Faculty Meeting Minutes  
Dec 1, 2005  

Present: Susan Anthes, Liz Bishoff, Marcy D'AVIS, Alison Graber, Jennie Gerke, Barb Greenman, Skip Hamilton, Gene Hayworth, Sheryl Holmes, Charlene Kellsey, Jennifer Knievel, Carol Krismann, Kathryn Lage, Suzanne Larsen, Stephanie Lichtenauer, Windy Lundy, Jack Maness, Paul Moeller, Pat Morris, Jennifer Parker, Laurie Sampsel, Scott Seaman, Caroline Sinkinson, Jina Wakimoto, and James Williams  

Call to Order: By Knievel at 9:05  

I. Recruitment Update  
Scott Seaman: Two positions are in the process of receiving and reviewing applications.  

II. Approval of Minutes  
The minutes are not complete as distributed. They will be voted on during the February meeting.  

III. Unfinished Business  
1. The Elections Committee presented the following motion to change the date of service years. The motion was passed unanimously  
   
   Elections Committee  
   Motion to Change the Constitution and By-Laws  
   
   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.  

2. The FPC Task Force on FPC Summaries presented the final form of their report. It is the same as the material presented in November. This form will be used this year. It will be linked to the form section of the Faculty Handbook.  

IV. New Business  
1. The FPC Procedures draft discussion was deferred until the Chair of the FPC can attend the meeting. Email any comments and suggestions to Carol Krismann or Barb Greenman.  

2. The following motion on the Secretary and Minutes Database was moved and seconded. There was no discussion. It will be voted on at the next meeting as it is a by law change. (JK sent all five pages of the bylaws – do we want to paste them ALL in?)  

   Section 2. Secretary  
   Part 1.  
   The Secretary is elected by the Faculty, and fills the office of Secretary of the Faculty as defined by the University of Colorado Faculty Handbook, Part One, VII.A.  

   Part 2. 
The Secretary is elected to a one-year term.

Part 3.
The Secretary presides over Faculty meetings.

Part 4.
The Secretary determines the agenda for Faculty meetings.

Part 5.
The Secretary distributes minutes of Faculty meetings to the Faculty, and maintains the file of past minutes by transferring the past year’s records to the University Libraries Archives and adding the minutes to the University Libraries Faculty Minutes Database.

Part 6.
The Secretary serves as Chair of the Faculty Committee of Chairs.

Part 7.
The Library Faculty Secretary may not serve as a chair of a Library Faculty Committee other than the Committee of Chairs.

3. Knievel made a motion to add a section to the charge of the Committee on Committees describing the membership. Discussion indicated a need for an amendment saying that a representative of the chair of a committee may attend in place of a chair if so designated. This amendment was seconded and passes unanimously. The full motion noted below passed unanimously.

Committee of Chairs

1. Meetings: Upon need, or upon request of the Dean as Chair of the Faculty, the Secretary convenes the Committee of Chairs.

2. Membership: The Committee of Chairs consists of the faculty secretary, the immediate-past-secretary, and the chairs of faculty committees, which are:

- Elections Committee
- Faculty Personnel Committee
- Promotion and Reappointment Committee
- Tenure Committee
- Faculty Support Committee
- Ralph E. Ellsworth Award Committee
- Appeals Committee

2.1 If the chair of any committee may not attend, another member of the committee may attend in their place.

3. Actions: Since the committee of chairs acts on behalf of the faculty in matters outside the purview of standing committees, the actions it takes may vary widely. Some examples may be: to create a task force or ad hoc committee, to draft and submit a resolution, etc.

V. Committee Reports

1. Faculty Personnel -- no report
2. Faculty Support -- no report
3. Promotion and Reappointment -- no report
4. Tenure -- They are working on current cases.
5. Elections -- Results of elections will be available next week.
6. Awards -- no report
7. Committee of Chairs -- no report
8. Appeals -- no report
9. Other Library Committees and Task Forces
   a. Faculty/Staff Development will host an open session on what sort of leadership training people want or need on Dec 8 at 2pm in the Engineering Conf Rm.
   b. Web Advisory Committee is working on their Faculty Profile document. It should be ready early next year.
   c. LAB -- no report
   d. Recruitment to the Profession has sent a proposal to Cabinet to change their status from a Task Force to a standing committee reporting to Cabinet. This will be discussed with Cabinet. They are also working on an application for all internships and related activities so as to centralize the process.
   E. Assessment -- no report

VI. Administrative Reports

Jim Williams reported that the Core Planning Group has identified three major areas of focus for the Strategic Plan. Early next semester there should be a draft available. We are doing a Program Plan for the Information Commons and next semester the One Desk Task Force will be reconvened with some new membership. We will start soon on a Feasibility Study for the Law Library. With luck, the first use of the Law Library space will be to relocate the Business Library during their building project. Pat Morris's NEH planning grant has been awarded. Many thanks to both Pat and Liz for their hard work on this, which signals a new relationship with this major funding source. It also signals a new relationship with the Graduate School which contributed some matching funds.
The Digital Library Advisory group has been launched and is actively working. Cabinet approved the change in status for the Recruitment Task Force (mentioned above). Laura Border from the Graduate Teacher Program presented a paper on our Provost's Fellows program and it was suggested that it would be appropriate for an IMLS 21st Century Librarian grant. Liz will pursue this. The Library will be facing some critical retirements and internal "acting" opportunity will be posted. The Provost (Susan Avery) wishes to visit each of the schools and colleges. The Cabinet tossed around some ideas for an agenda at their retreat. She does want to see all our physical locations, and we might also have a reception featuring our Provost's Fellows. There will be no Fall Break next year, but the Thanksgiving week not have any classes. So we will be seeing a lot of changes in the coming semester.

VII. Announcements
1. Skip announced that EPUS killed a proposal for a new professorial title.

VIII. Other
1. There will be no meeting in January.
2. Since Ruth Leahy is retiring, Janet will be handling the handbook revisions. Material needs to be sent to her in proper format. Sandy Wolfe in the Dean's office will handle some of Ruth's faculty activities.

IX. Motion to Adjourn
Meeting adjourned at 9:35

Respectfully submitted by Susan Anthes