

## Library Faculty Council Meeting Minutes

2 September 2008, 2:00 p.m., Room 321, Poynter Library

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

Regrets: None

Guests: None

Meeting: Called to order at 2:02 p.m. by Deb

Minutes: Motion by Tina, seconded by Deb, to accept June 24 minutes. Motion carried unanimously.

### Old Business:

**Promotion Guidelines for Librarians:** Conversation focused on clarifying the requirement for letters from external evaluators (the provision of having letters submitted from three to six outside reviewers who examine vita and publications). Tina clarified that the language should exclude instructor librarians pursuing promotion to assistant librarians. Teaching and research faculty moving from instructor to assistant ranks (often concomitant with tenure) do not require such letters so we should not require more rigid standards than other faculty. No one in attendance expressed any concerns about expecting such letters for higher promotions (i.e., assistant to associate librarian). Deb talked with Dean Kathy Arsenault and said that the dean would follow-up with Noreen Noonan after she gets settled.

**“Mission Creep” and Applications Software in Library:** Librarians briefly discussed ongoing incidents of “mission creep” in which other campus units send people to the library for assistance with forms and concerns related to Financial Aid, Academic Affairs, or other areas. Also mentioned was the issue of expectations for academic and computer lab support (i.e., students coming to A/V seeking detailed Blackboard help because Campus Computing fails to offer services; ongoing issues with SPSS). Jim and Jerry will collect and draft a list of concerns, focusing on a positive tone, to examine how the library can communicate what services it does offer and provide guidance to those who should get services in other areas.

**Upkeep of Library Facilities:** Librarians noted continuing concerns with upkeep under the revised maintenance schedule. Apparently, all cleaning by roving teams should be completed no later than 8:30 am. In many cases, staff already help by placing receptacles outside of their offices. All agreed that this is probably a topic for discussion at the Librarians or overall Staff meeting rather than LFC.

### Reports

**Faculty Senate Update:** Recent meetings have focused on SACS and accreditation matters. Librarians stated their strong belief that faculty members must maintain leadership of the Faculty Senate; administrators may offer guidance or suggestions, but the agenda and process should be conducted by the faculty.

**Research Council:** Patricia reported since Deb could not attend. Cynthia Leung serves as chair; focus was on the campus-wide Strategic Plan.

**Ad Hoc Committee for Undergraduate Research:** Tina and Kaya will serve on this committee.

**General Education Committee:** The committee approved David Carr's Western Civilization I and II proposals. There is supposed to be a broader general education plan coming together in late September.

**Undergraduate Council:** Kaya noted that she has not been notified of any meetings. She will contact the chair.

**Graduate Council:** Jim noted that he has not been notified of any meetings. He will contact the chair.

#### New Business

**Dean Arsenault's Retirement Announcement:** All were still processing Kathy's announcement of her retirement on April 30, 2009. Kathy hopes to have library representation on the search committee, consisting of two librarians, one Administrative and Professional staff member, one USPS support personnel staff member, and hopefully a member of SAPL. Some discussion focused on the importance of selecting the librarian(s) represented on the search committee with consideration of their expected professional tenure (i.e., encouraging representation from librarians who do not plan to retire and will probably be here for years into the future). Everyone agreed that the persons selected from the library must represent all facets of the library's operation, rather than just their specific areas of assignment.

**LFC Terms of Office:** Deb mentioned that we should formalize a term of office for the LFC Chair. By unanimous consent, all agreed that a three-year term would be appropriate, with the 2008-2009 academic year marking the second year of the three-year cycle. Jim will continue as Council Scribe for a three-year term as well.

**Promotion Committee:** In case a librarian elects to pursue academic promotion, Jim will serve as Chair of the committee. Jerry will serve on the committee as well. As outgoing Chair, Deb will contact Ginny Cunningham from the USF Tampa Library to see if she can continue to serve as a third member.

#### Announcements

Jim will get meeting minutes posted for May 6 and June 24 posted on the LFC archive under Faculty Governance in Academic Affairs. We will also see if Berrie can provide a shortcut to that page from the library pages, most likely Poynet.

The next meeting scheduled for October 7, Special Collections Reading Room (POY321). Meeting adjourned at 3:21 p.m.

Respectfully Submitted,

Jim Schnur  
Council Scribe