

2-5-2008

## Library Faculty Council Meeting : 2008 : 02 : 05 : Minutes

Nelson Poynter Memorial Library. Library Faculty Council.

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Library Faculty Council Meeting Minutes

5 February 2008, 2:00 p.m., Room 218, Poynter Library

Librarians Present: Marcy Carrel, Deborah Henry, Jerry Notaro, Patricia Pettijohn, Jim Schnur, Kaya Townsend

Regrets: Tina Neville

Guests: None

Meeting: Called to order at 2:01 p.m. by Deb

Note: Library Faculty Council meeting for 8 January was cancelled due to scheduling conflicts.

Minutes: Motion by Jerry, seconded by Patricia, to accept 4 December minutes as amended. Motion carried unanimously.

Announcements:

Jerry plans to attend the National Education Association Higher Education Conference in Washington, D.C., from March 28 through March 31.

Old Business:

**Office Space for Librarians:** Since Yuri Konovalov has decided to rescind his acceptance letter for the Cataloger Librarian position, librarians in attendance agreed to table any further discussion about office space for professionals until such time that we recruit another professional to join the library faculty.

New Business:

**Library Faculty Annual Review Committee:** Two Poynter Librarians serve on this committee, along with a librarian from another USF campus (usually Tampa) selected by the Dean of the Library. Last year, Jim (chair) and Kaya served with Charles Gordon (Tampa cataloging). Kaya will become chair this year and Patricia will serve as the second librarian. Jim will contact Kathy regarding the need for her to select a third committee member. Since narratives of the committee now must be entered into FAR/FAIR module, Jim will meet with Kaya and Patricia prior to their deliberations to offer a brief tutorial for the process.

**Promotion Guidelines, Instructor to Assistant Rank:** Kathy sent Deb a message noting her impression that librarians seeking promotion from the rank of Instructor to Assistant did not require the involvement of external reviewers. In academic colleges at USF St. Petersburg, the Instructor rank is often given the in-unit faculty who lack the terminal degree (i.e., ABDs) until they complete all degree and dissertation requirements. Thus, our approach of using external reviewers to evaluate candidates for promotion from Instructor to Assistant Librarian is even more stringent than that used by the teaching faculty. All agreed that requirements for academic promotion have changed throughout the years. Removing the use of external reviewers would make the process less onerous. Jerry will chair an ad hoc committee to consider this issue and provide a position statement to Kathy. Either Tina or Deb will serve as the second person.

**Release Time/Professional Development Leave:** Discussion tabled until March meeting.

**Strategic Planning Process:** Kaya asked whether it made sense for library faculty to begin considering priorities for strategic planning in their own areas and within the larger library as a proactive measure. In the past, library faculty and staff crafted strategic planning statements under the leadership of the Dean that responded to larger campus-wide strategic plans; at these meetings, we often tried to tailor our library goals, mission, and purpose within a framework more appropriate for the teaching faculty. Maybe we should have conversations now and formulate proactive strategies.

**FAR/FAIR Brown Bag:** With annual reviews due in a couple of weeks, librarians discussed whether they should request a special refresher session from Jennifer Baker regarding the entry of data into annual review or vita modules of FAR/FAIR. Some in attendance have already completed or nearly completed their online annual reviews. The consensus reached was that those requiring additional guidance should attend one of the sessions already scheduled by Academic Affairs.

**RVCAA Search:** As a member of Faculty Senate, Jerry participated in the discussion of the four candidates for the Regional Vice Chancellor of Academic Affairs that recently visited campus. At their meeting on Friday, February 1, Faculty Senate members reviewed the strengths and weaknesses of the candidates and whether they were considered acceptable or unacceptable for further consideration in the best interests of the faculty. Karen White does not want rankings or comparisons between candidates from the search committee or other advisory bodies.

Reports:

Jerry also mentioned that at the January 25 Faculty Senate meeting, discussions focused on how USF St. Petersburg handles general education assessment to meet the regional accreditation requirements of the Southern Association of Colleges and Schools (SACS). He noted that it is hard to extract data specific to our students and our campus because we fall under the University-wide IPEDS number issued by the U.S. Department of Education. At that meeting, Jerry also mentioned how the library has helped the University cushion some of the recent funding challenges with the return of funds allocated for Yuri Konovalov and Joe Terrana to the campus as part of the library's contribution to budget cuts.

The next meeting scheduled for Tuesday, 4 March 2008, at 2:00 p.m.  
Meeting adjourned at 3:14 p.m.

Respectfully Submitted,

Jim Schnur  
Committee Scribe