LIBRARY FACULTY MEETING

Minutes, April 2, 1992

Present: Antes, Buczkowski, Busick, Carle, Carter, L., Carter, W., Gaulke, DeAlfaro, Dorlan, Fink, Fong, Hill, Horner, Kleime, Kroeger, Lo, Rue, Maloney, McConkey, Nolan, O'Mahony, Phillips, Rebudela, Robertson, Sammaki, Sani, Seaman, Wallace, Williams, J., Williams, Sara, Williams, Sue

Moderator: D. O'Mahony
Recorder: S. Horner

1. Recruitment update – Joan McConkey
   - The candidate will be interviewed for the East Asian Library position. Interview schedule for April 16 has been mailed.
   - Interviews for the Monographic Cataloging position will be held April 20, 21, and May 18.
   - Search Committee for Head, Special Collections, is in process of calling references.

2. Approval of minutes
   a. March 2, 1992
      - A correction to the attendance list notes that McConkey was present.
      - A suggested statement of correction and addition to the section of Committee reports: FPC: was distributed. After review a motion was made to accept the revision submitted. Motion carried. There were no further additions or corrections. Minutes now read as follows:
      Committee reports: FPC: The Committee is working on parts 2 and 3 of the annual library faculty evaluations. A lengthy discussion followed about unsolicited comments appearing in the part 1 evaluation. Current procedure allows for inclusion of comments from any source when requested by the individual or the immediate supervisor. Some of the questions were: At what level can solicitations be requested? Is it only at the faculty or first level or can it be at the second or third level supervisor? Are these comments to be part of the evaluation file or only the personnel file? It was suggested that supervisors decide whether to consider comments if they were not requested by the individual or immediate supervisor. The possibility of legal action if defined procedure was not followed was raised. The Faculty agreed that comments can become part of the personnel file but have to be disregarded for this year’s evaluation unless solicited by the individual or first level supervisor, and will not become part of the evaluation packet. It was suggested by the Chair of the Evaluation Task Force that since this is the first year for implementing the new procedure we should not deviate from following it. There will be a meeting May 21 to define the procedure for next year.

   b. March 19, 1992
      Minutes were approved as written.

3. Old Business – AQPC Recommendations
   The Libraries faculty comments resulting from the special meeting of March 19 on Academic Quality and Productivity were sent to the Dean in a memo dated March 30. A copy of the memo was included in the document packet for this meeting. There was no further discussion.
(Nancy Carter served as moderator for discussion of this item). A draft revision of Library Faculty Handbook sections 1624 and 1625 dealing with the offices of Moderator and Recorder was discussed. Dan O'Mahony explained that the purpose of the revision is to bring the handbook up to date with current practice; it recognizes that the Recorder is now a rotating, rather than an elected position. Responsibility is placed on the Moderator to maintain a permanent record. A question was raised as to whether we might want to leave an elected Recorder as a future possibility. It was noted that the procedure could be changed if it becomes appropriate. A suggestion was made and approved to strike the word "should" from the final sentence. The revision will be presented to the faculty next month for a vote.

5. Committee Reports
a. Faculty Personnel - Nancy Carter
   - FPC has mailed out the ratings for categories 2 and 3 of the annual library faculty evaluations. Anyone wanting a review must request it by April 9.
   - FPC will review category one and meet with a member of the Cabinet (Joan McConkey) to look at the reports in terms of consistency of the narrative and rating number. When this procedure is completed, FPC will notify all library faculty regarding letters and comments included in their evaluation packets.

b. Faculty Support - No report

c. Faculty/Staff Development - Joan McConkey
   - Liesel Nolan will be presenting the next Faculty Research Seminar on April 20 at 3:30 in N410 on "Reconstructing a forgotten life ... Emily Perkins Baldwin."
   - Deborah Pink announced that another research seminar will be held Monday, May 11, 2:30-4:00 in N410 on "Presentation style." Watch for announcements.
   - Late May there will be a Faculty Seminar in the Business Library with Carol Krissmann and Melinda Chesbro.
   - Also late May there will be a workshop on computer skills given by Melinda Chesbro and John Culshaw.
   - Joan McConkey announced that several videos are available. There is often interest expressed but small attendance. Scheduling problems are a factor.

