

Library Faculty Council Meeting Minutes

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

Librarians Present: Marcy Carrel, Deborah Henry (arriving from TBLC event with meeting in progress), Tina Neville, Jerry Notaro, Patricia Pettijohn, Jim Schnur, Kaya Townsend

Regrets: None

Guests: None

Meeting: Called to order at 1:05 p.m. by Jim

Minutes: Motion by Jerry, seconded by Kaya, to accept March 4 minutes as presented. Motion carried unanimously.

Old Business:

Promotion Guidelines for Librarians: Discussion resumed regarding the present promotion guidelines that have a more stringent requirement for external reviews. At the March meeting, Deb asked librarians in attendance to review current and proposed documents. Brief discussion followed. Motion by Tina, seconded by Jerry, that *library faculty members support revised promotion guidelines that require external reviewers only when the candidate seeks promotion from Associate Librarian to Librarian*. Motion carried unanimously.

Closing to the Public at Holidays: As discussed at the last meeting, USF will offer floating Holidays on 12/24 (Wednesday) and 12/26 (Friday) in 2008, leaving only Monday and Tuesday (12/22-23) as dates when we are scheduled to be open. During winter break in 2007, the library expanded its hours when compared with previous years because of a supposed presence of students in the residence hall during the period between semesters. In reality, few students stayed on campus during the winter break because of the per diem charges assessed by Student Affairs. Based upon the limited student use of the library during winter break last year, librarians in attendance *strongly recommend that the Poynter Library and its service desks be closed on Monday (December 22) and Tuesday (December 23)* with the understanding that those people wanting to work on Monday and Tuesday may do so in other assigned duties or areas that need attention (such as preparing reserve materials for next semester, shelf reading, etc.). Faculty requiring access to the library to prepare for classes may make arrangements with library liaisons in advance.

New Business

Annual Review Summary Sheet/FAR: Kaya noted that the Annual Review Summary sheet appearing on the intranet was outdated and did not directly correspond with the categories appearing on the FAR electronic annual review module. Jim added that the older summaries have not been used for a couple of years and should be removed from the POYNET intranet server because they are outdated and only of archival value. Librarians in attendance *agreed that the outdated Annual Review Summary sheets be removed from the intranet or replaced with a page directing users to the sign-on screen for FAIR/FAR/SAVE*.

Faculty Research and Students: Jerry brought up an incident in which a student receiving academic credit for directed readings/directed study approached him and requested substantial assistance in locating materials. This student required a great deal of assistance that went beyond the parameters of a traditional RAP session. Jerry later learned that this student did not seek these

resources for the student's academic research, but instead did so on behalf of a faculty member who awarded student credit for doing their research. All in attendance agreed that librarians have provided—and will continue to provide—excellent research support for the teaching faculty. Librarians regularly perform lit reviews, locate appropriate materials, assist faculty seeking support documentation for their tenure and promotion packets, and offer in-depth research assistance. However, the librarians agreed that it is *inappropriate for faculty to send students to the library with an expectation that librarians basically do all of the research for the student to pass it along to the instructor* (and create an ethical issue where the student then receives academic credit for work they did not perform). Kaya agreed to develop a brochure and other publicity with positive language that describes research support services for faculty. It is hoped that by clearly outlining available services, we will also, in effect, clarify which research support services librarians are able to provide.

Reports

Faculty Senate Report: Jerry and Deb summarized highlights of the Faculty Senate meeting held on March 28. Jeff Reisberg of Campus Computing attended Faculty Senate to discuss possible implications of a USF system-wide technology policy. At some point in the near future, USF Chief Technology Officer Michael Pearce plans to visit campus. It is hoped that Margaret Hewitt, as Faculty Senate chair, and other interested faculty members will have an opportunity to discuss matters with Pearce. The recently completed search for Regional Vice Chancellor for Academic Affairs was another matter of interest. Some faculty members in the colleges have expressed their concerns with the process for selecting Noreen Noonan for this position. Margaret Hewitt noted that while published guidelines exist for faculty searches (most notably the ability of a committee to refuse to forward a name for further consideration if strong reservations exist), there are no precise guidelines for administrators. Thus, faculty on the search committee could list their separate strengths and concerns for each of the finalists, but were not permitted to prevent any candidate from receiving additional consideration. The Faculty Senate also plans to move forward with an assessment survey for senior campus administrators, though nothing would require the administration to accept the results of the survey.

Jerry noted that plans are still moving forward in exploring **domestic partnership** benefits, and that even the *Tampa Tribune* has written about this in a supportive manner.

Jim stated that, once again, librarians had the highest proportional attendance at the **Campus Authors Reception** on Friday, March 28. Authors in attendance were asked to sign archival copies of their publications that we have added to Special Collections. Deb added that most of the authors also offered brief presentations about their work.

The next meeting scheduled for Tuesday, 6 May 2008, time to be determined.
Meeting adjourned at 2:14 p.m.

Respectfully Submitted,

Jim Schnur
Council Scribe