Minutes of the Faculty Meeting
September 6, 2007

Meeting Chair: Carol Krismann

Members Present: Stephanie Alexander, Marcy D’Avis, Michael Dulock, Anna Ferris, Alison Graber (non-voting), Skip Hamilton, Gene Hayworth, Sara Holladay (non-voting), Anne Jennings (non-voting), Peggy Jobe, Charlene Kellsey, Carol Krismann, Suzanne Larsen, Windy Lundy, Jack Maness, Paul Moeller, Jennifer Parker, Laurie Sampsel, Scott Seaman, Caroline Sinkinson, Jina Wakimoto, Jim Williams

I. Recruitment Update:

Interviews are being held this week and next for two Monographic Cataloger positions. Applications have been received for the Faculty Director for Reference and Instruction position and the search committee will be meeting within the next few weeks to review these applications. The search for an East Asian bibliographer is also underway. The deadline for applications is September 20, 2007.

Scott has submitted the recruitment plan for the Libraries’ existing open positions. There are eight possible searches planned for the next cycle. Recruitments will begin as soon as the plan is approved, sometime in October. (See Appendix A for the recruitment summary.)

Regarding the recent CU-Boulder policy on background checks for faculty being considered for security-sensitive and tenured/tenure-track positions, Skip asked who would be paying for these investigations, CU or the Libraries? Scott said that the Libraries will pay. We are currently defining the process for the Libraries and for the campus. Administrative Services initiates the background check and the information is sent to the Dean for review. If there is an issue, he will get in touch with the search committee chair. Criminal history records are required of all faculty to whom an offer is being made. Financial history records will only be required for certain positions (i.e., Faculty Directors, Special Collections librarians). Recruitment notices and job advertisements will include language stating that final applicants will be subject to background checks. Faculty contracts will state that the candidate complied with such a check.

Jina reminded the group that two candidates for Monographic Cataloger (Special Collections & Archives Team) were coming in on Friday, Sept. 7, and Monday, Sept. 10. She requested that comments and feedback about the candidates be sent to her by Sept. 12.

II. Approval of the Minutes:
David Fagerstrom pointed out that the committee report listed under Promotion and Reappointment in the August 2, 2007 minutes belonged under Tenure. There was no report submitted by Promotion and Reappointment that day since he was not present.

The minutes for August 2, 2007 were approved as corrected.

II. Unfinished Business:

Faculty Personnel Committee issues:
At the last faculty meeting, a motion was made to send out a mail ballot to vote on changing the membership of the FPC to include at least one non-tenure track faculty member. Charlene reported that the committee had decided to withdraw the motion. Given the dwindling number of non-tenured faculty and the limits that exist to keep people from serving concurrently on other personnel committees such as Appeals and Promotion & Reappointment, the FPC proposes the following changes to the Faculty Handbook:

I. Current wording of FPC Membership section in Faculty Handbook

   2.0 Membership

   The Committee is representative of the Faculty. It consists of five (5) members elected from the Libraries Faculty.

   2.1 No fewer than two members in any year are on the non-tenure-track, and no fewer than two are either on the tenure track or tenured.

   2.2 Faculty members may not serve concurrently on the Faculty Personnel Committee, the Promotion and Reappointment Committee, or the Appeals Committee.

   2.3 A Faculty member must have been a member of the Libraries Faculty for at least two years before becoming a candidate for election to the Faculty Personnel Committee.

II. Suggested changes to the wording of FPC Membership section in Faculty Handbook

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(Section 2.1 from the current membership statement has been removed and the remaining units re-numbered.)

Discussion: Carol was concerned that non-tenured faculty were being prematurely excluded from participating in the FPC. Skip demonstrated that, from the list of nine non-tenured faculty, only four would be eligible to run for FPC next year since five would be required for other permanent committees besides FPC. In time, there would be even fewer members and these might become permanent members of FPC if the motion was put through as originally planned. Carol reconsidered.

Charlene moved that section 2.1 of the FPC Membership Section in the Faculty Handbook dealing with non-tenure track faculty be removed and that the remaining two units be re-numbered. Since this was not a revision to the By-Laws, the motion was seconded and passed unanimously.

