ACTION ITEMS

1. Sara Morris will provide a list of eligible committee members (LCPT, SLPTR, and task force).
2. LCPT Liaison Josh Bolick and SLPTR Liaison Andi Back will call the first meetings of their respective committees and help facilitate the election of a committee executive board by August 1.
3. Each member of the LFA Executive Board will review the annual reports, charge, and help identify special charges for LCPT, SLPTR, and LFPA Executive Committee.
4. Sara Morris will write up the special charges and send to us in an email to review and have formalized by the first committee meetings.
5. All LFA Executive Board members will review the special charges and give feedback to Sara Morris by July 15, 2016.
6. LFA Executive Board will appoint a working group to repackage and re-write the DELF. Sara Morris will ask potential members to serve on the DELF.
7. Rebecca Orozco will set the LFA Executive Board meetings.

MINUTES

I. Introductions
   a. Present Members: Chair: Sara Morris, Vice Chair/Chair Elect: Karna Younger (tardy), Secretary: Rebecca Orozco, Member 1: Ada Emmett (virtual attendance), Member 2: Sherri Brown, Member 3: Josh Bolick, Member at Large: Andi Back

II. LFSA Update
   a. Leadership
      i. The Library Faculty & Staff Assembly (LFSA) Executive Board meet July 11, 2016 at 11:30am and elected officers.
      ii. Rebecca Orozco sent out an email announcing the new Library Faculty and Staff Assembly Executive Board officers as follows:
      1. Co-Chairs: Sara Morris, Library Faculty Assembly (LFA) & Marianne Reed, Library Staff Assembly (LSA)
      2. Co-Vice Chairs: Leah Nelson, LSA & Karna Younger, LFA
      3. Secretary: Greta Kliewer, LSA
      ii. The LFSA Executive Board decided to have co-chairs to help ease the transition to the new governance structure.
   b. Website
      i. Greta Kliewer, Leah Nelson, and Rebecca Orozco will spearhead a draft of the layout and organization of the LFSA, LFA, and LSA website.
      1. The website will house information from all three governance boards and committees.
      ii. The most recent past agenda and meeting minutes from 2015-2016 fiscal year are on the Library Faculty and Professional Assembly (LFPA) and KULSS websites. Later fiscal year minutes are in KU Libraries archives.
   c. Other
      i. Due to the restructuring, LFSA has four committees that previously reported to the dissolved LFPA.
      1. Committee on the Code & Bylaws (CCB)
      2. Committee on Research & Scholarly Activity (CRSA)
3. Committee on Salaries & Benefits (CSB)
4. Executive Committee
   ii. Under the new governance structure, LFA has two committees that previously reported to the dissolved LFPA.
      1. Library Committee on Promotion & Tenure (LCPT)
      2. Sabbatical Leave & Post-Tenure Review Committee (SLPTR)

III. Overview of our work in the near future
   a. Meetings with Dean
      i. Sara Morris (LFA Chair) is in communication with Nate Chamberlain, an administrative assistant in the Dean’s Office, to arrange regularly scheduled meeting for herself and Karna Younger, LFA Vice-Chair/Chair Elect, with KU Libraries’ Dean Kevin Smith.
      ii. In addition, as co-chairs for LFSA, Sara Morris and Marianne Reed, LSA Chair, will have meetings with Dean Smith on an as needed basis.

IV. LFA Committees: Library Committee on Promotion & Tenure (LCPT) & Sabbatical Leave & Post-Tenure Review Committee (SLPTR)
   a. Appoint LFA Liaisons
      i. Since LCPT and SLPTR are the only two committees under LFA, the LFA Executive Board does not need to appoint members. The members of both committees have been elected; however, every committee will need an Executive Board liaison. Liaisons will call first meeting and oversee elections of committee executive boards.
      ii. LCPT and SLPTR will need to be assembled and the executive boards elected by August 1.
      iii. List of current LCPT and SLPTR members is available on the old LFPA website at: https://lfpa.ku.edu
      iv. Call First Meetings
         1. The LCPT liaison will be Josh Bolick, Member 3.
         2. The SLPTR liaison will be Andi Back, Member at Large.
            a. LCPT Liaison Josh Bolick and SLPTR Liaison Andi Back will call the first meetings of for their respective committees.

