I. Attendance:
   a. Present – 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, General Assembly Members: Jon Guillian and Callie Wiygul Branstiter

II. Minutes from the November 15, 2016 LFA Executive Board meeting were approved as is.

III. The Promotions and Tenure Documents Update
   a. The LFA General Assembly voted to adopt the new Promotion and Tenure Procedures for the Faculty of The University of Kansas Libraries and revised Criteria for Academic Ranks of Library Faculty on December 19, 2016.
   b. Dean of KU Libraries, Kevin Smith, has approved the documents and will send them to the Faculty Senate, Standards & Procedures for Promotion and Tenure (SPPT) Committee when the committee returns from winter break.
   c. The Promotion and Tenure Procedures for the Faculty of The University of Kansas Libraries and revised Criteria for Academic Ranks of Library Faculty will need to go into the KU Policy Library once they have been approved by SPPT.

IV. Unclassified Academic Staff (UAS) Working Group Update
   a. The UAS Working Group has reviewed different levels of policies at the University of Kansas.
   b. The UAS Working Group has had informal conversations with the KU Library administration about the classification.
   c. The UAS Working Group wants to survey KU deans about how UAS classification is used across campus. LFA Executive Board discussed the survey.

V. Revising the Overview Document
   b. The new document will be presented to LFA General Assembly, but it does not need to be voted on because it is not actual policy.
   c. LFA Executive Chair, Sara Morris, wrote up membership requirements and a charge for the working group.
      a. LFA Executive Board discussed membership and charge.
      b. Ada Emmett suggested including a non-tenured member for a new perception. After discussion, LFA Executive Board decided to have the working group present the new document to them, since LFA Executive Board has several non-tenured library faculty.
      d. The Overview Document Working Group charges were accepted unrevised and potential members were discussed.
      e. The LFA Secretary, Rebecca Orozco, will be the liaison to the working group.

VI. Adjournment