LIBRARIES FACULTY MEETING MINUTES
March 2, 2000


Recruitment: No report.

Minutes: Approved as given.

Unfinished Business:
Instructor Bill of Rights. The FPC wording on the ability of an instructor to participate on Library Committees involved with evaluation and/or appeals will be voted on by mail ballot in March. Hill disagreed with the intent of the wording. There was no discussion.

New Business:
There was an error in the agenda. There was no need to vote again on the Self-Study Report. There was no new report.

FPC:
Any Libraries faculty who have not submitted their annual evaluation packet for research and service need to do so immediately. The FPC annual retreat is scheduled for March 16th. Vonderlin mentioned the new benefit available to Senior Instructors via the Instructor Bill of Rights. Senior Instructors, after 7 years, may take a semester’s differentiated workload (similar to a sabbatical). The FPC needs a task force to work out the details and procedures for this new form of differentiated workload for Senior Instructors. Libraries faculty wishing to participate on this task force need to contact the FPC.

Faculty Support: Sue Williams is chair.

Faculty / Staff Development: Scott Seaman is chair.

Library Advisory Board – No report.

Promotion and Reappointment:
Fagerstrom reported that the committee had written a supporting letter of promotion to Senior Instructor for one faculty member. A request was submitted on the promotion to Senior Instructor for another member of the Libraries’ faculty which was not possible. An error had been made in this instructor’s appointment which will be corrected in house.

Tenure Committee: No report.

Elections Committee:
Sani reported they need somebody to replace Daria Carle on the Awards Committee. Hill commented (under Elections) that the Awards Committee procedures need to be reviewed. The Awards Committee process seems to place the burden of selection and support of the Ellsworth award on the nominee. Baia, having served on the original committee, felt the procedures had changed over time. Sani recommended that at least one member of the Awards Committee should have served on this committee before for continuity.

Awards Committee: No report.

Committee of Chairs: No report.

OCI Report: No report.
Faculty Handbook Task Force:
The "Tenure Related Documents" was brought forward first. Hill reported that this was a document on WEB links. It was decided this document was a formatting issue and did not require a faculty vote.
The "Policies and Processes – Evaluation" document was next presented. Hamilton expressed the concern that comments, however brief, on the web are often confused for policies; they tend to become policies. Hill agreed. The Faculty Handbook Task Force will attempt to make it clear that these comments on the web ARE NOT policies. Hamilton requested that the committees concerned in this document (the Tenure, Faculty Personnel, and Promotion and Reappointment Committees) review this document and report back to the faculty at the next faculty meeting before this document is voted on.

Hill next made the observation that it is not the responsibility of the Handbook Task Force to control the language and placement of policies in the Libraries Faculty Handbook; i.e. The Instructor’s Bill of Rights. Hill noted that the parliamentarian is responsible for the Libraries Faculty Handbook. Hamilton commented that perhaps the parliamentarian should present a report on the status of the Libraries Faculty Handbook at each faculty meeting. All present agreed that there has always been confusion about who is responsible for maintaining the updates to the Libraries Faculty Handbook. Figuerstrom made the motion that; "The Handbook Task Force develop a document on the procedures to be followed for maintaining the Libraries Faculty Handbook." Hamilton seconded the motion. The motion was passed unanimously.

Appeal Committee: No report

Other Library Committees and Task Forces:
Redley reported that The Off-site Task Force has completed its task on what materials will be moved to Fitzsimmons.

Larsen reported that the internal committee, university level, for the Libraries Program Review needs one more faculty member. At present, no member of the internal committee is from the sciences. It is strongly felt somebody from the sciences needs to be involved on this internal committee. An appeal was made for the Libraries’ faculty to be involved in the internal review of the Libraries Program Review.

Administrative Reports:
Off-site Storage Report: No report.

Hill mentioned the success of the Scholarly Communications Seminar that was attended by library and university administrators. It was very successful in raising university administrators understanding of the impact inflation of serials has had on library budgets.

Announcements:
Automation: No report
University Committees: Hamilton reported that the University Council has four items up for discussion on the WEB; these include FCGs and faculty awards. Council wants to have on campus seminars held about these issues.
Other: No report

Motion to adjourn approved unanimously. Meeting adjourned at 9:45 AM.

Respectfully submitted,

David M. Figuerstrom