Library Faculty Senate  
October 20, 2015  
Hamilton Library Yap Room

**Voting Members:** Jennifer Beamer, Rachael Bussert, Amy Carlson, Erica Chang, Suzhen Chen, Michael Chopey, Naomi Chow, Elena Clariza, Carolyn Dennison, David Flynn, Monica Ghosh, Eileen Herring, Ryan James, Eleanor Kleiber, Ted Kwok, Jodie Mattos, Dore Minatodani, Dongyun Ni, Sharon Ouchi, Yati Paseng, Patricia Polanski, Asako Shiba, Kapena Shim, Peter Shirts, Gwen Sinclair, Dainan Skeem, Hisami Springer, Sveta Stoytcheva, Nackil Sung, Myra Waddell

**Non-Voting Members:** Ann Crawford, Deborah Dunn, Seth Irwin, Malia Van Heukelem

**Meeting convened:** 10:33 am

I. **Approval of Minutes** – The minutes of September 15, 2015 were approved.

II. **Reports**

   a. Chair [Ghosh]

      i. Ghosh attended All Campus Council of Faculty Senate Chairs.

         1. There were long discussions so it is recommended that each library faculty member look at the minutes from the meeting on the Board of Regent’s website.
         2. Open Textbook Initiative was discussed which may affect the library.
         3. Academic Renewal Policy was also discussed (students having problems in a particular semester can make an appeal to have their grades for that semester not count towards their GPA though they will still be on their transcripts. Looking at whether there are any impacts when transferring to another college.

   b. Vice-Chair [Kleiber] – Nothing to report.

   c. Secretary [Skeem] – With Skeem’s departure, a new Secretary will need to be appointed as well as a new Elections Committee member determined.

   d. Elections [Shiba]

      i. Filling Secretary position.

         1. Senate By-Laws: “If the offices of Vice-Chairperson or Secretary become vacant, the Chairperson of the Senate will appoint a member to fill the vacancy with the approval of the Library Senate Executive Board.”
         2. The LSEB will discuss and make an announcement once decided.

      ii. Filling Elections Committee position.

         1. Elections Committee Policies & Procedures: “A vacancy is filled by the runner-up (by vote count) in the final election for the current year.”
         2. The Committee will determine who the runner-up was and inform them of their new position.
e. Manoa Faculty Senate (MFS) [Minatodani and Flynn] – The MFS will be meeting tomorrow at 3:00 pm. Immediately after, the full Congress will be meeting. All library faculty are congress members and are encouraged to attend.

f. University of Hawaii Professional Assembly (UHPA) [Chopey]
   i. Chopey and Ghosh attended most recent meeting.
   ii. In the meeting, they discussed case before Supreme Court and what the union will do if it goes against unions.
   iii. They also discussed in the UHPA meeting the survey results from the Dean satisfaction survey that UHPA just conducted.
   iv. Chopey will email a report of both items to your non-hawaii.edu email account.
   v. New faculty were reminded that even though dues are already being taken out of your paycheck, it does not mean you are automatically a member; you still have to sign up as a member.

III. Unfinished Business
   a. Fall 2015 Faculty Evaluation of Library Administrators
      i. The recent UHPA survey of Deans included a comment box. This has again raised the issue to the Library Administration Review Committee about the possibility of including one in our evaluation.
      ii. The original motion to remove comments from our survey was done in the December 2007 meeting.
      iii. It was moved to amend section A of the December 2007 motion to put comments back in, that we use a single comment box with a character limit of 500 characters, and that all comments will be passed on to the subject of the review in their entirety, without editing.
      iv. It was moved to amend the above motion to the following: Move to amend section A of the December 2007 motion to put comments back in, that we use a single comment box with a character limit of 500 characters, and that all comments will be passed on only to the subject of the review in their entirety, without editing. The amended motion passed without opposition.
      v. The now-amended motion failed to pass: 14 yes, 11 no (need 2/3 majority in order to pass since the motion was to amend a previous motion and was not put forward to the body before the meeting).

IV. New Business
      i. Background information: It has been proposed that both of these position descriptions should be reviewed by the Library Faculty Senate before being posted. It is also suggested that writing position descriptions for positions that have library-wide impact should be a faculty-led process. A memo was drafted by the LSEB for the Senate’s approval, to be sent to Administration, letting them know that the Senate feels that this way.
      ii. It was moved that we send out the memo to administration as drafted. Motion failed.
iii. It was moved that the LSEB solicit feedback on the memo from the Senate, revise it, and bring it back to the Senate. Motion passed.

b. Selectors having primary responsibility for collection development.
   i. Delayed until the next meeting.

c. Volunteer policy.
   i. Delayed until the next meeting.

d. Emeritus faculty position.
   i. Delayed until the next meeting.

Meeting adjourned: 11:57 am

Addenda:

Correction on II. a. 2. The OER work related to textbook initiative was an issue of interest reported from the CCCFSC (Community Colleges Council of Faculty Chairs) Meeting.

Addition to Chair report: Kalbert Young the System VP for Budget and Finance addressed the ACCFSC about the relationship of Manoa and the System with useful information about the health of the budget and the impact both now and in the near future.