Library Senate Executive Board

Meeting Minutes
2004-09-15

Present: Barnard, Cartwright, Chopey, Christensen (chair), Flynn, Horie, Kwok (recorder), Rutter, Sack

Convened: 9:00 am

1. Approval of Minutes

Minutes of September 1, 2004 approved.

2. Additions to the Agenda

Christensen reported on the status of the memorandum of understanding between the UHPA and the University Administration. Christensen will inquire with UH Administration. Horie will inquire with UHPA.

Christensen read a memo from the Library Personnel Committee to the LSEB regarding James Kardash's (UHPA) suggestions for revisions to the LPC Policy and Procedures. Christensen will contact LPC about making a revision in time to present it at the full faculty senate meeting on October 6, 2004.

3. Announcements

Ruth Horie agreed to serve as the library senate parliamentarian.

James Cartwright agreed to serve as UHPA representative during Amy Carlson's absence.

Theodore Kwok updated the roster on the Library Senate website.

4. Review of Library Administration

The LSEB discussed various resources that committee members circulated since the last meeting, especially ARL's materials on evaluating academic library directors and the UH Administration's procedures for the evaluation of deans and directors.

Christensen reported on communication with the previous chair of the Manoa Faculty Senate (Mary Tiles) and members of the All Campus Council of Faculty Senate Chairs regarding faculty administered vs UH Administration administered evaluations of administrators. From all indications, no one is aware of any faculty administered evaluations. It was agreed that the senate needs to fully understand how the university librarian and others in management positions are being evaluated.

Additional discussion was on the next steps that are needed to proceed: [1] What are the current UH Administration policies and procedures? [2] When was the last such review conducted? [3] Who participates and to what extent? [4] And to ask that past UH Administration evaluations and the evaluation tool be provided to the LSEB.
5. Committee Reports [submitted by email]

**Elections committee** (Sack): Nothing to report.

**Staff Development Committee** (Barnard): Thanks to Gwen Sinclair for arranging the first activity of the new Staff Development Committee. We have invited Thomas Lim, Architecture Branch Chief of the State Historic Preservation Division, to give a brown bag lecture on Monday, September 27, 2004 at 12:00 p.m. in room 306. The Division maintains the Hawaii Register of Historic Places among other responsibilities. Mr. Lim will speak about the Division's activities preserving historic structures in the state. Staff Development Committee: R. Barnard (Chair), C. Inouye, G. Sinclair, L. Teruya, B. Tillinghast.

**Library Personnel Committee** (Wermager): Nothing to report.

**UHM Faculty Senate** (Chopey, Rutter): Nothing to report.

**All Campus Council Of Faculty Senate Chairs** (Christensen): I attended the All Campus Council of Faculty Senate Chairs meeting on Sept 10, 2004. As soon as the minutes from that meeting are approved I will make them available to the Library Senate. I am on an ACCFSC committee concerned with "harmonizing" policies and procedures for reporting grades throughout the UH System; there is nothing to report from that committee. President McClain addressed the ACCFSC at that meeting on several issues but wanted two of them specifically to be brought to the attention of the various senates. Those issues are: 1) New doctoral programs under consideration for UH Hilo. Hilo is considering creating doctoral programs in Hawaiian Language and in Pharmacy. 2) A proposed UH System level reorganization of Administration which could result in a more streamlined and less costly administration.

6. Next Meeting

September 29, 2004, 9:00-10:00 am, Yap Conference Room A153

The meeting adjourned at 10:00 am.
Submitted by Theodore Kwok (Secretary)