Faculty Meeting Minutes  
October 2, 2003


Carol Krismann chaired the meeting.

I. Recruitment Update:
No report.

II. Approval of Minutes:
Minutes from September 4, 2003 were approved with one correction.

III. Unfinished Business:
None

IV. New Business:
None

V. Committee Reports:

FPC – Hollis discussed the differential workload. The committee clarified that for leave of under six months an individual will be evaluated under the standing workload policy. FPC scores percentages will be applied by administrative services. Hollis indicated that this is not a revision to the bylaws, but to policies and procedures. Holmes asked whether or not the group needed time to think about the change. D’Avis noted that 4.C.2.2, paragraph 2, already discusses leaves of absence. Byrne asked for clarification of the difference between differentiated and differential workload. Hollis indicated that the correct term should be “differential.” Hamilton suggested a mail or e-mail vote. Hollis asked if the group needed more time. After discussion the motion to make the change passed unanimously.

Hollis reported that the FPC was asked to offer a presentation to the entire faculty that explains evaluations procedures. The presentation will be given sometime in the near future. Please address questions to Hamilton or Hollis. The committee will also meet sometime in the near future to discuss revisions for career merit.

Faculty Support – Lundy sent out a report regarding library support and data from spreadsheets. D’Avis asked for clarification of the term "other libraries."
Lundy said it includes the Dean’s support money and moneys from materials budget for special-needs.

Promotion and Reappointment – Fagerstrom reported that the committee will complete review of reappointment paperwork for two senior instructors by the end of the month.

Tenure – Hollis presented the proposed revision of the Tenure Committee's procedure for the one-semester release from Librarianship for tenure-track faculty for discussion. The Tenure Committee proposes deleting number 4, “Prior to the start date of the leave, applicants should submit appropriate paperwork to Administrative Services to establish a differentiated workload of 0% librarianship, 80% research, and 20% service for the release semester.” After a brief discussion, the proposal passed unanimously.

Elections – Visser reported that the committee proposed to change Article 3 Section 4 of the constitution and bylaws to remove the words "or office" from the second sentence, to allow the Secretary to run for another committee. Hamilton expressed concern that if the Secretary is on the committee and is also chair of the Committee of Chairs, that individual would have too much power. Jobe noted that the Committee of Chairs has never met. Hamilton replied that it has been called once. Jobe replied that usually faculty government and its issues get referred to the appropriate committee. Larsen indicated that the change would allow one more person to serve on other committees.

Fagerstrom agreed. Culshaw noted that a Secretary, if serving as chair of a committee, should recuse her/himself if necessary when voting. Hamilton proposed that an individual serving as Secretary be allowed to serve on another committee, but not as the chair. The motion passed with one opposition. Hamilton requested that the Election
Committee clarify whether or not the, Secretary if serving on another committee, be allowed to serve as chair on the additional committee, and bring back of motion to faculty.

**Awards** - No report.

**Committee of Chairs** – No report.

**Appeals Committee** – No report.

**Other Library committees and Task Forces:**

**Faculty/Staff Development** – Larsen reported that there will be an IEEE presentation on Thursday, October 9 at 1:30. Jobe added that the Engineering Library is canceling print subscriptions to IEEE titles and links to IEEE proceedings are sometimes problematic, so the IEEE presentation will be especially useful for general reference. Other upcoming presentations include:

- Knowlton will present Spanish and Latin American databases and web portals on Wednesday, October 8 at 10:00.

- In November there will be a VCAC presentation on “Demystifying the VCAC” for tenure-track faculty. Krismann asked if it would be useful for supervisors.

- “Create Lists” presentation will be given on October 16.

Larsen also noted that the faculty and staff calendar is updated on the A-Z list and a link to the calendar is included in each of Brown-Jones’ messages regarding presentations.

**Web Advisory Committee** – No report.

**Library Advisory Board** – No report.

**Recruitment to the Profession Task Force** – No report.

**IV. Administrative Reports**: No report.

**V. University Committees**

**BFA – Budget and Planning.** Green indicated that the committee may send a question to faculty to discuss use of campus buildings in the summer, and summer school as a way to generate income for the university.

**VI. Announcements**

1. **University Committees** – no report.

Meeting adjourned at approximately 9:35.

Submitted by Gene Hayworth, recorder.