

University Library Faculty Organization (ULFO)

Meeting Minutes

May 20, 2009

DRAFT

Present: Kristi Palmer (Chair), Tina Baich (Secretary), Polly Boruff-Jones, Brenda Burk, Mindy Cooper, Robin Crumrin, Todd Daniels-Howell, Ed Gonzalez, Kathleen Hanna, Joe Harmon, Jennifer Hehman, Jaena Hollingsworth, Fran Huehls, Karen Janke, Ann O'Bryan, Kevin Petsche, Eric Snajdr, Tony Stamatoplos, Randi Stocker, Steve Towne

Call to Order and Approval of Agenda

The meeting was called to order at 9:37am.

The agenda was approved as presented.

Approval of Minutes

The minutes of the March 25 meeting were approved.

Announcements

Randi is now SETIN team leader.

Kathleen is moving to 4100J at end of week.

Ed asked if anyone had questions about the McNair Scholars program following the email he sent out yesterday. Tony recommended touching base with the mentor of any student that contacts you.

Ed also announced they had one applicant for the undergraduate research award. They will be announcing the winner soon.

Kevin said they are continuing to work on the SilverPlatter databases issue.

Jennifer reported on the ARLIS conference that was held in Indianapolis. She and Sonja worked on the Local Arrangements Committee. Over 400 art librarians attended, and the conference was well received.

Committee Reports

Bylaws

Budgetary Affairs Committee Appointment/Election

Kevin reported the committee met to discuss the issue and decided there were no amendments to be made to the bylaws. They felt it clearly fell under Article VI, Section A regarding election of representatives to other bodies. The Bylaws Committee returned it to Kristi for amendment of the chair's handbook. The Committee did clarify that the representatives are elected and determined the appropriate number of representatives.

Professional Development/Research/Service Leave

Sharing of Conference Presentations and Information

Kristi said the Committee did not have a chance to address this topic. Kristi would like to see something organized for our next Org Week. The group agreed that the charge would remain with the committee, which would bring recommendations to the group in the fall.

Primary Peer Review

Review of Committee Documents

Karen and her Committee were asked by Kristi to examine the various documents related to the Committee and make any changes necessary to conform with current practice. Two documents were reviewed.

Organization and Procedures for the Committee

The Committee added sections on three year review and review and enhancement responsibilities to reflect current practice. While the ULFO Bylaws don't specify who "owns" this document or who approves changes, the Committee thought they should bring it back to this forum. It does defer to campus guidelines where needed. Tony moved to approve the document; Steve seconded.

During the discussion, Karen explained that the Committee has four responsibilities: annual review; three year review; promotion and tenure; and review and enhancement. She also suggested forwarding the Committee's letter and vote total to a tenure candidate once completed. The group agreed this was appropriate. Karen will amend the document to reflect this.

Randi was concerned that changes in other documents are in progress so it might be prudent to wait to approve this at our first meeting in the fall. Kathleen suggested we approve it and update later if needed.

The **vote** was called, and the document was approved with the previously mentioned amendment.

Annual Review Preparation & Review Guidelines

The Committee wanted to make the process simpler for library administration and the Committee. They feel it is unnecessary to annually update the Annual Review Calendar. To eliminate this, the Committee incorporated the routing and review procedures into the *Annual Review Preparation & Review Guidelines* and set a deadline of January 31 for untenured librarians to submit their reviews. The Committee can schedule the remainder of the review process by the campus March 1 deadline rather than having a prescriptive calendar of what happens each week. The question posed by the Committee was whether tenured librarian reviews should be due at the same time as untenured librarian reviews.

Polly expressed concern over how long the review process lasts. She'd like to see a deadline for supervisor reviews as well, but said she realized this may not be the appropriate document for that. Todd and Randi agreed that it is actually an administrative issue. Tenured librarian reviews don't need to be on hold until after the untenured process is over. Polly also said supervisors should be prepared to finish untenured cycle within two weeks of end of Primary Peer Review activities.

The body recommends to the administration that a timeline be created for tenured librarian annual reviews.

Polly and Todd previously discussed changing the online annual review form to include an overall summary or summaries for each section. Polly would rather wait to approve the document until after those changes are made. Most people would like one overall summary.

The body approved changing the Performance Statement to an Overall Summary on the Annual Review Form.

The body tabled approval of the document until further updates are made. The committee will revise the document again to reflect changes. As some of the issues are administrative, the Associate Deans will also work on the document and bring it back to ULFO for discussion.

Nominating Committee

Announcement of ULFO Election Results

Mindy announced the following election results for 2009-2010.

Ann O'Bryan-Chair
Jaena Hollingsworth-Secretary

Primary Peer, Promotion and Tenure Committee

Kristi Palmer-Chair Elect and carry over

Emily Dill-Recorder

Fran Huehls-Member

Tony Stamatoplos-Alternate

(though not on the committee, Kathleen Hanna would be 2nd alternate and there was a three way tie between Brenda Burk, May Jafari and Mary Beth Minick for 3rd alternate)

ULFO Rep to UL Budgetary Advisory Committee

Kevin Petsche

Jessica Trinoskey

ULFO Rep to UL Diversity Council

Kathleen Hanna

Eric Snajdr

UL Representative to IUPUI Librarians Promotion and Tenure Committee

Brenda Burk

Election of 1 Representative to LIBFAC P & T Committee

Brenda Burk was elected.

Diversity Council

Announcement of Diversity Scholars Selection

Mindy reported that 11 applications were received and 4 applicants were interviewed. The Council selected Eriel Etcheson and Autumn Langley to be the 2009-2010 Diversity Scholars.

International Newsroom Update

Mindy told the group that furniture for the International Newsroom has been ordered. The televisions will be installed soon. The microfilm collection has been weeded, and the rest will be moved. A decision on where to move it has not been made.

Polly made a plea on Jaena's behalf for a volunteer to replace her as Diversity Scholars supervisor. Polly said it is not the responsibility of supervisor to plan projects, etc. Robin is the other 2009-2010 supervisor.

Old Business

Sharing of Conference Presentations and Information: This was covered under committee reports.

No other old business.

New Business

Brenda congratulated Kristi on a successful year.

Fran mentioned having difficulty finding record of a vote in past minutes and recommended something be added to the Secretary guidelines instructing clear recording of votes.

No other new business.

Adjournment

Meeting was adjourned at 10:42am.

Respectfully submitted,
Tina Baich
ULFO Secretary