TO: Libraries Faculty
FROM: Ellen Robertson
RE: Minutes from Special Faculty Meeting 5/7/91
DATE: May 31, 1991

Attending: Schuneman, Mering, Buczkowski, N. Carter, Arp, Fong, Anthes, Chesbro, Larsen, Baia, Wallace, Wynn, Fagerstrom, Nelson, Sani, O'Mahony, Klemme, De Alfaro, Boucher, Garrison, Robertson, Chiu, Krismann, Gause, S. Williams, Lo Bue

Robertson conducted the meeting. Introductory comments were made on the evaluation package submitted by the FPC Task Force on Evaluations.

A straw vote was held to determine whether the document was considered to be workable. All considered it to be workable.

Items discussed included:

1. Section 1.d "Comments from other Library faculty"
2. First level supervisor's comments on a faculty member's research and service.
3. FPC and a Cabinet member assigning ratings for Category I without seeing the supervisor's rating.
4. First level supervisor not paraphrasing what the individual faculty member has written in the self-appraisal.
5. The word "expectations" in the ratings for Categories II and III.

The following changes were made to the document as presented:

1. Cover letter, 3rd paragraph, 2nd sentence changed to read:
   
   The Faculty member's signature acknowledges he/she has read the evaluation and all other comments; it does not indicate agreement
   Also to be moved to be the next to the last sentence in the same paragraph.

2. Cover letter, 4th paragraph, 3rd sentence to be deleted.

3. Cover letter, 4th paragraph, sentence beginning with "Disagreement . . . member." insert sentence:
   
   The supervisor must respond in writing.

4. Cover letter, 4th paragraph, add at the end:
   
   "Only the faculty member may appeal."

5. Page 5, 1st sentence, delete "according . . . improvements."

6. Page 5, Item IV is to become part of phrasing of item I deleting the words "research, etc., and service".
7. Page 5, preceding II and III insert "Optional (not for evaluation purposes)".

8. Pages 8 & 9 changed the "NOTE" to read:
   
   **NOTE:** From year to year, the ratings are based on a general understanding of the expectations of performance by the Libraries faculty and are derived from a comparison of contributions of the total Libraries faculty.
   
9. Page 9, change header from Category II to Category III.

All motions to make changes were seconded, and all motions carried.

The meeting was adjourned at 3:28 p.m.

Respectfully submitted,

Bill Garrison, Secretary