

## Library Faculty Council Meeting Minutes

4 March 2008, 1:00 p.m., Room 218, Poynter Library

Librarians Present: Marcy Carrel, Deborah Henry, Jerry Notaro, Patricia Pettijohn, Jim Schnur, Kaya Townsend

Regrets: Tina Neville

Guests: None

Meeting: Called to order at 1:08 p.m. by Deb

Minutes: Motion by Patricia, seconded by Kaya, to accept February 5 minutes as presented. Motion carried unanimously.

### Old Business:

**Promotion Guidelines for Librarians:** Jerry outlined the suggested revisions that he and Tina had made to the current guidelines. This initiative began after Kathy contacted Deb and offered her impression that librarians seeking promotion from Instructor to Assistant did not need to solicit external reviewers. Upon comparing our current guidelines with similar institutions (libraries in systems that require academic promotion but do not offer tenure), Tina and Jerry determined that our guidelines are more comprehensive than those institutions and even more demanding than what is expected of teaching faculty at USF St. Petersburg who move from Instructor to Assistant after completing their dissertation. Only institutions offering tenure had comparable guidelines, and even they did not *require* outside evaluators to move from Instructor to Assistant. Tina and Jerry offered a revised document that required outside letters only when moving from Associate to full librarian.

Conversation ensued. Concern was expressed that the lack of outside reviewers from Assistant to Associate would make our requirements less stringent than teaching faculty. Jerry noted that the candidate could always request outside reviewers, but that they would not be required to come from outside of USF. For librarians with extensive service activities (instead of research), the proposals would also allow greater flexibility in permitting the candidate to select non-library faculty familiar with a librarian's professional or subject expertise. Jerry complimented Dean Arsenault for allowing library faculty to proceed with these discussions within this forum. After additional deliberations, Deb asked everyone to review the current and proposed documents so that a vote may be taken at the next meeting. She added that any changes voted upon by librarians will not become official until reviewed and approved by the Dean and Academic Affairs office.

### Reports

**Faculty Senate Report/Budget Council Update:** Since Jerry had to leave the meeting to attend a Budget Council meeting, he combined his reports of Faculty Senate activities and budgetary conversations. He noted that a special meeting will take place on Friday, March 8, with Karen White and Interim Regional Vice Chancellor for Academic Affairs Chris D'Elia. All faculty members are invited to attend. The Budget Council wrote "guiding principles" for USF St. Petersburg. A separate group will make decisions regarding personnel reductions.

The Faculty Senate meeting was lively, with some members upset about the procedure for selecting Noreen Noonan, the newly-hired Regional Vice Chancellor for Academic Affairs. One

thing that came out of the deliberations was that there were no well-defined guidelines posted for administrative searches, unlike the procedures specified for faculty searches.

Gen Ed: Big conversations also involved Gen Ed requirements. Jerry reported that Chris D'Elia presented our case for mission differentiation (separate missions for each campus) to Tampa and that they were receptive. They have made language changes that prove advantageous to our campus. Two new committees have been created in response to SACS with the task of examining numerical data (i.e., trying to find ways to differentiate what we do for students who have declared USF St. Petersburg as their home campus versus USF students overall). Jerry also reported that he has told colleagues in Faculty Senate that many decisions regarding the discontinuation of journal titles or sources in databases are beyond the control of the library or librarians.

New Business:

**USF St. Petersburg Governance Committee Assignments for the 2008-2009 Academic Year:**

Current membership in many Governance Committees is set to expire at the end of the academic year. After self-nomination, the following librarians agreed to serve on the following committees for their respective two-year terms beginning in the fall semester:

Faculty Senate Representative: Patricia Pettijohn  
Graduate Council Representative: Jim Schnur  
Undergraduate Council Representative: Kaya Townsend  
Research Council Representative: Deborah Henry

The following librarian was not in attendance, but will be encouraged to continue her service on this committee. If she wishes to step aside, the faculty will select a replacement:

General Education Council Representative: Tina Neville

Deb asked those currently serving on committees to inform the leadership of the library's delegate for the upcoming term as a matter of courtesy.

**Closing to the Public at Holidays:** This year, USF will offer floating Holidays on 12/24 (Wednesday) and 12/26 (Friday), leaving only Monday and Tuesday (12/22-23) as dates when we are scheduled to be open. Deb suggested that we propose at the Librarians' Meeting with Dean Arsenault that we remain closed to the general public on those days as well to minimize staff needed at reference and public service points. Student and faculty use during the Holiday break in 2007 was minimal, in large part because most residential students left campus during the break.

Jim also mentioned that the design of the summer schedule (i.e., possible lack of B Session courses or Saturday courses) may provide ways for us to reduce hours and save on utilities. For example, if there are no evening courses in B Session, do we need to stay open past 7:00 p.m.?

Announcements:

Kaya announced that a proposal has been accepted for her to deliver a paper at the University of Toronto in early August on her Karst portal research. Others congratulated her efforts.

The next meeting scheduled for Tuesday, 1 April 2008, at 2:00 p.m.  
Meeting adjourned at 2:47 p.m.

Respectfully Submitted,

Jim Schnur  
Council Scribe