UNIVERSITY LIBRARIES FACULTY
MEETING MINUTES
6 OCTOBER 1994

Present: Anthes, Arp, Baia, Carle, Carter, Chesbro, Cramer, Culshaw, de Alfaro, Dean, Epstein, Garrison, Gresham, Hamilton, Hill, Horner, Krismann, Larsen, LoBue, McConkey, Robertson, Sani, Whelan, Jim Williams, Sara Williams, Sue Williams

1. Recruitment Update: Ads for cataloging positions have appeared. Government Publications position approval is pending.

2. Minutes from 1 September 1994 meeting were approved.

3. Unfinished Business
   A. Faculty Handbook Revision Committee
      Committee believes Evaluation section needs to be examined. They have talked with FPC and Cabinet who support the formation of a separate task force to look at evaluation process. Non-tenure track, tenure track, and tenured groups will meet with a facilitator to compile questions, then select a representative from each group. The representatives, along with a Cabinet member, will create a task force. Gordon Barhydt has agreed to facilitate. The questions posed would be what is wanted and needed out of the Evaluation Section by Libraries faculty.
      A discussion document is forthcoming next week describing the issues that led to this proposal. The intent is to divorce this process from compensation issue.

   1. Discussion
      a. Hamilton indicated concern over the fact that the process is never going to be perfect and that going through this again may be very time-consuming. The committee said that the intent is to be realistic in the process timeframe and will acknowledge concerns of faculty.
      b. A discussion also ensued concerning scope of the facilitator’s responsibilities. It was determined that they manage process not content of discussion. It was clarified that this process will only address internal procedure, not external processes in the Evaluation of faculty.

   2. Arp moved to accept recommendation of the Revision Committee to create an Evaluation Task Force of non-tenure track, tenure, and tenure track, faculty and Cabinet representation. This was seconded and unanimously approved by the Faculties.


5. Committee Reports
   A. Faculty Personnel - paperwork is in progress. Please turn in anything outstanding.
   B. Faculty Support - The Committee is trying to establish a viable formula for distributions of travel funds. A checklist has been sent out to each faculty member. Send in by October 15 to Debbie Moore.
   C. Faculty; Staff Development
      1. Research Seminar scheduled on October 13 on the topic of Historical Research. It is a follow-up to a previous seminar. 2-4 p.m. in N410.
      2. Gloria de Alfaro and Yolanda Mahoney opened seminar series last week. Thanks are in order. Volunteers are requested for this series for future presentations.
      3. An announcement in LAR will be appearing concerning a "Bright Ideas" contest.
      4. Video conference sponsored by OCLC was well-attended. Another is scheduled for late November. The title is "The Scholar and Networked Information". It is scheduled for the Events Center beginning at 11:30. An announcement in LAR will be forthcoming. Bibliographers are encouraged to alert departmental faculty to this as well. A videotape of the OCLC conference will be available in Media Library.
D. Lib will meet to talk about new system.

E. Promotion and Reappointment has not met yet.

F. Tenure Committee discussed the current process and is working to identify departmental faculty who will participate in the decision-making process.

G. Sabbatical Committee
   Pass errors on the distributed list to Joan McConkey. Four faculty are eligible, three are passing this year. One has applied. There are new forms from the University to fill out. Research leave needs to be filled out in the same way as sabbatical requests.

H. Nominations and Awards - no report.

6. Administrative Report
   A. At the Dean's Council, an EPUS policy was discussed that states that each college should have multiple means of evaluating teaching. This must be documented by each school or college and is due by late November. A statement on this exists in the Libraries Faculty Handbook that Williams suggested we submit unless there were any concerns.

   B. Rick Forsman, head of the Health Sciences Center Library, has also agreed to bring up Innovative Interfaces. Discussions with the Alliance are occurring.

   C. Training on the new system will occur next week.

7. Announcements
   A. Automation
      1. Training
         a. Testpac training will occur next week. We then have two weeks to review.
         b. Bill or Lori should be contacted if there are problems with Testpac.
         c. There will be 100,000 records in testpac in every format. Testpac training is designed to test the parameters we've already sent in.
         d. Telnet capability may be possible. Melinda Chesbro is checking into it.
      2. Name: The name of the system is Zephyr.
      3. Overview: Bill Garrison and Lori Arp will do another session on cataloging and OPAC parameters. Monday afternoon 2-4 in N 140.

   B. Martha Jo Sani provided a Benefits report and what is upcoming in this arena. A survey will be sent out which will rank priorities for medical benefits. This will be used to write an RFP for university medical services. The new contract will be implemented in 1996.

   C. Beth Cramer asked the status of the idea of a parliamentarian from Faculty Handbook Revision Committee. The Committee says the position already exists in the printed documentation. Hill suggested that at the next meeting we review the status of action on discussion that have been approved by the Libraries Faculty. The Committee will prepare this list.

8. Adjourn: Meeting was adjourned.