Library Senate Executive Board

Meeting Minutes
2001-03-05

Present: Chang, Chantiny, Christensen (Chair), Coleman, Flynn, Mattos, Minatodani, Sinclair, Solyom

Meeting began at 1:03 p.m.

Previous minutes approved.

Committee Reports

A. Elections

Elections Committee members to review and comment on revised LPC election procedures. The major change is an increase in the number of alternates elected. The revised LPC election procedures will take precedent over the general elections procedures.

The Elections Committee is thinking about revising its policies and procedures.

B. Staff Development

No report.

C. UHPA

Strike vote is set for March 19-21, with polling places on campus. Absentee ballots can be requested and are due March 16. On Tuesday, March 6, an informational UHPA meeting is scheduled in LIS Room 32. J.N. Musto will be present to answer questions. The first possible day to strike is April 2. There is a rally on Friday, March 9, 1:30-4:00 p.m. in front of Bachman Hall.

D. Manoa Faculty Senate

The last meeting was held February 21. Edwin Cadman, Dean of the School of Medicine asked for the Senate's support for the school's possible move to Kakaako. The Dean of the School of Nursing and Dental Hygiene, Rosanne Harrigan, asked for help in getting a language waiver. The Athletics Dept. wants to assume management of Aloha Stadium.

E. Library Personnel

Bron distributed copies of the revised LPC procedures for comment. To the issue of eligibility (section 3, page 1), it was agreed that alternates must serve at least 12 months to be eligible to decline nomination.

There are six contract renewal evaluations upcoming. April 6 is the deadline. An information session will be scheduled soon. Wide-range evaluations, which sounded like external reviews, are now termed internal evaluations. Since the procedures are
still being revised, candidates’ dossier will be on file with library administration only if all candidates are willing to make it available. The dossiers will be available for others to view so they can write their own evaluation of the candidate based on what was written.

Bron summarized the reasons for the revision of the LPC procedures. (1) More alternates are needed, which will decrease the need for special elections. (2) The UH Administration will not honor promises of confidentiality. LPC must assure that confidentiality is not promised and no confidential evaluations are received. (3) How to handle negative evaluations. The procedure will be changed so the person being evaluated sees all evaluations and has the opportunity to response to negative evaluations within 10 calendar days. This corresponds to the TPRC timeline. (4) Chris Des Jarlais and Sharon Miyashiro from the Office of the Senior Vice-President for Academic Affairs met with Jean and advised that the LPC criteria and procedures be separated. (5) Updates to the candidate’s dossier will be interpreted narrowly. It is not necessary for new materials to be added. (6) Since the LPC is acting on the university’s behalf, they should have access to the candidate’s previous contract renewal documents. The candidate’s permission is not required. (7) There are editorial changes with the LPC procedures. Information that is in agreement with the university’s document will be deleted. All criteria will be moved from the procedures into its own document. (8) The university is not happy that the LPC interviews candidates. A compromise is to provide interview questions to candidates, which they can reply in writing or verbally. The questions can be written specific to the candidate’s dossier. (9) The sequence of review steps. LPC needs to explain how we’re different from other departments. Evaluations go to the department personnel committee, then to the department head, which is different from an academic department head.

Issues regarding the supplementary document issued by Dean Smith’s office in July 2000 was raised. It’s not clear who it applies to, only Hamilton and Sinclair librarians or all Manoa librarians. All changes to the LPC procedures must be approved by special election of Library Senate members.

LPC will next work on revising the criteria and providing examples of acceptable library activities. LPC asks for comments on this issue.

Meeting adjourned at 2:40 p.m.

Next meeting : April 2, 2001

Submitted by Jodie Mattos (Secretary)