Faculty Meeting Minutes
3 November 2005

Present: Susan Anthes, Nancy Carter, Marcy D’Avis, David Fagerstrom, Anna Ferris, Alison Graber, Barb Greenman, Skip Hamilton, Janet Hill, Debbie Hollis, Peggy Jobe, Charlene Kellsey, Jennifer Knievel, Carol Krismann, Kathryn Lage, Suzanne Larsen, Thea Lindquist, Windy Lundy, Holley Long, Jack Maness, Paul Moeller, Jennifer Parker, Laurie Sampsel, Scott Seaman, Caroline Sinkinson, Jina Wakimoto, and Joseph Yue

Call to order:  Knievel called the meeting to order at 9:07 am

I. Recruitment Update

Scott Seaman reported that two positions are currently being advertised:
Electronic Government Information Librarian, closing Nov 30 and Instruction Coordinator and Reference Librarian, closing Jan. 3.

II. Approval of Minutes

Approved as written

III. Unfinished Business

1. FPC Task Force on FPC Summaries

Lage led discussion on a revised draft of the Summary of Achievements in Scholarly Activity and Creative Work and Service forms. Revisions were based on discussion at the September meeting. Several questions were raised. Task force will present another draft and hopes to have it ready for the next review cycle. Janet Hill made the following motion: “I move that we approve the use of the form in this year’s cycle after revisions are made by the task force.” The motion passed unanimously.

Task force presented the following motion for changing language in faculty handbook on FPC Summaries. Section III.D. 3.3.3 will be changed to read:

“3.3.3 The Committee conducts a comparative review of performance in the areas of Scholarly Activity and Creative Work and in Service for each member of Libraries Faculty. The committee provides a numerical rating and a summary of the achievements in each category for each member of Libraries
Faculty.” (Words in bold have been changed.)

The motion was moved and seconded. There was no discussion, and the motion passed unanimously.

IV. New Business

1. Elections Committee motions

Two motions were presented making corrections to the handbook and by-laws. The first dealt with the handbook:

“The Elections Committee would like to correct the wording in the Faculty Handbook under Section III, Committees, Part C, Elections Committee, Responsibilities, 3.5.

Section III.C. 3.5 currently reads:

The Committee conducts a mail ballot in May of each year, and reports the results of the election to the Faculty.

Motion to change Section III.C.3.5 to read:

The Committee conducts a mail ballot in November of each year, and reports the results of the election to the Faculty.”

The handbook motion was discussed, voted on, and passed unanimously. There was no discussion.

The second motion is part of the constitution and by-laws; motion was made to correct the wording:

“The Elections Committee would like to correct the wording in the Faculty Handbook under Section II, Constitution and By-Laws, Article VI, Elections, Section 1.

Section II.VI.1 currently reads:

The service year for officers and members of standing committees commences on July 1 and ends on June 30.

Motion to change Section II.VI.1 to read:

The service year for officers and members of standing committees commences on January 1 and ends on December 31.”

There was no discussion. This will be voted on next month.

2. FPC Procedures Draft

The chair was not present. The committee members present asked to defer this agenda item. This was a short discussion.
3. Faculty Minutes Database

Anna Ferris demonstrated the database of minutes back to 1979. A motion was made by Skip Hamilton to acknowledge work by Ferris, Long, and Losoff to make this happen: “The Library Faculty wishes to provide special recognition in these minutes to Assistant Professor Anna Ferris. In particular we wish to recognize her diligence in following through to a functional workability the creation and the development of a database of over 25 years of Library Faculty Meeting Minutes. We wish to recognize, as well, that this effort involved continuous activity for a period of over four years. We wish to thank her, Holly Long, and Rick Losoff for providing us with a tool which will be essential for our Library Faculty History, and for our functioning as a Library Faculty now and in the future.”

The motion passed unanimously. Administration of the database was discussed. The faculty secretary offered to do it and will prepare a motion to that affect for the next faculty meeting.

V. Committee Reports

1. Faculty Personnel

No report

2. Faculty Support

There was a reminder about the Nov. 15 deadline for supplemental money.

3. Promotion and Reappointment

No report

4. Tenure

PUECs are continuing to meet; the process is taking longer than hoped. The committee plans to distribute letters during the first week of December.

5. Elections

A draft ballot was presented. Additions will be accepted by 3:00 pm on 3 Nov. The ballot will be distributed next week.

6. Awards

No report

7. Committee of Chairs

No report

8. Appeals Committee

No report
9. Other Library Committees and Task Forces
   a. Faculty/Staff Development

   Next Weds. Liz Bishoff will present. Ideas for future presentations were requested. Something on leadership is being considered.

   b. Web Advisory Committee

   Jennifer Knievel will be joining as an ex officio member

   c. Library Advisory Board

   No report

   d. Recruitment to the Profession Task Force

   No report

   e. Assessment Committee

   No report

VI. Administrative Reports

   Anthes reported that there has been no news since the election on the budget.

VII. Announcements

   1. University Committees

   Skip Hamilton reported on the campus committee on IT security.

   2. Other

   None

VIII. Adjourn

   Meeting was adjourned at 9:55.

Minutes respectfully submitted by Laurie Sampsel