LFPA Spring Assembly  
Wednesday, April 25th, 2012  
2:00-3:30 am, Watson 503 A and B

Present:  
Ada Emmett; Angie Rathmel; Amalia Monroe-Gulick; Beth Whittaker; Brad Engelbert; Brian Rosenblum; Carmen Orth-Alfie (recording secretary); Courtney Foat; Curtis Marsh; Deb Ludwig; Elspeth Healey; Erin Ellis; Fran Devlin; Gaele Gillespie; Geoff Husic; George Gibbs; Jen Church-Duran; Jill Becker; John Stratton; Jon Giullian; Judith Emde; Julie Petr; Karen Cook; Kathy Graves; Kathy Lafferty; Keith Russell; Kent Miller; Kim Glover; Larry M. Brow; Lars Leon; Lea Currie; Lorraine Haricombe; Marianne Reed; Mary Raple; Mary Roach; Micki Lubbers; Mike Broadwell; Monica Claassen; Nikhat Ghouse; Rachel Miller; Rebecca Smith; Roberta Woodrick; Sara Morris; Sarah Couch; Sarah Goodwin Thiel (Chair); Sarah Kanning; Scott Hanrath; Scott McEathron; Susan Craig; Tara Wengor; Vickie Doll.

Handouts and other documents:  
LFPA Fall Assembly minutes, Oct 26, 2011  
LCPT Voting Conundrum, April 25, 2012 (J. Emde, LCPT Chair)  
Townhall meeting – presentation slides (J. Church-Duran)

Welcome New Members since October 2011
  
S. Goodwin Thiel welcomed and congratulated our new and newly promoted members who were introduced by their supervisor or other LFPA members:  
• Scott McEathron and Lynn Wolz were recently promoted to the rank of full Librarian.  
• Scott Hanrath was appointed Director of Integrated Technology Services, tenure-track Assistant Librarian.  
• Jill Becker joined LFPA as the newly appointed unclassified professional, First Year Experience Coordinator.  
• Jeromy Horkman, Watson Operations Coordinator; Robert Szabo, Anschutz Operations Manager; and Courtney Foat, Graphic Designer, were promoted to unclassified professional positions and are new LFPA members.

Minutes from LFPA Spring Assembly October 26, 2011 – minutes approved.

PRC Code change proposed
  
LFPA Chair S. Goodwin Thiel proposed changes to the ex officio membership of the Committee on Planning and Resources. This year’s committee ex officio member has been
Rebecca Smith, Executive Director of Communication, Advancement & Administration, rather than the specified position in the Code and Bylaws. The proposal will change the Code and Bylaws 3.3.7 to allow some flexibility for the Dean to appoint the ex officio from the administrative office. After a brief discussion a motion was approved to have the Committee on Codes and Bylaws draft the change and send out a ballot. Vote was moved by Marianne Reed and seconded by Nikhat Ghouse. A ballot will be distributed next month.

Comments from the Dean

Dean Haricombe bid everyone good afternoon and added congratulations on the recent promotions, and welcomed the new members of LFPA. She noted that the realignments were evidence of our agile and flexible organization which is doing quite well and with great outcomes.

Dean Haricombe conveyed conversation shared during the Deans lunch with the Provost. First being faculty recruitment. The Provost has articulated that 30 new engineering faculty will be hired over the next five years. This is part of a state of Kansas mandate. In addition to the thirty engineering faculty, twelve new faculty will be hired to advance work on strategic initiatives. These strategic initiative positions are considered “foundation faculty”. As such, the Deans are looking in specific fields to hire superstars who may already be distinguished professors, senior level people with depth in their fields, including KU faculty who qualify. The purpose is to create high visibility and to take KU to the next level.

Second, Deans are encouraged to submit to the Provost by May 15th the FY 2013 faculty hiring plans. Dean Haricombe will submit a plan to hire three faculty positions: 1. metadata librarian; 2. data librarian focused on management, services and data literacy (request pending from last year); 3. Kansas Collections Curator to replace the position vacated when S. Williams was appointed Spencer Collections Curator. This is a crucial position to invest resources in the Kansas Collection and to seek grants.

Third, the Provost intends to increase multidisciplinary joint faculty appointments. Dean Haricombe indicated that the Libraries are in a great place to be part of this initiative. At the same time, the University is working to improve instruction and make core curriculum changes. This presents both challenges and opportunities which KU has chosen to move forward to improve university rankings and graduation rates.

