities served. The categories and sample rubrics were shared at the unit level; the committee emended the proposed rubric to address feedback from these unit-level discussions.

· Faculty Feedback Ad-hoc Committee (Jessica Kohout-Tailor)

Charge
The purpose of the Peer Evaluation Ad-Hoc Committee is to examine the policies, guidelines, and search procedures and provide recommendations for the Libraries on how peer evaluation data is collected, handled, and retained for both the search process and review process for promotion and tenure.

Timeline
A full report on our findings and resulting recommendations will be provided at the Fall Faculty Meeting.

Report
We have identified the need for a clear protocol regarding the retention of peer feedback data gathered in the course of search and tenure/promotion procedures. Since January, the committee has identified and collected relevant documents, and made inquiries to Grievance consultants, departments, the Chair, and Human Resources to guide our work. The committee is waiting for more guidance from HR in order to align our work with HR recommendations.

· Digital Measures Expert Users (Suzanne Rook)

Libraries DM Expert Users: Scott, Brenda, Anne, Megan S, & Suzanne
Findability to DM has improved – look for it on the Clemson website A-Z directory
Townhalls for faculty in each college were held in February. The main purpose was to introduce DM to faculty. If you were unable to attend, let Suzanne know and she will get you up to date.

Upcoming DM training:
Expert users will go through training mid-April
TPR Roadshows for colleges will be held in April and will include TPR topics and DM workflow (eForm3 and eTPR)
All faculty will be able to attend daily drop in sessions by college during 1st two weeks of May.

What's new for the Libraries in DM?
In the Administrative Data section, under Workload/Goals, there is now the ability to enter goals and percentages for Librarianship.
"Librarianship" has been added as a category under Teaching/Mentoring. This is where we will add our activities.
Activity Type categories remain the same as in FAS for 2019-2020. This is so any data pulled over will keep the same categories.
For 2020-2021 we have the opportunity to modify and/or expand the Activity Types for Librarianship.
Your input is requested to two questions:
   1. Do we need to have Activity Types?
   2. If we continue to include Activity Types for each activity, what categories should we include.

Current FAS Activity Categories:

Unspecified
Acquisitions/Collection Development
Administration/Management/Supervision
Archives, Exhibits and Records Management
Bibliographic Instruction
Cataloging
Circulation
Electronic Resources Maintenance and Systems
Reference
Resource Sharing
Other

Activity Types Suggested for Digital Measures:
- Data Service
- Access Services
- Acquisitions
- Archives
- Assessment
- Cataloging/Bibliographic Collection
- Government Information
- Instruction
- Management/Supervision
- Outreach
- Public/Reference Service
- Program Coordination
- Promotion and Marketing
- Publishing
- Records Management
- Resource Sharing
- Scholarly Communication
- Serials
- Space Planning
- Staff Training
- Technology
- Other

Suzanne will send an email in the coming week with DM info and a link to provide feedback on the proposed categories.

· Search Committees:

Engineering Librarian (Gordon Cochrane)
The Engineering Librarian Search Committee has created a list of potential candidates and invites the Faculty to inspect their credentials and offer input as we proceed. The link to candidates and related information will be emailed later this afternoon (Wednesday 18 March 2020). Decisions about video/phone interviews will be forthcoming after the input is received. We invite input until 5pm (EDT) on Tuesday 24 March.

Associate Dean, Technical Services and Collection Management (Chris Vinson)
The Associate Dean, Technical Services and Collection Management search is open and applications will be accepted through March 25.

8. Faculty Senate Report – (Krista)

The full Faculty Senate has met November, December, January, February, March.
- The following resolutions have been passed:
  - Faculty Senate Resolution 2020-01 "Change of Clemson University Student Assessment of Instructor Survey"
    - Removal of Question 10 ("Overall, the instructor is an effective teacher")
  - Faculty Senate Resolution 2020-02 "A Resolution to Extend the 2019-2020 Session of the Faculty Senate"
    - In the event of institutional locations being unavailable on April 14th due of closures, the April Faculty Senate meeting will be conducted in an online synchronous method hosted via Clemson login- and all terms of Senators and Alternate will be extended until the May 12th meeting. Orientation and new Senator, Alternate, and new committee terms and will begin on May 12th.
- Ad Hoc Committee on Faculty Service and Governance is wrapping up their research and report, which they anticipate will be presented at the April's Faculty Meeting.
  - The ad-hoc Committee on Faculty Service and Governance will make recommendations concerning ways to increase the efficiency and effectiveness of faculty service and governance. At its discretion, the committee should consider issues such as the size and structure of department, college, and university committees, service loads, faculty governance in the tenure and promotion process, summer service,

compensation for service, conducting efficient meetings (including the use of technology in facilitating meetings), or other issues that impact faculty service and governance. In making recommendations, due by the April 2020 Faculty Senate meeting, the committee shall consider best practices and benchmarking against other Top 25 public universities and a select number of provost identified peers.

