MINUTES: 2016-2017 Library Faculty Assembly Executive Committee

Wednesday, August 17, 2016
2-3pm
Watson 440B

ACTION ITEMS

MINUTES

I. Attendance
   a. Chair: Sara Morris, Vice Chair/Chair Elect: Karna Younger, Secretary: Rebecca Orozco, Member 1: Ada Emmett, Member 2: Sherri Brown, Member 3: Josh Bolick, Member at Large: Andi Back

II. Approval of the Minutes
   a. The Library Faculty Assembly discussed the amount of detail to include in the minutes.
      i. The amount of detail to be included in the minutes is contingent on the topic of discussion, but in general will be short and concise.
   b. Approval of the minutes was tabled until next meeting.

III. Liaison Reports
   a. Library Committee on Promotion and Tenure (LCPT)
      i. Josh Bolick, the LCPT Liaison, reported that LCPT convened that last week of July and officers were selected.
         1. Scott McEarthon is the Chair.
         2. Sarah Goodwin Thiel is the Secretary.
      ii. Tami Albin volunteered for ad hoc review of tenure and promotion packets.
      iii. LCPT has started to devise a plan to address the special charge given to them. (See LCPT_Charges_2016_2017).
   b. Sabbatical Leave & Post-Tenure Review Committee (SLPTR)
      i. Andi Back, the SLPTR Liaison, reported that SLPTR was convened the last week of July and officers were selected.
         1. Chair is Lyn Wolz.
         2. Secretary is Lea Currie.
      ii. SLPTR met the week of August 15.
         1. SLPTR has the list of people going up for Post-Tenure Review (PTR) from 2017 through 2020.
         2. The committee has reviewed the sabbatical deadlines. Lyn Wolz is scheduling tentative meetings within the deadlines to review any applications they receive.
         3. Lea Currie is working on setting up a pre-PTR meeting for the 4 individuals scheduled to go up for PTR in 2017 with the current SLPTR committee members, Mike Broadwell, Executive Director of Administrative Services, and Leah Nelson, Human Resources Assistant.
            a. This SLPTR Committee is aiming to hold the preliminary meeting the week of September 19.
            b. All committee members are reviewing the PRT documentation before September 19 as well as that for sabbatical leave in preparation for any possible applications.
IV. The Promotion and Tenure Documents (PTD) Working Group
   a. The members of the PTD Working Group are Andi Back, Judith Emde, Amalia Monroe-Gulick, and Betsaida Reyes.
   b. The working group has met twice and scheduled bi-weekly meeting to move quickly against the LFA November 18 deadline so the policy can come up for review by the University Faculty Senate, Standards & Procedures for Promotion and Tenure (SPTT) Committee in January 2017.
      i. The SPPT deadline is hard because an Unclassified Academic Staff (UAS) is going up for promotion in the Spring of 2017.
   c. Individuals in the working group are currently combining existing documents into the University Faculty Senate template and updating the information to include the requirements for UAS.
      i. At their meeting last week, the working group divided up the documents and individuals are currently working on highlighting needed changes, standards and procedures, and plugging information into template.
      ii. The working group will review the information added to the template at their next meeting.

V. Website
   a. Rebecca Orozco, a LFSA Website Taskforce member, reported on the progress of the taskforce.
      i. The LFSA Website Taskforce is proposing organizing the governance website based on the government assemblies.
         1. The home page would be the page for LFSA, with two subpages for LFA and LSA.
            a. The governance committees would be given subpages under the respective assemblies.
         2. There would also be an archive page that will house governance documentations of past years.
         3. Finally, the website will include an information page about the governance structure, how to get involved, and a brief description of each of the committees.

VI. New Business
   a. Policy Library meeting with Mike Boardwell was postponed.
      i. This meeting will discuss who will be in charge of uploading the KU Libraries governance documents.
      ii. All documents need to be approved by KU Libraries Dean and Marylee Hummerts' office.
   b. Karna Younger, Vice Chair LFA, and Sara Morris, Chair LFA, met with Kevin Smith, Dean of KU Libraries.
      i. In the meeting they discussed working on faculty orientation and mentoring for pre-promotion and pre-tenure.
      ii. Karna Younger and Sara Morris were given a draft of new employee check list and they asked that it include something about governance.
   c. Fall Meeting
      i. LFSA has to have a fall meeting because they have four committees.
      ii. LFA will have business in November to review documents.
1. Dean Kevin Smith would like to be on the agenda to talk about faculty classifications.
   a. LFA may call a separate meeting to let Dean Kevin Smith address the assembly about the faculty classifications.
   b. Sara Morris will ask Dean Smith and Rebecca Smith about the content of his address.

d. Miscellaneous
   i. LFA needs four people for quorum to hold meetings on the first and third Wednesdays of the month.
      1. Give advance notice if you cannot make the meeting.

VII. Adjournment