Library Senate Executive Board
Meeting Minutes
March 12, 2013, Hamilton Library, Yap Room

Present: Gwen Sinclair, Sara Rutter, Jan Sung, Stu Dawrs, David Flynn, Lori Ann Saeki, Dore Minatodani, Naomi Chow (recording)

Convened: 10:30 a.m.

1. Approval of minutes
   The minutes of the February 12, 2013 meeting were approved.

2. Reports:
   Chair [Dawrs]
   a. Follow up from February Senate meeting
      Dawrs to follow up with IUL Geary about questions regarding the budget planning committee that arose after the February 19, 2013 Library Faculty Senate meeting. Dawrs to email Geary questions.

   b. LLT (Library Leadership Team)
      • Inouye papers proposal is being worked upon. Possibility for hiring 2 APT archivists. Not tenure track positions – two year appointments.
         o Discussion -- Questions arose about minimum qualifications for positions (archival experience or archivist credentials – not restricted to MILS?). Concerns with APT compared with Librarian positions – could these instead be considered for temporary librarian positions? Would need to take out faculty responsibilities to make APT position.
         o Action -- Sinclair will speak with Cartwright and Geary about LSEB concerns about position classification.

   c. Vice-Chair [Sung]
      • Announcement from VCAA Reed Dasenbrock’s email about the upcoming appointment of the new University Librarian (UL)
         o Comment – There is an opportunity for Senate, LSEB, LPC, Public Services, etc. to provide the new UL with information about ourselves, such as what we do and how we do it, current initiatives
         o Comment – We could open discussion on the question of how shared governance looks and works; what are our top concerns; what do we want to say our primary issues are and what UL needs to know to make decisions – information could be offered from each division and departments/units within the library
         o Action -- Place how to best prepare for new UL on Senate Agenda for March 19, 2013 meeting in order to begin conversation(s) with the new UL (Dawrs away next week, Sung to preside)
d. Secretary [Chow] -- no report

e. LPC [Flynn]
   • Committee met last month. It is looking at the process and sequence of the path to
     getting the LPC policy document resolve, such as getting the language correct.
     The next step would be to then prepare a ballot. LPC needs clarification from
     UHPA. Flynn in correspondence with UHPA and is awaiting response. On the
     document, Flynn would like to separate out housekeeping matters from
     procedural ones. Flynn to send out an update about not able to report at next
     week’s March Senate meeting. LPC is aiming for May wrap-up.

       o Comment – Would it be worthwhile to split out the housekeeping items?

f. Elections [Saeki] -- no report

g. Manoa Faculty Senate (MFS) [Minatodani, Sinclair]
   • David Flynn has been elected new MFS Senate representative
   • Sinclair: In the Committee on Professional Matters, there have been a couple of
     resolutions introduced related to post-tenure (periodic) review of faculty including
     suggesting guidelines be made in accordance with the AAUP guidelines, and
     diversity hiring guidelines; Separately, a Faculty Engaged Scholarship
     memorandum was sent out by Susan Hippensteele to UHM Deans and Directors
     regarding DPC criteria that should include faculty engaged scholarship as related
     to native Hawaiian issues scholarship (ties into UHM Strategic Planning
     implementation). The correct process should have been memo to SEC to MFS for
     faculty consultation before Deans and Directors. Sinclair will forward the
     memorandum to Flynn for review on behalf of LPC.
   • Sinclair: Update on Faculty classification – The Professional Matters Taskforce
     originally was going to look at the issue, but may be too large for taskforce. It is a
     huge undertaking especially with regard to specialists, in relation to research,
     teaching, service. There are so many sets of criteria and kinds of requirements as
     to what constitutes acceptable work in order to get tenure and promotion. (We
     will need to think how it might impact librarians.) There is much to assess, figure
     out regarding the various classifications, figuring out what positions do. The
     Committee on Professional Matters (CPM) is trying to set up a meeting with
     Chancellor and SEC because it needs direction on what to do. The CPM had made
     a suggestion for a multi-year taskforce to SEC, and then SEC sent it back to CPM.
     Currently, CPM is trying to figure out what is the best way to approach issue.

   • Comment – what is the issue that needs to be addressed? What about faculty
     classification is problematic and needs work?

h. UHPA [Rutter] No other report than NEA vote

3. Old Business:
   a. Update on Working Group on Strategic Planning [Sinclair]
The group has crafted a draft mission statement. It is currently deciding on the best way to share it and obtain feedback from the UHM library personnel.

b. **Revisions to Library Senate Constitution & By-Laws to clarify procedures when an elected board member resigns or otherwise cannot fulfill duties.**
   [Dawrs]
   - Tabled for now
   - Discussion about the use of a Parliamentarian in Faculty Senate meetings; Suggestion was given to have a training on parliamentarian procedures for library overall by Center for Teaching Excellence. It would benefit many groups within library and serve as professional development

4. **New Business:**
   a. **Update on Travel Policy Committee (Chow)**
   Chow reported on the first Travel Policy taskforce meeting:
   “We are in the midst of working through the policies and procedures. We are recommending that the three units travel be separated as they are governed by different contractual rules. We are creating separate documents of policies and procedures for each group. Policy: We will be recommending amended criteria based on "Criteria for Travel Support for Librarians and Staff" from 2005. The faculty librarian traveler would submit a self-assigned criteria level applying the definitions as outlined in the criteria document.

   Procedures: The travel requests would be submitted via the normal, currently established routes of librarian to department chair to division head. The proposed process could include a review by Faculty Senate, such as by a subcommittee, to review the criteria level for funding level request being applied (not the appropriateness of the travel -- that would be negotiated by the traveler and the department chair and division head). The requests are then forwarded to Library Admin. Then, Library Admin reviews the request, assigns funds as delineated by the criteria, and posts by intranet, an ongoing list of travel. Separately, as part of transparency, the intranet travel list would include all library travel including Administrative or Administrative-related travel, and APT/Civil Service.

   **Travel Task Force Question:** Would Library Senate like to be involved in the process, as the proposed review by sub-committee, in the spirit of checks and balances in shared governance?"
   - Discussion – The separate review may not be necessary, so a Senate subcommittee may not be needed. LSEB welcomes consultative message. The – intranet posting may address previous concerns. Senate role will more likely focus upon giving input on the policy itself. Dawrs to put on March Senate meeting’s agenda.

b. **Possible separation of Student Success Center from the Library** [Dawrs]
   At the March 4th LLT meeting, there was discussion about making the temporary APT positions into permanent positions, however, the Success Center and its 2 ½ positions isn’t on any official UHM department’s organizational chart. Currently, Library Personnel helps with Success Center for hiring staff and student assistant positions. The discussion was to be continued at another meeting to discuss further. Dawrs will report when information becomes available.
• Comment – What would be the future impact on Sinclair Library if funding taken away? SSC is currently funded by Student Services; talk is to move it under Student Services as they are undergoing reorganization already. Student Services reports under the VC for Undergraduate Education. The SSC could get a new director, separate from Geary.
• Comment -- What presence with the library have if 2nd (and possibly 3rd) floor reassigned?
• Comment – What is intent and purpose of SSC? Could make a case for retaining through making a logical integration into larger mission of library by adding in library services. There would need to be a more purposeful integration with library goals and missions. Dawrs to place on agenda for Senate meeting.

Meeting adjourned: 12 noon

Next Meeting: April 9, 2013, location to be determined.