IV. New Business:

V. Committee Reports:

1. Faculty Personnel: None

2. Faculty Support: None

3. Promotion and Reappointment: They are considering one person for reappointment.

4. Tenure: They have been receiving letters from external reviewers. Faculty undergoing review have been notified about their PUEC committees. Teaching evaluations are being scheduled as well.

5. Elections: At the August faculty meeting, it was moved that the Elections, Faculty Support, and Ralph E. Ellsworth Award committees be disbanded and replaced in 2008 by a single committee—the Committee on Awards, Elections, and Faculty Support. Stephanie presented the new charge and responsibilities developed by the Elections committee. (See Appendix B.)

Discussion: Skip suggested an editorial change in section 4.0 (Award Eligibility) to clarify which award was being referred to. If the reference was to the Ellsworth award, then the text from sections 4.1 and 4.2 could be incorporated into section 3.1 (Awards). Charlene proposed that the Responsibilities section (3.0) stay as-is and that the Award Eligibility section be deleted from the document and incorporated by the newly formed committee into their committee's procedures.
The question was raised whether it would be wiser to withdraw the motion and send
the document back to the committee for redrafting. The general consensus was not
to delay the motion any further since there was a limited amount of time left before
the election ballot was sent out in November.

The motion to accept the new charge and responsibilities developed by the
Elections Committee was voted on and passed unanimously.

6. Awards: None

7. Committee of Chairs: None

8. Appeals Committee: None

9. Other Library Committees:
   a. Faculty Staff Development:

      They will be holding a focus group in early October for our faculty to clarify
      what they want to see regarding leadership development programs. Keith
      Curry Lance from the Colorado State Library will direct the focus group. If
      you receive an invitation, please make an effort to attend and to encourage
      others to come.

      ARL is hosting a 2 ½ day project management workshop in February. This
      program was requested by tenure-track librarians and comes highly
      recommended by librarians at other ARL institutions. Stay tuned for more
details.

   b. Web Advisory: None

   c. Library Advisory: Tim Byrne has resigned from LAB. Alison Graber is the
      only faculty member on the committee and her term ends in December.

   d. Recruitment to the Profession: They will start promoting the next Provost
      Fellow scholarships in the spring. They have received many positive
      responses from mentors and mentees. Please let the committee know if you
      know of any students who may be interested.

   e. Assessment: They have finished revising the LibQual webpage. They
      asked Cabinet to move the LibQual surveys to a three-year cycle. In 2008,
      they will be surveying graduate students to assess their needs.

   f. Digital Projects Advisory Group: A special council meeting will be held for
      DPAG to review projects and documentation.

VI. Administrative Reports:
The Dean encouraged everyone to sign up for RAVE, the new campus alert system (http://www.colorado.edu/alerts/). You can sign up if you don't have a cell phone or if you don't use text-messaging—it can be used for email alerts. The Chancellor is requesting a change in cell phone etiquette and is emphasizing the need for people to check these "reverse 911 alerts" since they can inform others if they receive an alert.

The Libraries has received an 8.17% increase in the materials budget. The Provost provided $160,000 for the student budget and $15,000 for the Libraries to stay open evenings and weekend hours. An additional $15,000 was given for late-late night (to 4 a.m.) access during exams. We have received a $4.1 million commitment for the Information Commons and a $1.4 million loan commitment for Pascal. We have 5 years to pay back this amount and the Provost has agreed to cover the interest for the Libraries. We are still on the agenda for the feasibility/planning study for the Fleming Law building in 2012. The College of Music archives will consume most of that space.

The Dean congratulated the faculty who have had a part in updating our discovery tools, i.e., Serials Solutions, ERM, WebBridge. These are serving us quite well. It shows that we are responsive to users' needs and to promoting digital scholarship.

VII. Announcements:

1. University Committees:

   Skip reported that a university study is being conducted at the University Faculty Council level on faculty grievance procedures. Changes may result regarding promotion, reappointment, and tenure policies.

   The Periodicals Room Transition Group (PTG), formerly known as the Per Room Task Force, is preparing to move of 50% of the periodical stacks to Pascal by October 15 in order to make way for the One-Desk/Information Commons environment. Alison Graber is chair of the PTG. This is a major transition that will affect many people in the Libraries.

