Library Faculty Senate
September 15, 2015
Hamilton Library Yap Room

Voting Members: Fredrick Allen, David Beales, Jennifer Beamer, Rachael Bussert, Suzhen Chen, Michael Chopey, Naomi Chow, Stu Dawrs, Carolyn Dennison, Monica Ghosh (chair), Carol Kellet, Eleanor Kleiber, Vicky Lebbin, Dore Minatodani, Sharon Ouchi, Rohayati Paseng, Sara Rutter, Dainan Skeem (recorder), Hisami Springer, Jean Thoulag

Meeting convened: 10:32 am

I. Approval of August 18, 2015 Minutes
   a. Approved.

II. Reports
   a. Chair [Ghosh]
      i. Ghosh attended the annual retreat of the ACCFSC (All Campus Council of Faculty Senate Chairs) on September 4, 2015 at the Cancer Center in Kaka’ako. The agenda (for which there are no minutes) included reports from two meetings (BOR – 9/17 & Community College Council of Faculty Senate Chairs CCCFSC), business carried over from the previous year are:

1. Proposed Academic Renewal/Forgiveness Policy – Implemented by HCC and now being considered system-wide, whereby a student who has good cause for bad performance during a particular semester may request, with documentation and justification, that the grades for a semester of poor performance not be included in their overall GPA – the grade is not expunged from the record. Question from Sara Rutter – what do other Peer institutions do and do they have a comparable policy?
   **Action Item:** Ghosh will take this question back to the ACCFSC at the next meeting.

2. Administrative Review Process – A faculty member from one of the CCs brought this issue to the UHPA Board and a subcommittee of the Board was set up to develop a system-wide tool for evaluating administrators by all faculty reporting to that administrator. The tool has been vetted by UHPA and is now with UH Administration for their consideration. If approved for use, it could impact established evaluation processes, such as the one in place at the library. Regardless of whether the tool is adopted, the process by which a department implements the tool will rest with the respective department. In this regard the Library is ahead of other departments on this campus and across the system, because the Library already has a tool and a process for conducting the
evaluation that is focused on our services rather than instructional faculty. This item is on the agenda for the next meeting of the ACCFSC on Friday, September 18, 2015 -- Invited speakers are the UHPA Board member that worked on the evaluation tool and Tom Apple.

3. Online Labs designation – this issue was brought up by UH-Hilo faculty. They feel that students who have taken labs online are not well prepared in health and safety matters of a hands-on lab environment. There was a lot of discussion on this matter. It was not clear whether a system-wide implementation on the record is needed to address an issue for which there is not sufficient data to justify the change requested. Matter will be returned to UH-Hilo for follow-up.

ii. The new business for ACCFSC: 1) Review of ACCFSC Charter and By-Laws, 2) Seeking a member to appoint to the Research Advisory Board (RAB), which provides advice to the UH System Office of the Vice President for Research and Innovation, and 3) Notice of requests for ACCFSC Members to volunteer to serve on 3 Committees:
   1. Representative to the University Council on Articulation (UCA)
   2. Academic Affairs (standing committee of ACCFSC)
   3. System Budget (standing committee of ACCFSC)

iii. Election of new ACCFSC Officers (Not reported at the meeting but should have been):
   1. Bob Cooney (Co-Chair and represents 4-year institutions)
   2. Dave Krupp (Co-Chair and represents the CCs)
   3. Diane Caulfield (Secretary/Treasurer)

b. Vice-chair [Kleiber]
   i. No report.

c. Secretary [Skeem]
   i. All recent hires that belong to the Library Faculty Senate have been added to the membership rosters on the website and listserv. Please send future new hire information to Skeem to be added as well.

d. Elections [Shiba]
   i. No report.

e. Mānoa Faculty Senate [Minatodani]
   i. For those new individuals, Dore Minatodani and David Flynn are the Library’s representatives.
   ii. First meeting of the semester is tomorrow, September 16 at 10:00 am in the architecture auditorium.
   iii. Reviewed agenda for that meeting.

   **Action Item:** Minatodani will forward agenda to the entire senate for review.

f. University of Hawai‘i Professional Assembly [Chopey]
   i. If you did not get the latest printed union contract, it means you need to update your address with UHPA or, if you are new and would like one, you need to sign up as a member.
III. New Business
   a. Fall 2015 Faculty Evaluation of Library Administration
      ii. LSEB chooses three tenured faculty members to form the Library Administration Review Committee (LARC): one from among LSEB and the other two from among the Library Faculty Senate. Members will be Monica Ghosh from the LSEB, Sharon Ouchi as chair, and James Adamson.
      iii. Timeline
          1. Request a separate folder on the Library Senate website titled “Library Administration Review 2015,” to which all related documents will be linked – Done 9/14/2015.
          2. Collect Senate documents for the evaluation: original form/evaluation tool, position description of the job being evaluated – Done 9/15/2015.
          3. Review the evaluation tool and edit the bulleted suggestions for each performance category, if necessary. Invitation extended to Library Senate members to send feedback on the bulleted examples by October 15, 2015, to LARC.
          4. Mid-October, as schedules permit, contact the library administrator being evaluated and offer the option to add up to 3 items to the evaluation tool, and inform the administrator that they can submit a statement to accompany the evaluation. The statement, upon receipt, will be added to the folder on the senate webpage.
          5. Make the evaluation tool available electronically and secure confidentiality by Friday, October 30, 2015.
          7. Tuesday, November 10, 2015 – Close evaluation at 4:30 pm
          8. Friday, November 13 – Evaluation data will be collected by LARC
          9. Monday, November 30, 2015 – LARC report will be provided to the full senate, the library administrator, and the VCAA by Monday November 30, 2015, thereby meeting the December 1 deadline in the guidelines.

Meeting adjourned: 11:17 am

Next meeting: October 20, 2015 in Hamilton Library, Yap Room