- Policy Committee Agenda Item 202001 "Resolution to Amend the Constitutional Allocation of Faculty Senators"
  - January 2020: The chair presented the resolution and background for the committee's consideration. The committee briefly discussed the process to accomplish the changes recommended by the presentation and resolution. The committee considered the charge of the President when he accepted the recommendation to commit. The committee concluded that this is an issue of proportional representation, but the presentation proposed representation based not on total population or proportion of the whole faculty, but representation based on proportion of the Senate. It was discussed whether 35 members in the Senate is fair representation given how much the faculty has grown, however counter points were made about ongoing investigations into committee service and overload. The committee will research: how large is representative bodies at other institutions, how long has the Senate had 35 members, and how many faculty were at Clemson when the Senate was established in 1980. The chair postponed consideration on this agenda item and will obtain feedback from the Executive Committee.
  - February 2020: The chair discussed feedback from the Executive Committee and the committee reviewed the presentation attached to the agenda item. The committee again reviewed the pros and cons of making the suggested changes and voted to invite the sponsors of the action for further investigation to the next Policy Committee meeting. The committee postponed consideration of this agenda item and will review the answers to the questions: how large is representative bodies at other institutions, how long has the Senate had 35 members, and how many faculty were at Clemson when the Senate was established in 1980.
- Policy Committee Report 201924 "Predatory Publishing"
  - Recommendations: The Policy Committee recommends that each College and/or Department, in collaboration with the Libraries, consider implementing discipline-centered training on predatory publishing and making this training available as part of faculty and academic administrator onboarding, and a part of new graduate student orientation.
- PCR202005 - "General Librarian"

○ Policy Committee will review a draft resolution to remove "General Librarian" from the Faculty Manual Friday March 20, 2020.

9. Reports of University Committees

· Summer Reading Advisory Committee (Jessica Serrao)

This committee is no longer meeting, and no meetings were held in 2019-2020. It was decided to remove the summer reading from the orientation process, and they have petitioned the Faculty Senate to remove the committee.

11. Chair's Report

Digital Measures
Please refer to the Digital Measures Expert Users report.

Additional comments:
Digital Measures (DM) has two aspects: Activities (the data entry aspects) and the Workflow aspects. Activities represents the old FAS; Workflow is what we do with the data: annual evaluation and the TPR processes.
Data entry. Continue to enter data in the fields indicated in the "Sections at a Glance" document dated 10 Feb. 2020. There are three levels of editing: Verify/Add if appropriate/Ignore for now.

Ignore for now: Faculty Development activities attended; all three Service categories. Institutional Research is attempting to migrate this data from FAS. Target date for migration is March 31.

Add if appropriate. Publications and presentations. **Do this promptly. Include links to full text in DM. Use TigerPrints. This is essential because the Chair must read your scholarship in order to evaluate your scholarship.**

There is a "TPR Roadshow" scheduled for Library Chair, TPR chairs, and unit heads that will provide more information on the Workflow aspects of DM. In the highly evolving situation that we are in due to modified operations, we will know more about annual review and TPR after that meeting. I will continue to keep you informed.

In the meantime, my March 9 email (Library Chair: travel restrictions) about impact on Service and Scholarship (when we were only travel restricted!) applies even more now. Provost wants to convey that "collaborative efforts in this unprecedented pivot [to online instruction and all it entails] to maintain academic, research, and business continuity will be recognized."

When will DM Activities be due? That date is TBA based on the timing of DM training as described in the Digital Measures Expert Users report.

The date span that is evaluated is from May 13, 2019 to May 8, 2020. Again, if there is some change, you will be informed.

Reappointment, Tenure and Promotion

TPR processes will be implemented in DM as a Workflow. I have been told that it will be much like the eTPR Notebook, in which you upload a dossier into a space. Instructions exist on the Provost's website. It is not clear how the dossier will interact with information in the Activities section of DM.

Date and Deadlines for TPR.

As of this report, dates for TPR are going to be the same as last year. Estimated dates for filing this fall (2020-2021 calendar not yet released, so the actual day may vary by a day or two):

First year dossiers: October 9

Second, third-to-five, and Promotion and Tenure dossiers: September 18.

"Intent to file" for promotion and/or tenure is April 2. Associates! Still time to file!
The Chair and Dean need to see your full CV and a list of potential peer reviewers. You do not have to file any dossier in DM at this stage.

Merit Compensation

Merit compensation scores will be given to all qualified faculty. The Chair will perform the evaluation as described in the Merit Compensation Plan.

Rubrics: The rubrics that will be used will be the current rubrics.

Rubrics revision. I refer you to the Rubrics Review Committee report.

I consulted with LAC about how to go forward with this committee in January, and was encouraged to keep at it. Unfortunately, it is your Chair that did not display follow-through! I sensed that what I really needed to do was to be empirical by testing the draft rubric against real data using 2018-2019 FAS reports. Then, fast-tracked implementation of Digital Measures was announced in February. I was not able to accomplish such a test. I plan to *test* the proposed Rubric for Librarianship using the 2019-2020 faculty reporting in DM.

The matter of the revising the Librarianship rubric continues under Unfinished Business. Perhaps calling a faculty meeting this summer would be the best way to go forward with this issue. We all hope that a face-to-face meeting will be possible!

Status of Guidelines revisions of October 2019.

The Guidelines changes approved last October, pertaining to Lecturers and Senior Lecturers, have not been approved by the Provost. The approval process is now at the stage with the Faculty Manual Editor, Dr. Kurz. She has reached out to me with recommendations. I will follow up on this matter. In the meantime, the version of the Guidelines in StaffWeb, dated March 19, 2019, are authoritative.

Communication

University Libraries Spring Faculty Meeting - March 18th, 2020
Conducted online via Microsoft Teams, 1:00 pm

During this time of work-from-home and the changes, stresses, and problems we all face, please keep me informed about your concerns and questions. There are many ways connect: email, WebEx, Zoom, MS Teams, even the "old-fashioned" telephone (my work number forwards to my cell). I have also recently opened a channel in Teams.

12. Dean's Report

No report.

13. Announcements

Faculty searches:

Dean Cox: Engineering Librarian search is still ongoing. Engineering search committee will continue doing work. The Associate Dean for Technical Services and Collection Management search will remain open.

14. Motion to adjourn if all reports can be posted on Google Docs. All remaining items are tabled until the next faculty meeting. Seconded and approved.

Meeting Adjourned: 2:44.

Respectfully submitted:
Yang Wu, Library Faculty Secretary
19 March 2019

Approved:
21 May 2020
Signed: Renna T. Redd, Library Faculty Secretary