Library Senate Executive Board
Meeting Minutes
October 9, 2015

Present: Michael Chopey, Monica Ghosh (chair), Dore Minatodani, Asako Shiba, Dainan Skeem (recorder)

Call to order: 3:32 pm

1. Approval of minutes
Minutes approved for September 3, 2015 meeting

2. Reports
   a. Chair (Ghosh)
      i. ACCFSC Report from 9/18/2015 Meeting:
         Unfinished business:
         • Administration Review Update – as reported to the LLT on September 21, 2015: At the first meeting of the ACCFSC on Friday, September 18, 2015, Tom Apple (UHPA Board Member) and Peter Kay (UHPA Chief Technology Officer) reported on the development of the proposed system-wide evaluation tool and asked for feedback. Drafts of the tool will be available for review within two weeks and the anticipated implementation date is February 2016.
         • Academic Renewal/Forgiveness Policy – many mechanisms in place at various campuses to address this issue. Some discussion on whether to allow individual campuses to establish their campus-specific policy or to have one that’s standardized across the system. For consideration by subcommittee for recommendation.
         • Online Labs – ongoing discussion regarding the blanket designation when competency of students in certain courses in certain subjects is in question. Another matter for a subcommittee to consider for recommendation.

Committee Membership:
• University Council on Articulation (UCA) – volunteer Momi Kamahele (LCC).
• Academic Affairs (standing committee of ACCFSC) – volunteers Marguerite Butler (UHM – Zoology), Monica Ghosh (Library Services), Stephanie Kraft-Terry (Arts & Sciences), and Veronica "Vern" Ogata (KCC). First meeting scheduled for 10/15/2015.
• System budget (standing committee of ACCFSC) – volunteers Eomailani Kuhahiko (Education), Bob Cooney and Dave Krupp.
New business:
• Review of ACCFSC Charter and By-laws – postponed not enough time.
• Appointment of a member to the RAB – volunteer Tam Vu (UH, Hilo – Business and Economics).

On October 1, 2015, the most recent (2012) UHM Library Senate Charter has been sent for uploading to the ACCFSC Website to replace the Charter dated 2005.

Next ACCFSC meeting is October 16, 2015.

b. Vice-Chair (Kleiber) – Not present

c. Secretary (Skeem) – Announced that a special election will need to be conducted by the Elections Committee to replace Skeem as Secretary of the LSEB/Library Faculty Senate as well as a committee member of the Elections Committee due to his departure from the UHM Library.

d. Elections (Shiba) – Already began looking into procedures for conducting special elections.

**Follow up:** Will check again to see if election can start before position is vacant.

e. MFS (Dore) – Reported that the General Education Office continues its effort to create the Mathematics Foundation focus.

f. UHPA (Chopey) – Attended UHPA meeting last Wednesday where results of last survey (housing, childcare, distance education) were presented and compared to the results from 3 years ago. UHPA will be making housing a priority, following by childcare. Will have more to report after next Saturday’s meeting.

3. New business

a. Position Description for AUL-IT

i. **Background:** Chair Ghosh discovered the PD had been posted to Work@UH without Administration alerting anyone or consultation with faculty on the write-up of the PD. She brought it before LLT and Administration agreed to remove it from Work@UH and begin a consultative process with the Library faculty.

ii. Ann Crawford, AUL-PAP, has been tasked with revising the PD with faculty input. She made a call out for suggestions in LDC on how the process should work.

iii. **Motion:** Move that LSEB propose to Library Administration that the review and drafting of the advertisements for the AUL-IT and Preservation positions be a faculty-led process. This is especially important due to their library-wide impact and that they haven’t been reviewed in a long time. Also, that the Library Senate form an ad-hoc
committee to form draft position descriptions. Amendment and motion approved unanimously.

b. Selectors having primary responsibility for collection development
   i. The issue of people who do not hold active library faculty positions making acquisitions decisions was discussed. LSEB will draft an advisory memo to Library Administration clarifying responsibilities.

c. Volunteer policies

d. Emeritus faculty policy
   ii. LSEB will draft an advisory memo to Library Administration with its findings on rights and responsibilities with regard to volunteer and emeritus, to be sent to Library Admin, and to be presented to Library faculty and staff.

e. LARC in light of UHPA’S campus-wide Dean review
   i. LARC Report:
      • Memo sent to the UL, dated September 25, 2015, informing her of the upcoming review and giving her the option to add 3 “questions” to the evaluation tool and a statement of achievements by October 15, 2015.
      • Reminder send to library faculty to send revisions/edits to the bulleted examples under the categories in the evaluation tool by the October 15 deadline – suggestions received thus far:
         o Communication – Actively listens
         o Fundraising – Works effectively with UH foundation
      • Suggestion to update some of the language and procedures in the guidelines Spring 2016, based on the experience of this ad hoc committee, e.g. note that the report goes to the VCAA, option to add criteria or qualities not questions by the person being evaluated.
      • On October 7, 2015, UHPA sent out a survey of deans/directors to their respective faculty, including the Library and the UL. LARC recommends proceeding with the internal library evaluation as scheduled because the internal review covers different areas of performance, is more comprehensive and is specific to library services.
• A Faculty member has asked that a section for comments be provided on the evaluation tool. This person was referred to the guidelines for the decision not to include comments and referred to the LSEB for follow up on the request.

f. Request to add comments to Library Administration Review
   i. LSEB agreed that a single comment box with a character limit of 500 words would be included in the Library Administration Review.
   • Chair Ghosh consulted with Jim Kardash and concluded that there is no legal reason why comments cannot be included in a review of an administrator.
   • With regard to the risk of comments being mean-spirited rather than constructive, LSEB agreed that comments that did not serve a constructive purpose would be seen as such by anyone reading it.
   • LSEB agreed that LARC should pass on the comments in whole and not try to categorize or summarize.

4. Next Library Senate Meeting
   a. The Library Senate will meet on October 20, 2015 (10:30 am, Yap Room).

Adjourned at: 4:47 pm

Next LSEB meeting: November 3, 2015 at 10:30 am in Room 401