Library Senate Executive Board  
Meeting Minutes  
December 9, 2014, Hamilton Library, Yap Conference Room

Present: Amy Carlson, Michael Chopey, Carolyn Dennison, David Flynn, Monica Ghosh, Nackil Sung  

Convened at: 10:38 AM

1. Approval of Minutes  
The minutes of the November 12, 2014 LSEB meeting were approved.

2. Reports

a. Chair - M. Ghosh

i. Reported on the November 21, 2014 meeting of the All Campus Council of Faculty Senate Chairs (ACCFSC)

1. Online laboratory course designation  
Online laboratory course designation: A motion by faculty at UHH was put forward to have a designation for laboratory classes taken online (i.e. L/OLL) in place, because online laboratory courses do not train students in the motor skills with equipment and safety that is required in certain fields/subjects. Having such a designation could be used to better prepare students to succeed in laboratory courses that require hands-on experience in labs. Some discussion on which online labs would qualify for such a designation and the implications of placing value on the designation ensued. Faculty Senate Chairs were asked to gather feedback from their respective senates. This designation does not directly impact library faculty.

2. Following the HLRB decision that the responsibilities of UHPA, UHAdmin, and UH Faculty, must be worked out by December 1, 2014, several memos from each of the three bodies was produced, but the ACCFSC did not have enough time to review all the documents. John Morton was a guest at the meeting to give more perspective on this document. Due to the short deadline (December 1), ACCFSC members agreed that the next step is for the Executive Committee (Chair -- Ron Bontekoe, Vice-Chair -- Dave Krupp, and Secretary -- Christine Beaule) meet with John Morton to figure out a compromise document that adequately represents faculty responsibilities, which will be taken back to UHPA. Updates on progress will be reported to the ACCFSC.

b. Vice-Chair - A. Carlson: No report

c. Secretary - C. Dennison: No report

d. Elections - N. Sung: No report
e. MFS - D. Flynn
   i. Attended the November 19, 2014 Manoa Faculty Senate meeting. Brief notes about the meeting were sent out to faculty.
   ii. The December meeting has been cancelled.

f. UHPA - M. Chopey: No report.

3. Old Business
   a. University Librarian Review - M. Ghosh
      i. Ghosh conveyed to University Librarian Irene Herold that the Library Senate plans to follow the established protocol to review library executives two years into an appointment and using the tool developed for the library in the last round of evaluations. The Library Senate will hold its review next fall.
      ii. Herold noted that civil service and APT staff do not have a similar opportunity to evaluate library executives.

b. Release Time for Attending Committee Meetings
   i. LSEB agreed to table this issue until it is brought before the Library Senate as a motion. At that point, a task force could be created to address it.
   ii. A secondary issue of submitting forms to attend trainings and conferences was raised when discussing this issue. LSEB recognized that there are different policies for different positions and it is not clear what processes need to be followed.

4. New Business
   a. Chair and Vice-Chair
      i. It is highly likely that Ghosh will assume the position of Interim Associate University Librarian for Personnel and Planning (AUL-PAP), on January 26, 2015. As a library executive, Ghosh will not be able to continue to serve as Library Senate Chair.
      ii. Ghosh will also be off island serving as resident director for a study abroad program from mid-May to mid-July 2015.
      iii. Ghosh and LSEB are reasonably certain that Ghosh will return to her faculty position as of September 1, 2015. Therefore, she will be able to serve as Chair for her elected term of September 1, 2015 through August 31, 2016.
      iv. Based on Article II. Vacancies, in the Senate’s by-laws, a special election is needed to fill the office of Chair from January 26 through August 31, 2015. The Elections Committee will conduct the special election in early January in order to have results by January 23, 2015.
v. Carlson will remain as interim Vice Chair.

b. Revised Assessment Committee Charge: Request for Feedback

i. The current charge has the Assessment Committee doing the assessment through LibQUAL, etc.

ii. The revised charge recognizes that groups at different departments and levels are already assessing resources, programs and services. Also the Library’s Strategic Plan has threads of assessment throughout. The revised charge has the Committee serving as a coordinator for information and activities related to assessment.

iii. LSEB discussed whether it should solicit the Senate for feedback or let it be addressed through other avenues, like division heads. LSEB agreed to send out an email request for feedback to the Senate.

5. Library Senate Meeting for December 16, 2014:
While there are no agenda items for the meeting, the Library Senate’s Constitution requires the Senate to meet at least once a semester.

Meeting Adjourned: 11:45 a.m.

Next Meeting: January 13, 2015, 10:30 am, Yap Room