   The closing of the Media Library was a separate Public Services operation that was seen as the first step of PTG. The Media Transition Team (made up of Susan Anthes, Brice Austin, John Culshaw, Cris Johnson, and Michael Riberdy) will be addressing issues related to the closure, i.e., where the materials will eventually wind up and how to retrieve materials that have already gone to Pascal without item records. Meri Willett will attend the Media Transition Team meetings as a Tech Services liaison. Jennifer Davis is the TS representative on the PTG.

   Carol mentioned that a set of sled chairs—built with rungs on the floor—have gone missing during a move from the Business Library to the Norlin Media Room. If anyone knows where they are, please let her know.

   The Chancellor's annual address to faculty and staff is scheduled for Tuesday, Sept. 11, in Old Main.
The BFA is looking at a new report on academics and sports.

Xiang Li has recently started her position in Collection Development.

The Business Library will be holding an open house on Sept. 18th from 3 to 5 p.m.

Meeting adjourned at 9:58 a.m.

Recorder: Anna M. Ferris
Appendix A

2007-2008 Recruitment Summary

Hired Last Cycle

Metadata Cataloger (Michael Dulock)
Faculty Director for Information Resources Acquisitions (Charlene Kellsey)

Underway

Faculty Director for Reference and Instruction (was Keith Gresham)
East Asian Bibliographer (was Zhijia Shen)
Monographic Cataloger (was Windy Lundy)
Monographic Cataloger (was Maria Borysiewicz)

On Recruitment Plan

Collection Development Assistant (was Yolanda Maloney)
Music Cataloger (was Marcy D’Avis)
Bibliographer for Spanish and Portuguese (was Sean Knowlton)
Electronic Government Publications Librarian (was Frank Wilmot)
Faculty Director for Government Publications (was Tim Byrne)
Monographic Cataloger (was Charlene Kellsey)
Serials and Electronic Resources Cataloger (was Wendy Baia)
Business Librarian (was Joseph Yue)
Music Special Collections Librarian (was Cassandra Volpe)
Appendix B

Committee on Awards, Elections, and Faculty Support

1.0 Charge
The Committee on Awards, Elections, and Faculty Support is responsible for the selection of the recipient of the Ralph E. Ellsworth Award, the elections for Offices and Committees of the Libraries Faculty (and for other Libraries Committees on which the Faculty has representation), and awarding Faculty Support monies.

2.0 Membership
The Committee shall consist of five Faculty members elected at large with staggered appointments.

3.0 Responsibilities

3.1 Awards

3.1a The Committee solicits nominations by means of an announcement explaining eligibility rules and documentation required.

3.1b Based on documentation accompanying nominations, the Committee selects from among nominees.

3.1c The Committee informs the Dean and Director of Libraries of their selection, and prepares a statement outline the accomplishments of the award recipient.

3.2 Elections

3.2a The Committee notifies the Faculty as to the officer and committee positions that will be open in the coming year and requests nominations.

3.2b The Committee determines the eligibility of all those nominated.

3.2c The Committee prepares a slate of nominees, including those nominated through the solicitation process, for each office and committee position. An effort is made to present sufficient nominees so that there is at least one more nominee for each office and committee than there are vacancies.

3.2d The Committee presents the slate of candidates at a Faculty meeting, and accepts further nominations from the floor.

3.2e The Committee conducts an election by mail ballot in October of each year, and reports the results of the election to the Faculty.
3.2f When a vacancy occurs in any elected Committee or Office, the Committee appoints a faculty member to fill the vacancy until the next regularly scheduled election.

3.3 Faculty Support

3.3a The Committee will meet periodically to consider issues relevant to its charge.

3.3b The Committee may monitor Faculty Scholarly Activity Support requests to assure fair and equitable distribution of funds and uniform application of criteria and guidelines.

3.3c The Committee may request brief written reports from award recipients concerning work accomplished as a result of the support. The Committee may recommend to the Faculty Staff Development Committee that some particular recipients be approached about giving a presentation on their work at a Libraries seminar.

3.3d The Committee assists the Dean in formulation of a general and annual plan and procedure for distributing Faculty Support monies, and oversees a program of disseminating information to the Faculty regarding activities supported by these monies.

4.0 Award Eligibility

All currently rostered members of the Libraries Faculty are eligible to participate in the nomination process, and to receive an award, with the following exceptions:

4.1 The Dean and Director, as principal administrative officer, is not eligible to nominate candidates nor to receive the award.

4.2 A faculty member may receive the Award only once within a five year period.