d. Library Advisory Board - Pat Wallace
   - Minutes from the last meeting are due out in the next few days. They will include a survey about use of the staff lounge. Please respond!
   - Planning is underway for the Faculty/Staff recognition of Service program to held in Koenig May 6 from 2:00 to 4:00. There may be gift certificates to Crossroads Mall instead of name plates. This year faculty are to be included
   - The State of the Libraries meeting will be held April 27. Submit agenda items to the Library Advisory Board.

e. Promotion and reappointment - No report

f. Tenure - Janet Hille
Janet has been attending meetings with VCAC representatives to explain the discipline of Librarianship to ensure that it won't be misunderstood. No criteria are changed, but there is some wording of standards to make them more clearly understandable and place them in the proper category; e.g.: some of the things presently listed under Librarianship should be moved to Research. Janet observed that the VCAC representatives are friendly toward making tenure achievable for Librarians.
5. Committee Reports (continued)

8. Sabbatical - Karl Kroeger
   The Sabbatical Committee will soon be notifying those faculty eligible for
   the upcoming year. A complete new eligibility list will be distributed soon.

h. Nominations - Sheryl Horner
   Preference sheets for May elections will be mailed next week.

i. Awards - Karl Kroeger
   The Ralph Ellsworth Award for 1992 has been decided and steps are in process.
   The announcement will be made at the Library Convocation May 1.

J. Other Library Committee - No report.

6. Administrative report - James Williams
   - Budget. There has not been a Deans' meeting since early February. Last report
     was that each Department will take a 3% budget reduction. The Libraries will
     start with the Humanities Special Purchase Fund. There may possibly be a 5%
     travel reduction. The Library will benefit from the fact that 2 major national
     meetings will be held in Denver (LITA in September, ALA Midwinter in January) so
     our requests should be less. As far as we know, the HVAC air control system
     is still budgeted at $2.5 million. We hope for final word in July.

   - Geological Sciences Building. CSHR is extending the time on discussion of the
     new building until May to try to get it on the campus building agenda. The
     School of Mines has raised questions about CSU's academic program in Geological
     Sciences.

   - A Strategic Vision Statement for the Libraries has been prepared for the years
     1992 through 2000 with emphasis on the first 3 years. It will be discussed more
     fully at the April 27 Faculty/Staff meeting. It gives broad goals and objectives
     and is hoped that after consideration by the Libraries Faculty there can be
     strategies for implementation. The document will be made available for Library
     Faculty to read and then it could be discussed in regular or special faculty
     meetings. It was questioned whether this will be a Faculty or Administrative
     document and how much time the Faculty should spend if it will have no authority.
     Williams' response was that it is to be "our" document. He would like to see it
     published as a document from the Library with an introduction by the Dean. If
     discussion should result in cross-purposes, it will be issued as an Administrative
     strategic plan.

7. Announcements
   a. CSU - Janet Hill
      CMC Systems, Inc., has reorganized the client services area. Brenda Bailey
      remains our main contact but we will also deal with people who have function
      specializations. Ward Shaw says the Circulation system is now top priority. Problems
      with it are system wide, not just CU. The new version of Bibliographic Mainte-
      nance came up with major problems. The Authorities Task Force will hire a
      consultant. There will be an intense workshop to develop specifications.
      We are still trying to work out our financial responsibilities to CMC.

   b. Law Library - Stacey Dornan
      Georgia Briscoe from UC San Diego will begin April 15 as head of Technical Services.

   c. University Committees - Martha Jo Gill
      The Constitution of the Faculty of the University of Colorado is to be reviewed
      and will be mailed to all faculty. Please read and comment.

   d. Other - Janet Hill
      The Salary Equities Committee has finally finished its review and recommendations
      after a year and a half. All recommendations were approved.

   e. Meeting adjourned 9:55.