LFPA Executive Committee

March 28, 2011

Present: Erin Ellis, Wade Garrison, Kim Glover, Marianne Reed, Sarah Goodwin Thiel

Actions from Feb. 14 meeting:

For the Spring Assembly: Encourage opportunities for professional development through LOSDC
For the Spring Assembly: Introduce Annual Report Template for LFPA committees
For the Spring Assembly: Announce Digital Measures instrument to document faculty research
Marianne: Talk to Deb Ludwig re: space on Hawk Drive
Marianne: Talk to Becky Schulte to talk to LFPA Exec re: records best practices for LFPA documents
Kim: Report on university policies re: promotion of unclassified professionals
Marianne: Go back to Code and Bylaws and direct them to construct code re: putting committees on hiatus.

I. Kim Glover – report on unclassified professional promotion process
   a. Contacted H-R: Sarah Campbell
      i. Still working on process for career ladder for Unclassified staff and revising titles
   b. Other Universities
      i. Columbia: Teaching Associate, Sr. Teaching Associate
      ii. University of South Carolina: Research Associate, Sr. Teaching Associate (after X years of experience)
   c. Handbook of Unclassified Staff
      i. Possible, but process is very amorphous. Doesn’t tell us what is needed to advance, etc.
      ii. There are processes for Academic unclassified staff positions
   d. Meeting with select other Unclassified Professionals on April 5

II. Marianne Reed – Archiving LFPA web site
   a. There is a Libraries’ section of Hawk Drive to which Marianne is working on getting access
   b. Marianne will be meeting with Becky later this week to discuss retention of web site materials

III. Meetings with consultants on May 17 – Erin
   a. Questions about makeup of the groups to meet with consultants
   b. Lorraine sent message late last week
   c. 6 groups:
      i. User/Public Services
      ii. Digital Research in the Humanities
      iii. Open Access
      iv. Instruction and Curriculum
      v. Collections
      vi. Data Services
IV. Putting committees on hiatus
   a. Annual review by LFPA Exec of all committees
   b. Exec solicits feedback from LFPA members (Charges, etc)
   c. Exec can make a determination each year about whether a committee can go on hiatus (if there is nothing for the committee to do)
   d. Process for reviving a committee on hiatus (requests to Exec, suggestions for charges)

V. Spring Assembly agenda (April 21, 2011) - Send out template, etc., to the membership by April 7 (2 weeks before the meeting)
   a. Introduction of new members
   b. Lorraine: Consultants’ visit – 20 minutes
   c. Denise: Research measurements (Digital Measures) – 1 hour
   d. Erin: Draft committee annual report template
   e. Code and Bylaws: Language to be stricken (maybe language re: hiatus)
   f. Statement to support and encourage LOSDC activities (Strengths Finder, facilitation, etc.)

Actions:

Marianne: Remove reference to “LFA” from Code and Bylaws and submit to LFPA Exec with line #'s

Marianne: Bring hiatus language back from Code and Bylaws to LFPA Exec.

Erin: Add time for Lorraine to Spring Assembly to talk about consultants’ visit