

Library Faculty Council Meeting Minutes/Special Meeting  
7 December 2009, 10:00 a.m., Room 218, Poynter Library

Librarians Present: Deborah Henry, Tina Neville, Jerry Notaro, Patricia Pettijohn Kaya Van Beynen, Jim Schnur

Regrets: None

Guests: None

Meeting: Called to order at 10:04 a.m. by Deb

Purpose of Meeting: In accordance with motion approved at the December 1 LFC meeting, this meeting will address matters related to the revision of annual review guidelines.

Old Business:

**Annual Review Guidelines/Revisions:** Members in attendance reviewed proposed changes to the annual review guidelines in the context of the discussion at last week's meeting and its affirmation of flexibility when considering research, scholarship, and creative activity. When crafting our annual reviews, we have an obligation to "toot our own horns" by providing clear explanations of the depth and extent of our activities so that reviewers in the annual review process have a full understanding of the scope of our activities. For example, involvement with professional organizations often goes beyond service to include research or creative activities. Discussion ensued about specific points that required clarification. Having come to an agreement with the editorial revisions made, discussion was closed upon the following motion:

*Motion to accept revisions to the annual review guidelines as discussed based upon edits at this meeting. Motion made by Patricia and seconded by Kaya. Motion carried unanimously.*

Meeting adjourned at 10:53 a.m.

Respectfully Submitted,

Jim Schnur  
Council Scribe