December 16, 2015  
Present: Jocelyn Wehr, Musa Olaka, Sara Morris, Gaele Gillespie, Greta Kliewer, Sherry Williams  
Guests: Ann Snow

LFPA Exec did not meet on December 2

1. Approval of minutes for November 18 2015 – amended to reflect Tami Albin asking whether LFPA wanted to write a statement of support; minutes approved.

2. Charge for ad hoc committee to write code for new governance structure
   a. Ideas for charge:
      i. This committee will create a Code & Bylaws to reflect the governance structure proposed by the Ad Hoc Committee on Library Governance Structure by late March 2016.
      ii. Intent of this deadline is to provide time for elections in the early summer to have the new governance structure in place by the start of the 2016 fiscal year.
      iii. Need to look at university governance example to see how these codes might be structured.
      iv. Should it be a joint code with separate bylaws? Or three separate codes? What is the difference between Code and Bylaws?
   b. Greta to set up a Google Doc so LFPA Exec can edit the charge; Charge to be completed by first week of January

3. Volunteers for ad hoc committee
   a. Mary Ann Baker and Brad Engelbert volunteered; Fran volunteered to represent Code and Bylaws – asked LFPA if whole Code & Bylaws group would be involved or just a few members. Heather MacBean volunteered to participate and is a UPS member; Sara Morris volunteered to represent LFPA Exec. Ann Snow offered to participate to represent KULSS – would need a second KULSS member. Suggested having a member who has not been on Code & Bylaws to bring some new perspective.
      i. Faculty: Fran Devlin and Sara Morris
      ii. UPS: Brad Engelbert, Marianne Reed (Jocelyn will ask)
      iii. KULSS: Ann Snow and one additional
   b. Will wait until Friday (deadline for volunteers) and then contact another KULSS member
   c. Who should chair? The group could decide among themselves – Sara Morris will call first meeting as liaison for Code & Bylaws

4. Review of administrative document for faculty standards for evaluation of teaching
   a. Kent and Mary presented this to Sherry at their first meeting in September; library faculty had drafted this regarding teaching classes for credit – any issues with it? Did not want to task P&T with it at the time. Sherry shared with Whitney on 12/15. Has not yet been shared with LCPT.
   b. Working on this document was a charge for LCPT in FY14. Sara Morris indicated this may not be a document we vote on – criteria and evaluation documents are voted on, but this is an administrative/procedural document. Document does not address PTR. Also does not state that this is specifically dealing with instructors who are the instructor of record.
c. Can ask Kent and Mary what next steps are in next meeting with Sherry and Sara; has been shared with Whitney Baker and a few concerns were raised. LFPA Exec wants to ask – where should this document reside? Is it a procedure? Etc.

5. Sherry noted that Kent and Mary canceled their last meeting with LFPA Exec chair and vice-chair since Libraries hat not yet met with SPPT; Kent and Mary received a message from SPPT since then requesting the Libraries to combine their academic staff criteria. Judith to come to the LFPA Exec meeting on January 13 to discuss. Invite Whitney Baker and Jamene Brooks-Kieffer as well, as chairs of LCPT and Sabbatical Leave and Post-Tenure Review, assuming Judith can attend.