Dean Haricombe spoke about the importance of being involved outside of the library and acknowledged the efforts already in place. Noting that being at the table is an important part of what we do. Dean Haricombe challenges all of us to understand what is going on around campus.

- University Core Curriculum Committee includes an ex officio member from the Libraries.
- J. Church-Duran served on the “one-book” committee.
- D. Ludwig and Dean Haricombe have participated in university wide meetings about data management. We have a role to play in data archiving and we have stepped into this frame.
Strategic Planning Update

J. Church-Duran provided an update on the Libraries’ Strategic Planning. She thanked those who have contributed so far to the process while noted that there will be more opportunities to contribute to the process. Reminder: there will be a town hall meeting tomorrow, April 26. There will be additional opportunities to comment and ask questions later on in the process. J. Church-Duran described the next steps in the strategic planning process in her presentation.

R. Smith reported that the University Senate Committee on Libraries was given a high level overview of the plan which covered process and proposed outcomes. Smith noted the report to the Committee was early in the process and was approximately one month before other external audiences will review the draft final plan. The Committee asked questions and provided feedback related to Goals 1 and 2. There was discussion about the ‘return on investment’, ‘peer’ libraries, campus partners and metrics to track success.

Dean Haricombe made additional acknowledgments related to LFPA members’ efforts to build strong relationships outside the library. The Dean extended thanks to anyone that is out there making KU visible – we should continue to look for opportunities. Some mentioned during the meeting:

- Everyone involved with the Huron process.
- S. Hanrath, L. Leon, J. Church-Duran, Dean Haricombe present at the Living the Future conference in Arizona.
- L. Currie co-presented at the Electronic Resources and Libraries Conference.
- N. Ghouse and K. Glover will be at LOEX.
- L. Brow recently published an article about training students.
- J. Krentz was congratulated on her new job that while take her away from KU; however it is an opportunity that could not be passed up.

At the conclusion of the Dean’s comments and J. Church-Duran update on the Strategic Plan, the LPFA Chair called for questions. No questions were asked.

Library Committee on Promotion and Tenure (LCPT) question

Judith Emde, LCPT chair, presented the “LCPT voting conundrum” document addressing the conflict between university policy and LFPA policy as they related to Promotion and Tenure processes. After LCPT’s careful comparison it was determined that the issue of “confidentiality” needs to be reconsidered in the Library policies. LCPT proposed getting through this year and changing the code later to be in compliance with University Policy in time for next year’s P&T process. Questions raised and concerns addressed included clarification of the issue, possible solutions, timing of any changes, and impact on this year’s process. After deliberation, S. Goodwin Thiel summarized the consensus of the group to form a committee to address the needed changes. She will send out a summary of issues and move forward on next steps.
Call for volunteers for 2012/2013 standing LFPA committees and LFPA Executive Council members

S. Goodwin Thiel and A. Monroe-Gulick noted that there will be call for 2012/2013 elections soon. The goal is to have the elections in May. So, please consider self-nominations as well as nominating members for LFPA Exec and LFPA committees.

Call for volunteers for Ad Hoc LFPA Committees

S. Goodwin Thiel will send out the ad hoc committees’ charges and call for volunteers.

Faculty Evaluation ad hoc committee will review and recommend changes to the current Faculty Evaluation Plan, approved in 2009. There needs to be an overall haul of the plan completed and approved by the LFPA Assembly to follow next year. L. Wolz has agreed to serve on this committee.

Unclassified Professional Staff ad hoc committee will work to develop the first Unclassified Professionals Evaluation Plan. M. Claassen has already agreed to serve on this committee.

Discussion focused on the use of separate committees instead of the standing Salaries and Benefits Committee. S. Goodwin Thiel noted that the LFPA Exec had considered both options. The ad hoc committees will keep the Salaries and Benefits Committee informed.

Libraries Discipline Expectations and Criteria for Academic Rank

The review of the Libraries Discipline Expectations and Criteria for Academic Rank policy has been postponed. It has been determined by Bill Keel, chair of the Standards and Procedures for Promotion and Tenure Committee (SPPT), that departments will review P&T documents every 5 years rather than every three. This means that the Libraries Discipline Expectations and Criteria for Academic Rank documents will be reviewed in 2014 rather than 2012. Our current LCPT committee supports this change and recommends that, except for minor format changes, these documents remain in use as currently approved.

