Library Faculty Senate

Meeting Minutes
2009-02-10

Present:
LSEB: Lebbin (Chair), Cartwright, Christensen, Flynn, Horie, Kellett, Rutter
LIBRARY SENATE: Adamson, Carlson, Engelberg, Johnson, Mohammed, Ouchi, Paseng, Polansky, Sack, Sinclair, Sung, Suzuki
GUEST: Mochida

TOTAL ATTENDEES: 20
TOTAL VOTING MEMBERS: 19
NOTE: 18 voting Senate members are required for a quorum.

Convened:
10:10 am in Hamilton Library Yap Conference Room by Lebbin (Chair).

1. Minutes

Lebbin noted that Secretary Saeki could not attend the meeting. Sara Rutter offered to take minutes and Lebbin moved to elect Rutter as Secretary pro tem. Hearing no objections, Rutter will serve as secretary pro tem for this meeting.

2. Program Review Overview with Paula Mochida

Paula Mochida described the program review process developed by the Chancellor's Process Committee. At the department level the programs that the department identify will be evaluated based on the rubric the department selects. The LET has asked to look at the programs at a less detailed level. The division heads will work with the department heads to standardize the classification of programs, choice of rubric to use, and how the rubric will be used across departments. Data will not be submitted to Library administration but needs to be available to support departments' evaluations of programs. The reviews are to be entered into a web-based database that may not be available yet. The deadline for departments to submit the reviews is the end of February. The deans and directors then have two weeks to evaluate those reviews and submit a review to campus administration. Mochida emphasized that this is the year of assessment for Manoa, driven in large part by the WASC accreditation standards.

A question was asked about the repetition of this review--was this an ongoing process? Mochida noted that there is a five year review for academic programs but the library has not had a review like this before. Right now the review appears to be on one-time effort with no plans for ongoing processes.

A question was asked if this review is system or campus? Mochida replied that this is a Manoa effort to prepare for the future.

A question was asked about the span of years from which the data being evaluation is drawn. Mochida said that units have not been given a standard set of years. Elaborating, Mochida noted that each unit will determine which peer institutions are
best comparisons and explained how the library determined the peer list that Alan Grosenheider sent out to LDC.

A question about the library administration review was asked. Mochida said that there were eight programs that will be evaluated, including fiscal, mailroom, personnel, etc.

Mochida said that the points that the department assign to programs will not go beyond the deans and directors level.

A question about the Dean's Advisory panel the process committee describes and how that will be implemented in the library was asked. Mochida said that she thought that she would ask LET to serve in that capacity. It was noted that because one of the reviews will be of administrative services members other than LET should be included. Mochida noted that there has been very little discussion among the deans about the advisory panel. Mochida will follow up with the Senate about the advisory panel.

A suggestion was made that the library administration may want to talk to other library directors on campus that have gone through academic reviews, such as JABSOM and Law. Mochida noted that she meets with these librarians regularly.

A question about providing feedback to the Process Committee after the process is completed was asked. Mochida noted that feedback could go to Gregg Geary, a member of the committee or via the email for the committee.

Mochida noted that programs throughout campus that are dissolved will still need to go through the union and is mainly for long-range planning.

Mochida said that the Budget Committee, Ross Christensen is a member, is preparing for 20% cuts. To meet a $1.1 million shortfall, Cutshaw may withhold all pending supplemental budget funds. The campus is still holding approximately $700,000 of the library funds. Mochida believes that the library should not pay for such a portion of the shortfall. A bigger reduction is expected in the next fiscal year.

Mochida told the Senate that Betsy Wilson (Washington) and Jim Mulllins (Purdue) who had been invited as keynote speakers for a library symposium in April have both declined because of budget concerns at their institutions.

A question was asked about the progress of beginning a search for a University Librarian. Mochida said that the Library’s request to fill an AUL position has been turned down by Manoa administration twice. The Chancellor is focusing on filling the VCAA position.

Mochida left the meeting at 11 am.

3. Minutes of 8 December 2008 meeting

The minutes of the December 8, 2008 Senate meeting were approved. Lebbin will send the minutes to Mochida for review of her comments at that meeting and will bring any amendments back to the Senate.

4. Reports of Standing Committees and Officers

Flynn reported the LPC membership and the four issues that they are working on this
5. Discussion about Mochida's response to memo

Lebbin asked the Senate if any further action should be taken regarding Mochida's response to the October 30, 2008 memo Lebbin sent as Senate chair regarding the Library's Report to the House Finance and Senate Ways and Means Committees regarding the Library's request for funds for FTE. The Senate members discussed the matter and no further action was decided.

Lebbin reported that UHPA is looking into APT positions that have replaced faculty positions in the UH system office and is keeping an eye on faculty job responsibilities being moved to APT positions. The union has a March hearing date with the Hawaii labor board.

6. Travel Funds discussion

A follow up discussion from the December 9, 2008 Senate meeting regarding travel fund policies was held. It was suggested that the Senate request a travel fund policy be posted and that transparency about the use of travel funds be encouraged.

The meeting was adjourned at 11:25 a.m.

Next Senate meeting: March 10, 2009, at 10 am.

Submitted by Sara Rutter

LIBRARY SENATE