V. Review Annual Reports
   a. Each member of the LFA Executive Board will review the annual reports, charge, and help identify special charges for LCPT, SLPTR, and LFPA Executive Committee.
   b. Continuing/Special Charges
      i. Since the LFA Executive Board decided to assign the special charges suggested at the end of the last fiscal year, Sara Morris volunteered to write up the special charges.
         1. All LFA Executive Board members will review the special charges and give feedback to Sara Morris by July 15, 2016.
         2. Sherri Brown, Member 2, asked a clarifying question at the beginning of the special charges discussion concerning what happens to Unclassified Academic Staff (UAS) after promotion?
            a. UAS will go through the equivalent of post-tenure review and be able to take sabbatical leave. The rank of UAS is as follows: Assistant Specialist, Associate Specialist, Senior Specialist. UAS have the option of pursuing Senior rank. UAS are expected to go through review 7 years after promotion to Associate Specialist. This was laid out a few years ago when the discipline expectations were revised to incorporate Unclassified Academic Specialists. They were approved by LFPA.
In the LCPT LFPA Committee Final Report, under Section 3.3.4.3., the LCPT is
charged with reviewing the promotion and tenure criteria annually.
1. This is rewritten in the LFSA governance code as well.
   a. LCPT is the owner of criteria and discipline expectations.
   b. Even though, the annual review of criteria is a standing charge for LCPT, Ada recommended it be given as a special charge in order to set deadlines for the LCPT so this task does not get lost among others of the committee.

iii. The special charge for SLPTR will be to revise the Post-Tenure Review (PTR) calendar.
   1. This traditionally falls under the SLPTR charge.
   2. The PTR calendar is the procedural calendar.

iv. Sara will write up the special charges and send to us in an email or OneDrive to review and have formalized by the first committee meetings

II. Goals for 2016-2017
   a. Transition into new Governance Structure
      i. The Faculty Evaluation Plan needs to be revised.
         1. This action item will be put on a future agenda.
         2. The Faculty Evaluation Plan needs to be changed to reflect promotion track.
      i. The LFA Executive Board will appoint another small taskforce.
   b. Repackage/re-write Discipline Expectations for Library Faculty at KU (DELF), Criteria for Academic Ranks of Librarians (CARL), Overview Document, Code
      i. Needs to go to ballot late November or early December
      ii. KU Libraries governance must provide the Provost Office with copies of all policies and governing documents in the KU Policy Library.
         1. This had not been done for the Discipline Expectations for Library Faculty at KU (DELF) or the Criteria for Academic Ranks of Librarians (CARL).
      iii. LFA Executive Board will appoint a working group to repackage and re-write the DELF & CARL.
         1. The document needs to be approved by November in order to be given to the Provost Office in May of 2017.
         2. LFA will need someone from LCPT to act as a first reviewer for these documents.
         3. The working group will not overhaul the criteria instead their task will be to put the existing information in the template for approval by Senate committee (SPTT)
         4. We are currently using an unapproved document.
         5. The working group will consist of a mix of 5 members: tenure track and promotion track faculty and one human resources representative as an ex officio member.
            a. We discussed membership and wanted it to be reflective of the make up of KU Libraries faculty.
            b. Sara Morris will ask the potential members identified.
   c. Since all of the governance and policy documents will need to go into the KU Policy Library, LFSA is working on getting a document submission workflow.

VI. Future Meetings
   a. Typically, the governance meetings are held biweekly.
      i. The meetings are set by the LFA Secretary, Rebecca Orozco.
   b. Sometimes meetings are only once a month depending on task and schedule conflicts.
c. The LFA Executive Board voted for a regular meeting time biweekly.
   i. Members requested to not meet on Mondays or after 4pm.
   ii. Each member needs to make sure Outlook is up to date.

d. The LFA Executive Board needs a quorum of two-thirds to conduct business.

e. There will be a General Assembly meeting sometime in October.

f. There will be a meeting in August to discuss the first meeting of LCPT, SLPT, and the DELF working group.

VII. Adjournment