University Core Curriculum Committee ex officio member

Dean Haricombe asked the Assembly for input on the selection of the ex officio member to the University Core Curriculum Committee. She noted this is an important committee. It was decided to have LFPA elect the Libraries’ ex officio member which requires a tenured/tenure track faculty member and will not be an administrator. Dean Haricombe will share the charges and description of the committee appointment. The election will be coordinated through the LFPA Nominating and Ballot Committee.

LFPA and university level Committee updates
Due to limited time remaining, S. Goodwin Thiel asked that updates be sent to LFPA Secretary, C. Orth-Alfie, for insertion into the minutes.

Other comments and discussion

With time remaining there was a call from the membership to hear about recent University Faculty Senate activity. L. Currie reported that there are four LFPA members on Faculty Senate: L. Currie, S. Morris, J. Petr and F. Devlin. Faculty Senate issue include:

- Faculty review process related to a recent situation where someone was denied tenure and also how the Faculty Senate discussions related to Kansas’ open meetings law;
- Core Curriculum Committee membership from the KU Libraries was debated. L. Currie and F. Devlin effectively pushed for Librarian membership which in-turn brought the issue to Dean Haricombe’s attention. The Dean noted that it was very important to have library representation on the committee. She noted that involvement in Faculty Senate was key to successfully having the ex officio member.
- No news from the Academic Committee.
- There was general discussion on the procedure of submitting changes to the KU Libraries’ discipline expectations document to SPPT for approval.

Meeting adjourned at 3:30 pm.

LFPA Committee Updates submitted via email:

**Library Committee on Promotion and Tenure** – update submitted by Judith Emde
LCPT members: Tami Albin; Deborah Dandridge (secretary); Judith Emde (chair); Geoff Husic; Keith Russell (ad hoc committee rep)
In the fall, we had two promotion files to full librarian to review which ended successfully. One PTTR file was reviewed early in 2012.
In reading the Provost instructions carefully this year, LCPT realized we are not in compliance with University rules. Currently the associate librarians review and discuss the files submitted for promotion to librarian but do not vote which follows the LFPA code. University rules state that only eligible members who vote on the files can review and discuss the files.

**Committee on Salaries and Benefits** – update submitted by Jon Giullian
SBC members: Julie Buschbaum, Jon Giullian (Chair), Becky Schutlze, Sarah Goodwin Thiel (LFPA Exec liaison)
1. In response to the charge to investigate travel/professional development funding, the SBC has compiled data from other libraries nationwide. KU Libraries seems to be underfunded compared to responses received. The committee is in the process of drafting recommendations that will help KU Libraries be more competitive in recruitment and retention. Part of these recommendations will include data from a brief survey to be sent to LFPA members in May 2012.
2. In response to the charge to investigate compression studies, the SBC compiled a body of articles on salary compression. These articles are stored on Hawk Drive and accessible to all library staff. Given the Library Administration’s ongoing efforts to address salary inequities that have resulted from compression, LFPA recommends that the SB committee conclude its work on this charge.

Committee on the Code and Bylaws – update submitted by Kathy Graves
CB members: Kathy Graves; Sara Morris; Marianne Reed
The Committee has been quiet this year, meeting only once. So far there are no special charges for 2011-2012. Changes are anticipated for Code related to shared KULSS/LFPA committees regarding committees on hiatus/placed on review (3.3.2.1).

Committee on Research and Scholarly Activity – updates submitted by Tara Wenger
CRSA members: Tara Wenger (chair); Angie Rathmel (secretary); Lars Leon; Lea Currie; Joyce McCray-Pearson (Law Library); Brian Rosenblum (LFPA Exec liaison)
Angie, Lars and Joyce will all finish their terms at the end of this fiscal year. We still have a fairly substantial balance ($3000+) so I would encourage anyone needing financial assistance for a research project to submit an LRF application. Do keep in mind, however, that the funds must be spent this fiscal year.
So far this year, we have granted LRF awards to: Whitney Baker; Monica Claasen; Shiferaw Assefà; Rich Ring. GRF awards went to: Whitney Baker and Karen Cook.
In addition, CRSA presented a panel on developing research projects. Panelists were Amalia Monroe-Gulick, Jon Gullian, Susan Craig, Whitney Baker and John Stratton. This Spring we had Daniel Coonfield from Research & Graduate Studies give a training session on setting up an account in Community of Science, a resource that allows you to search for grant opportunities in many fields – not just the sciences.
Finally, we are purchasing, along with LOSDC, a series of webinars, From Idea to Publication.

