

## Library Faculty Council Meeting Minutes

6 January 2009, 2:00 p.m., Room 217, 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 2:08 p.m. by Deb

Minutes: Motion by Patricia, seconded by Jim, to accept September 2 minutes. Motion carried unanimously.

Motion by Jim, seconded by Deb, to accept November 4 minutes. Motion carried unanimously.

### Announcements:

Marcy will attend the midwinter meeting of the American Library Association (ALA) in January. Marcy, Patricia, and Kaya submitted a proposal for a roundtable at the ALA summer meeting. Jerry has a program approved for the annual meeting of the Florida Library Association (FLA). Patricia and Kaya submitted a proposal for a poster session at the FLA annual meeting. Deb returns to full-time status on January 23, 2009.

### Old Business:

**Status of Dean of Libraries Search:** The search committee will meet again on January 14. At this time, the library has received 13 applications, with at least 4 applicants meeting minimum qualifications. Deb encouraged librarians to review applicant files, located in the Administrative Suite, and bring forward any questions they have to the committee.

**“Mission Creep” and Applications Software in Library:** Jim mentioned that he has compiled statistics from Saturdays and will continue to collect data in the spring semester. In addition, it was suggested that we consider setting up a regular schedule or time where we take screen snapshots of the graphs illustrating computer usage across the USF system to compare Poynter Library usage with that of Campus Computing.

**Upkeep of Library Facilities:** Deb reported on a meeting with Kevin Cartmill (Custodial Superintendent) and Kathy regarding the cleanliness of restrooms and facilities. Since the meeting, Kevin and Cathy McClish (Custodial Supervisor) have monitored efforts and reassignments have been made. All expressed their appreciation for the improvements that have taken place since the fall semester.

### Reports

**Faculty Senate Update:** Patricia reported on an upcoming meeting devoted to distance learning concerns that is scheduled to take place in the library studio from 10:00am to noon on January 30. David Carr was involved in putting this initiative together. The first seminar will deal with best practices for offering online courses. A second meeting will deal with philosophical and pedagogical issues involved in teaching online courses.

Another matter discussed during Faculty Senate was the need for faculty to respect and take into consideration university holidays and other dates on which conflicts might occur. To accommodate veterans who wish to resume their studies, the campus is organizing a veterans' task force; faculty involvement is strongly encouraged as this initiative moves forward. Finally, with Margaret Sullivan in attendance as the new Interim Regional Chancellor, senators introduced themselves and described the concerns of their respective academic units.

**General Education Committee:** Tina reports that the institutional effectiveness group is in the process of developing matrixes for general education courses. Members are also re-writing the "What is General Education at USF St. Petersburg" document.

**Graduate Council:** Jim reported on the November 13 meeting, noting that there were plans to modify the curricular requirements for the MBA degree and some graduate courses in the College of Education. The matter that garnered a lot of attention was the plan to implement a new "Incomplete" grade policy for graduate students. This plan, devised during the middle of the semester, had caught some teaching faculty off-guard. Faculty will no longer award "I" grades; instead, if a student is passing the course at the time in which they stop attending or request additional time, the instructor will award a provisional grade ("I-B+") and that grade will take effect if there is no further action on the student's part. Thus, a student who has not completed sufficient assignments to earn a passing grade would be ineligible to take an incomplete. This policy is expected to change again in the spring. One of the biggest challenges is that some faculty members are trying to send forms to Tampa instead of to Donna Knudsen at our Graduate Studies office.

**Undergraduate Council:** According to Kaya, no meetings have taken place since the last LFC meeting.

**Research Council:** According to Deb, no meetings have taken place since the last LFC meeting, though there are plans to wordsmith the strategic plan.

#### New Business

**Spring Semester Meeting Dates:** Deb suggested the following dates for spring meetings: February 3, March 3, April 7, and May 5.

**Annual Review:** Last year, the Annual Review committee included Kaya (chair), Jerry, and Nancy Spaid. Jerry will serve as chair this year, and Jim volunteered to come back on if nobody else had an interest. Kathy will select on outside librarian from another USF Library.

The next meeting scheduled for February 3, POY 217.

Meeting adjourned at 3:15 p.m.

Respectfully Submitted,

Jim Schnur  
Council Scribe