Committee Name: LFPA Executive Committee

Committee Chair: Sarah Goodwin Thiel

Members (with terms):
- Sarah Goodwin Thiel – Chair - 2010-2012
- Nikhat Ghouse – Chair-elect – 2011-2013
- George Gibbs – Full Librarian Representative – 2011-2012
- Brian Rosenblum - Associate Librarian Representative – 2011-2012
- Amalia Monroe-Gulick – 2011-2012
- Mary Raple – 2011-2012
- Carmen Orth-Alfie – 2011-2012

Fiscal Year: 2011-2012

Standing Charges:
3.3.2.1 The Executive Committee shall ensure the orderly and effective operation of the Library Faculty and Professionals Assembly. It shall be the first point of contact for any matters referred to the attention of the Library Faculty and Professionals Assembly, save those which are specifically assigned to standing committees in the ensuing paragraphs of the Code of Governance, and, where appropriate, shall assign such matters to standing or ad hoc committees. The Executive Committee-elect shall meet following its election to organize and make committee appointments for the forthcoming year. Committee appointments shall be made early enough to ensure that the committees will be able to assume their duties on July 1. It shall schedule meetings, prepare agendas, review and revise charges to standing committees, ensure an appropriate roster for each ballot, and disseminate committee reports and ballot results by publication in an appropriate manner. This committee shall take no action contrary to the desires of the Library Faculty and Professionals Assembly.

3.3.2.2 The Chairperson of the Library Faculty and Professionals Assembly shall represent the Assembly on the Libraries’ Deans Council and the Libraries’ Management Council. The Chairperson shall serve or shall designate another member of the Executive Committee to serve as representative to the University Committee on Libraries.
3.3.2.3 The Executive Committee shall be composed of seven members: the officers of the Library Faculty and Professionals Assembly, (see 3.1.1 of the Code), three elected librarians, one from each of the three ranks of library faculty on regular appointment, and one elected member from the unclassified professional staff (i.e., membership category 2.1.4), who shall serve one-year terms. The vice-chair, who also serves as chairperson-elect, will have a second year in office as chairperson, so will serve a two year term. The Chairperson of the Library Faculty and Professionals Assembly shall act as the presiding officer of the Executive Committee.

3.3.2.4 Each of the committees here following shall include a member of the Executive Committee to act as a liaison with that body. The Executive Committee shall appoint this member as a non-voting member.

Standing Charges Progress Summary (please include progress and/or accomplishments related to Standing Charges):

- The Executive Committee appointed members to each of the LFPA standing committees, including the two committees previously on hiatus (2010-2011).
- The LFPA Chair represented the assembly by attending each of the University Committee on Libraries meetings. In 2011-2012 the Management Council was discontinued and the membership to Dean’s Council was redefined and no longer includes the LFPA Chair.
- Fall and Spring Assembly meetings were held during the fiscal year. Under discussion was faculty status for KU librarians, evaluation and merit, LCPT membership and discipline expectations.
- Elections were held for the following positions:
  - Nominations were solicited for an elected member to the University Core Curriculum Committee. This position was filled through a BallotBin election.
  - Nominations were solicited for elected positions on LFPA committees for 2012-2013. A full slate was not realized, but all positions were filled through a BallotBin election.
  - A BallotBin election was held to approve a Code and Bylaws change that added the Director of Communications and Advancement as ex officio to the Planning and Resources Committee.
  - Faculty nominations were solicited by the Executive committee for members of the Dean’s Organizational Review Team. Nominations from faculty, unclassified professionals and university support staff were voted on through a Survey Monkey election.

Special Charges:

- Emphasize the role of the Executive Liaison to the LFPA committees. Regular and expected reports back to Exec regarding the work of the committees should happen frequently.

Special Charges Progress Summary (please include progress and/or accomplishments related to Special Charges):

- Reports concerning the work of the standing committees were shared with the Executive Committee as necessary. Spring and Fall Assembly meetings served as the venue to discuss pertinent committee issues. In addition, all standing committees reported on their committee work at these same meetings. Monthly meeting minutes and an annual report were requested by liaisons from each committee.
Progress on Previous Year’s Recommendations (if applicable, please describe any progress or work towards last year’s committee recommendations):

- Emphasize the role of the Executive Liaison to the LFPA committees – Steady communication with committees was maintained throughout the year. Communication from committees to the full assembly could be enhanced and improved.

Other Activities or Accomplishments:

- Brought two LFPA standing committees back from hiatus, the Planning and Resources Committee and the Salaries and Benefits Committee. Both committees are succeeding and contributing with new membership and new interpretations of their current standing charges.
- An Evaluation and Merit Review ad hoc committee was appointed to investigate evaluation forms and merit application procedures for the faculty and unclassified professional staff annual evaluation process.
  - An interim report was presented to DC Exec in December, 2011
  - A special meeting of the assembly was held on January 30th, 2012. The purpose of this meeting was to hold an open forum for LFPA members to ask questions about the changes to annual performance evaluation process.
  - The final report was presented to LFPA members in February, 2012
- Two committees, the Faculty Evaluation Plan Review Committee and the Unclassified Professional (UCP) Evaluation Plan Development Committee, were formed to build on the work of the Evaluation and Merit Review ad hoc committee to examine and potentially revise the current evaluation process. They will review the current performance expectations as written in the Faculty plan and consider possible expectations for a newly-developed UCP plan. Work begins in the fiscal year 2012-2013.

Recommendations:

- Several issues requiring assembly member involvement, ongoing discussion and potential special meetings are on the table for the 2012-2013 LFPA Executive Committee. It is recommended that no special charges, other than the one listed below, be undertaken by this committee considering this workload.

Potential Charges for Future Committees:

- The 2012/2013 LFPA Exec will call an ad hoc committee together to investigate changing the membership of LCPT to a committee of the whole or other options.

Prepared By: Sarah Goodwin Thiel, LFPA Chair, 2011-2012