ADDITIONS TO THE AGENDA

- Lebbin added the recent LPC Procedure voting results and follow up issues.
- Lebbin added an issue related to communications between LSEB and the Library Administration.

STATE OF THE LIBRARY MEETING

- In the past the University Librarian's state of the library was managed by LSEB, therefore, LSEB took minutes and posted them to the LSEB web site. The issue was discussed and decided that Lebbin would draft a letter to recommend that the University Administration manage the fall and spring semester State of the Library meetings and make her presentation available.
- Stone and Johnson stated that the Staff Development Committee will offer to assist with the library wide address and similar events.

LPC CRITERIA AND PROCEDURES

- Lebbin will forward the recommended revisions to the UHM Criteria & Guidelines for Tenure and Promotion document (which received at least a two-thirds endorsement by the Library Faculty).
- Lebbin expressed appreciation to the Ad Hoc Committee for their hard work over the past 1-1/2 years.
- LSEB decided that a new Ad Hoc Committee should be formed to review and revise the unapproved sections. LSEB will work with LPC to begin this process.
- Lebbin will solicit volunteers to serve on a new committee. Members stated that the new committee members should consult previous ad hoc committee members to help ensure a smoother transition.

LPC POST TENURE REVIEW & SABBATICAL PROCEDURES

- Lebbin reported that the Ad Hoc Committee reviewed the Library's post tenure review and sabbatical procedures. The Ad Hoc Committee discovered that the sections under review were identical to that in the University procedure. Therefore, no revisions are required.
- LSEB decided that the Library Senate web site should include (1) current criteria and procedures documents, (2) links to the UHM Office of the Vice Chancellor for Academic Affairs and Board of Regents websites, (3) information and guideline documents for post-tenure review and sabbatical, and (4) UHPA contract page. Bazzell will update the web site accordingly.
ALL CAMPUS COUNCIL OF FACULTY SENATE CHAIRS (ACCFSC)

- Lebbin reported that the ACCFSC passed the resolution with amended wording. However, it is unclear what the next step is because ACCFSC is now discussing its role and function.
- The issue of evaluation of UH administrators will be discussed at the next meeting, March 13-14. Lebbin will attend the first meeting and Chun will attend the 2nd meeting if her schedule permits.

LIBRARIAN FACULTY ISSUES SURVEY

- Lebbin suggested and LSEB approved the next step for the library faculty issues survey. Stone, Carlton, and Christensen will review the reports from each group and report to the LSEB members by April 7. LSEB will then investigate the next steps for each issue.

COMMUNICATIONS BETWEEN LSEB AND THE LIBRARY ADMINISTRATION

- Communication issues were raised when LSEB learned that the Western Association of Schools and Colleges (WASC) would meet with a group of Library representatives, yet, LSEB was neither informed nor invited to the meeting.
- LSEB decided to send a letter to the University Librarian to remind about LSEB's official functions and the need for good communications. Johnson will draft the letter and Lebbin will send it.

COMMITTEE REPORTS

Manoa Faculty Senate (Johnson)
1. Chair's Report -- Mike Forman began with a report of his numerous meetings and other activities for the last month. Highlights included a meeting with other faculty senates on campus (there are nine at Manoa), interviews for the Dean of the Law School, and articulation meetings with instructional faculty of foundation courses. Forman also announced that the Senate Executive Committee would henceforth be distributing their meeting minutes across all the campus faculty senates.

2. WASC Report -- Karl Kim (Interim Vice Chancellor for Academic Affairs)& Denise Konan (Interim Assistant Vice Chancellor for Academic Affairs)-- The duo updated the senate on the upcoming WASC visit in March. They distributed the Special Visit Report, and referred us to the wealth of material on the report and preparations for the visit on the web at:
http://www.hawaii.edu/wasc/uhm

3. Minutes of the January 22, 2003 meeting were adopted.

4. Resolutions

CAPP
- Resolution Relating to Teaching Assistant Training -- approved.

5. UHPA Report, Mary Tiles (UHPA President) -- Contract negotiations are at an impasse now, but some progress has been made regarding a number of issues, and talks have continued to be cordial. The next meeting is scheduled for March.

6. Committee Reports
GEC - Jeanne Oka, chair reported on GEC accomplishments, future GEC focus and diversity course offerings, and ongoing work. Detailed information can be found at: http://www.hawaii.edu/gened/

Recognizing no other business, the meeting adjourned.

UHPA (Carlson)
On February 15, 2003 UHPA Faculty Representatives met for the Faculty representative Forum. The agenda included:
* Walter Kirimitsu, UH Vice President for Legal Affairs and University General Counsel, discussing UH Autonomy/Reorganization
* A special presentation by Governor Linda Lingle
* A bargaining update and action plan
* Plan for a UHPA membership drive
* Legislative agenda and action plan presentation.

Distributed at the Faculty Representative Forum: UHPA/UH Negotiations Summary of Positions (February 15, 2003). Contract articles addressed in distributed hand out include: Article XXIX (Duration), Article XX (Salaries), Article XXII (Appointment, Duties, and Compensation for Academic Chairs), Article IX (Dept. or Division Procedures Governing Tenure, Promotion and Contract Renewal), Article XI (Tenure and Service), New article (Faculty Appointments Not Eligible for Tenure), Article XIII (Promotion), Article IV (Duty Period), New Article (Faculty Professional Responsibilities and Workload), Article XXIII (Grievance Procedure), Article VII (Faculty Travel), Article V (Leaves of Absence With Pay, Sabbatical Leaves), Article V (L.W.P, Family Leave), Article III (Conditions of Service, Exemption from Tuition), Article X (Intellectual Property, Patents, Copyright), Article XXI (Health Fund Contributions). When asked if this information would be available electronically to distribute to all UHPA members, Faculty representatives were informed that this information would be distributed to all UHPA members by mail.

The 'UHPA Bargaining Journal' was distributed in March 2003. Issue 1 has much of the information distributed at the Faculty Representative Forum.

Next meeting
Scheduled for April 9, at 9:00 AM at the Admin Conference Room.

The meeting adjourned at 10:22 AM.

Submitted by Tokiko Y. Bazzell (Secretary)