Library Senate Executive Board

Meeting Minutes
2008-01-08

Present:
Christensen, Grosenheider, Lebbin, Polansky, Wermager
Guests: Mochida, Carlson

Convened:
The meeting was called to order by Lebbin at 1:35 pm in the BHSD Conference Room

1. Discussion with Interim University Librarian:
A. 2007/2008 Review of Library Administrator(s) process
B. Issues on the horizon that will require or benefit from formal faculty consultation

Mochida noted that she had not been present when the first Review of Library Administrators was conducted in 2005. She had questions about the Review process, the schedule, and its expected outcome and value. Board members explained some of the background, rationale, and procedures of the prior Review. Although the Review is not part of any formalized administrative review, it is an internal mechanism to gather faculty input every two years on the perceived strengths and weaknesses of library administrator(s). Mochida will have the options of (a.) adding three additional questions and/or (b.) including her own prefatory statement to the review instrument. Mochida indicated a willingness to proceed with the Review.

Mochida felt that formal consultation with faculty would occur with the following events: the strategic planning process, library reorganization discussion, and planning for the biennium budget.

2. Evaluation of Library Administrators

Carlson, Chair of the Evaluation of Library Administrators Committee, discussed some of the issues (e.g., security, multiple submissions) involved with conducting the review process, using either an online or paper format. Although paper is reliable, it is also more time consuming. It was suggested that software programs like Survey Monkey can be made more secure using passwords. The group agreed to follow the format recommended by the Committee. The Review is scheduled for January 14 – 28, 2008.


The group approved the 11-20-07 minutes.

4. Reports of Officers, Standing Committee and MFS Representatives

LPC: Polansky is the new LPC Chair.
MFS representative: Christensen reported the Manoa Faculty Senate Library Task Force has completed its survey of users, there was a very high response rate (>1,700 surveys), and the results are being compiled and analyzed. The Task Force will be sharing the results in two ways: (a.) the results will be incorporated into the Manoa Faculty Senate Library Task Force’s report to the MFS sometime in early Spring, and (b.) a preliminary report will be shared with Library Administration to assist with the ongoing strategic planning process. Because the Task Force did not obtain prior approval for research involving human subjects from the Committee on Human Studies for its online survey, the results cannot be published widely.

The MFS passed two resolutions dealing with the new Executive Policy of recommending tenure on initial appointment for faculty and administrators. The resolution to accept policy on faculty tenure on initial appointment was approved with modifications. The resolution to reject policy on tenure on initial appointment for classified executives was approved. The new Executive Policy is on the January Board of Regents agenda.

5. Library Personnel Committee Policies and Procedures

LPC will be meeting to review and decide on a timeline to incorporate some of the following changes to its Policies and Procedures: (a.) rank of LPC members, (b.) reference to ACRL Standards for Faculty Status for College and University Librarians, and (c.) its role on recommending tenure on initial appointment for faculty and administrators (pending).

6. Resolution on Recruitment and Hiring of Library Department Chairs

This resolution was tabled at the last Library Faculty Senate meeting (12-11-07). The group discussed making some changes to the resolution and encouraging faculty discussion on the topic at the next Senate meeting.

7. New Business

Discussed including on the 1/21/08 Library Faculty Senate meeting agenda a discussion on articulating a formal process in the Library (maybe in the LPC Policies and Procedures) for recommending tenure on initial appointment for faculty and administration if the Executive Policy is approved by the BOR at their 1/11/08 meeting.

Meeting adjourned at 2:44 pm.

Submitted by Paul Wermager, secretary