Committee on Planning and Resources – update submitted by Judith Emde
PRC members: Andi Back (co-chair); Jim Richey (co-chair); Molly Altman (secretary); Wade Garrison; Kim Glover; Judith Emde; Rebecca Smith (ex-officio)
PRC has been reactivated. A new charge is to act as an internal advisory group to the Office of Communications and Advancement. Rebecca has kept the committee apprised of the capital campaign, fund raising principles, and activities. Another charge is to review and monitor progress of the Operational Plan. The committee met with Kent Miller and Shannon Royer to learn more about the current process of requesting supplies & equipment. The committee has been asked to make the processes more transparent.

Unclassified Professionals Committee update – update submitted by Letha Johnson
UPC Members: Letha Johnson (Chair); Micki Lubbers (Secretary); Brad Engelbert; Mary Raple (LFPA Exec Liaison)
The committee has been working on our special charges of developing a promotion structure for the Unclassifieds and hosting a professional development event.
Progress has been made on the promotion structure, and the committee hopes to have a draft ready by the end of the year.
The committee will not be able to host a professional development event this year, but will be sending out a survey shortly to gage the type of professional development the Unclassified staff is interested in, so that next year’s committee will be able to host an event.

Upcoming events:
1. Unclassified staff Spring meeting is scheduled for Wednesday, May 9, tentatively for 455 Watson.
2. Encourage people to start thinking of nominees for the Unclassified Professionals Excellence Award

Sabbatical Leave Committee – updated submitted by Whitney Baker
The Sabbatical Committee reviewed one sabbatical file in the fall. The committee also hosted a panel discussion called “Considering a Sabbatical?” on March 15, 2012. (Karen Cook’s application for sabbatical was approved by the University Committee on Sabbaticals this spring.)

University level committee updates submitted via email

Faculty Senate Research – update submitted by John Stratton, member
The FSRC completed its work in April of this year. Here are highlights:
FSRC reviewed and commented about the introduction on this campus of Academic Analytics (AA), a system used to gather and measure faculty scholarly productivity. Extensive conversations were held with the Office of Research and Graduate Studies and the Faculty Senate Executive Committee concerning the proposed usage of AA in light of KU’s strategic plan Bold Aspirations.
The FSRC worked extensively with the Office of Research and Graduate Studies to revise the General Research Fund (GRF) guidelines and revising the GRF website. We also worked on a system for posting an annual list of GRF recipients and their project titles and abstracts.
FSRC chair Lori Vanchena held a conversation with CIO Bob Lim regarding a variety of topics relative to faculty research needs and campus computing. Among topics discussed were these:
• The establishment of an Academic Computing Facility;
• IT progress on building mobility solutions (using mobile devices to connect to Blackboard, work with financial aid, etc.);
• Discussion of the initial development of an institutional plan for archiving research data;
• University-wide computer replacement policy;
• Review of technological infrastructure for the entire campus;
• Reorganization of decentralized IT staff;
• Issues related to printing.
Chair Vanchena also noted that next year a three-year review of the GRF needed to be done.

Unclassified Senate – updated submitted by Roberta Woodrick, member
• Much of the summer discussion was about the Huron group and their recommendations would be affecting the university; Huron reps spoke at one of the Unclassified Senate meetings.

• In February, UPS representatives along with others from the university met with members of the Kansas Legislature, UPS talking points focused on how unclassified staff members play a role in the university’s efforts to remain in the Association of American Universities (AAU) and procedural or policy changes being examined to help the University continue increasing its operational efficiency.

• Also in February, the second annual Leadership Summit was held to great success, nearly were in attendance, focused on the strengths program.

• Professional Development Committee helped to start a group for post doc employees that is now recognized as an official KU organization; called KU Postdoctoral Association (KPA). http://www.ku.edu/students/orgs/The_11900.html
  kupostdocs@gmail.com
  If you work with post doc employees, let them know about this group.

• Sent out the governance and representation survey to all unclassified staff in March (if you didn’t receive, let me know and I will make sure you are on the mailing list).

• appointed a Tuition Assistance Task Force to investigate possibilities for tuition assistance for staff, their spouses and dependents.

• Mini Wheat State Tour planned.

Standards and Procedures for Promotion and Tenure Committee (SPPT) – submitted by Judith Emde, member
  I’ve completed my 4th year on this committee. This past year, SPPT has made significant progress in reviewing the standard and procedures for promotion and tenure for individual departments in the College.

University PRC - update submitted by Brian Rosenblum, member
  LFPA member: Brian Rosenblum. The Committee has only met twice. The Committee has not been asked to do anything to date.