Libraries Faculty Meeting Minutes  
September 7, 2006

Attendees:  

Jennifer Knievel announced that two agenda items were added to new business since the agenda was originally sent out.

Susan Anthes introduced Sara Holladay, who has a one year appointment with Yem Fong in Collection Development.

I. Recruitment Update:  
Scott Seaman: The Cataloging search is underway. A first meeting is set up for searches for the Head of Acquisitions and the Faculty Director of Reference and Instruction.

II. Approval of Minutes:  
There were several corrections to the August minutes under FPC Committee reports:
- In the 3rd paragraph, 2nd sentence, the year should be 1994 not 1984.
- In the 4th paragraph, last sentence, the words “Administrative Policy Working Group (APWG) should replace “advisory committee for tenure and post-tenure review.”
- In the 5th paragraph, the 2nd sentence should read: The “APWG” instead of “tenure review committee.”
- The last sentence of the 5th paragraph should be deleted.

III. Unfinished Business: None

IV. New Business:  
Faculty Personnel Committee: Chris Cronin discussed the FPC proposed revisions to Section IV.C.1 of the Faculty Handbook, currently titled “Criteria Document.”
- The new name of this document is: “Guidelines for Annual Evaluations in Scholarly Activity & Creative Work and Service.”
- A three sentence introduction was added to the document:  
  “All Scholarly Activity & Creative Work and Service should be identified on the Faculty Report of Professional Activities (FRPA) and in the faculty member’s self-statements. Because of the broad range of creative work in which faculty might be engaged, it is especially important that faculty explain the scope and impact of these activities. The following is intended as a general guideline only; the list is neither prescriptive nor exhaustive.”
- Chris explained the changes and additions to the revised document. There are revised guidelines for scores 2, 3, and 4 under “Scholarly Activity & Creative Work Guidelines”, renamed from “Research Criteria.” The “Service Guidelines,
renamed from “Service Criteria,” were revised for scores 2, 3 and 4. One of the goals of this revision was an attempt at balancing quality and quantity.

- There was extensive discussion of this revised document, especially related to grants. This included consideration of the nature and scope of grants, the extent of involvement of different participants, including a monetary value in scoring, and reflecting in the FRPA what other campus departments do. Other concerns were expressed about multi-year credit for books, considering editorial activity as service instead of research, comparative scoring, and the possibility of expanding the scoring, such as assigning a score of 2.5, when someone is between two scores.
- The FPC will take the comments and suggestions under advisement and will send out a revised document, with particular attention to the evaluation of grants.

**Tenure Committee:**
Peggy Jobe introduced a motion to change language related to the last bullet under 2.1.1 (Activities encompassed in the term "Practice of Librarianship") in the Libraries’ General And Specific Criteria For Evaluating Libraries Faculty For Promotion, Reappointment, And Tenure to: “Teaching or participating in teaching regularly scheduled credit courses, including courses offered by other institutions” instead of “teaching or participating in teaching regularly scheduled credit courses”. This change reflects university-wide practice. This motion passed unanimously.

**V. Committee Reports:**
1. Faculty Personnel: Career merit documentation is due Oct. 16. Those hired after Nov. 2003 should check with the FPC.
2. Faculty Support: No report
3. Promotion and Reappointment: Paperwork has been sent out for non-tenure-track faculty up for reappointment this year.
4. Tenure: They are working on suggested guidelines for vita. The deadline for letters is Friday. Processes for getting materials for dossiers are going well.
5. Election: No report
6. Awards: No report
7. Committee of Chair: No report
8. Appeals Committee: No report
9. Other Library Committees
   a. Faculty/Staff Development: Presentations are scheduled for the next five Wednesdays in N410 or the Engineering Conference Room. Next week, there will be a presentation by Frank Wilmot on the Lexis-Nexis statistical package.
   b. Web Advisory Committee: No report
   c. Library Advisory Board: No report
   d. Recruitment to the Profession: They have received funding for Provost fellows. If anyone is interested in being a mentor, they should contact Jennifer Parker.
   e. Assessment Committee: No report

**V. Administrative reports**
Jim Williams welcomed the faculty back and said there is a Libraries Faculty reception on Sept. 28th in the Physics Tower. This is a busy year for faculty. The recruitment plan was approved. There is temporary money for the student budget. Dean Williams said Yem reported there were
no cuts to our information base. Beginning in the fall, depending on what the Joint Budget Committee says about the Information Commons, John and Reference will look into the design phase. There has been no major renovation since 1973. Dean Williams is delighted about the work of Janet and the Selection-to-Access Analysis Committee. A message will soon go out to the Norlin List that the R2 consulting firm will be here Oct. 18-20 and 23-24. R2 will also becoming back in Nov. Their study will mostly involve technical operations and bibliographers with some Public Services involvement.

VI. Announcements

Liz Bishoff announced there are some University grant opportunities with deadlines. The Graduate Committee of Arts and Humanities deadline is Oct 6th. Grants are available for Senior Instructors, tenure-track and tenured faculty to support research needs. The Libraries has been very successful in getting grants. Contact Liz for more grant information.

Skip Hamilton commented on the corrections to the minutes. He said the Administrative Policies Working Group will be meeting on the 15th. There is a question if merit is going to be involved in tenure review. They do not want any tenure-track faculty in administrative positions.

Janet Swan Hill reported on LC’s engagement in studies of its bibliographic processing and control and provision of bibliographical information to the nation. They have a fiat to cease providing authority control for series. There will be radical changes to the way LC subjects are added to records. There is a proposal to cease providing complete call nos. Janet reported Deanna Marcum has said we should abdicate responsibility to Google when finding something there is adequate. Janet has been named to a steering committee to advise Marcum on a summit to create a bibliographic universe for the future. Janet will go to the Bibliographers Meeting in the future. Researchers need to say that Google won’t do it. Janet will work up more information and an agenda for the bibliographers.

Wendy Baia
Recorder