Executive Committee Meeting
Minutes
July 13, 2004
9:00 AM—10:30 AM
Daley Library B-466

Present; Mary Case (chair), Scott Collard, Jo Dorsch, Joan Fiscella, Julie Hurd, Ann Weller, John Cullars (secretary).

The Committee welcomed Mary Case as University Librarian, Dean of the Library Faculty, and Chair of EC. Case expressed her pleasure in joining us and told us that the new Assistant to the University Librarian is Jessica Canlas, jessicac@uic.edu, whom we should meet, if we have not yet done so. EC also acknowledged and thanked Collard, who will be leaving the committee and the library.

I. Approval of Minutes of June 8, 2004 Meeting

The Minutes were approved as submitted aside from the correction of formatting inconsistencies.

II. Old Business

A. Issues arising from the special election to fill an EC vacancy: the committee discussed issues connected with recent changes to the Library Faculty Bylaws, passed by the library faculty on December 16, 2003, which require that the faculty secretary be a member of the tenured faculty and that there be at least one EC member drawn from the clinical faculty and the tenure-track but untenured faculty. Any EC vacancy requires a special election rather than drafting the next highest vote getter, as is the case with vacancies on all other faculty committees. While EC recognizes that contested elections are preferable to candidates running unopposed, it determined that the Special Election to replace Collard's untenured seat on EC was not in conflict with the Bylaws. Another topic discussed was whether EC may suggest Bylaw revisions directly or should go through the Bylaws Revision Committee.

III. New Business

EC decided to present faculty issues to Case that require her immediate attention at this meeting and to discuss more general or long-term issues gleaned from the minutes of the last two years worth of EC meetings at the August meeting.

A. Relations between EC, P & T, and faculty: Fiscella had revised the draft narrative and the Excel chart that she earlier prepared for EC, drawing on the U of I statutes, the Library Bylaws, and other faculty documents. In summary, each body acts through initiating, consulting, and decision-making within set boundaries and may request an action or proposal from one of the other groups. EC advises the UL on faculty matters. P & T advises through vote on retention or non-retention and promotion of faculty members and reports decisions not requiring confidentiality to the faculty. The UL chairs EC and faculty meetings. EC initiates annual reviews of the UL as requested by the Provost and works with the Senate Library Committee to help faculty determine the method of five-year review of the UL. It consults with other bodies regarding proposals or action items, amendments, or revisions and slates them for discussion and votes at faculty meetings. P & T consults with other bodies regarding proposals or action items that will influence its decision-making or processes. The Faculty reviews processes or procedures that will influence faculty members' actions from either of the Committees. It also reviews the work of standing committees. Matters of ownership, history, and the display of faculty documents require ongoing negotiations among the three.

B. Support for faculty research and service/FDAC: Cullars discussed the importance of a significant level of funding for research expenditures and for attending conferences, given the P & T process's requirement of a substantial service record, preferably on the national level. The generous level of support set by Interim UL Nancy John over the past two years has been particularly good for morale and was much appreciated in years when salary increases were low or zero. Case intends to keep FDAC support at the FY04 level, budget allowing.

C. Sabbatical leaves for library faculty: Weller explained that in the past the UL has requested EC's input on the quality of sabbatical proposals and how well planned they are. As with promotion and tenure cases, it is not to the library's benefit to support a weak case. Being granted

sabbatical leave is not a matter of rubber-stamping at any level in the decision process, and such proposals are sometimes rejected, frequently because evidence of detailed planning for the use of the requested time has not been well documented. Based on campus timelines, Case will have Canlas prepare a calendar of deadlines for various decisions and documents.

D. Senate Library Subcommittee: Hurd reported that this body is a subcommittee of the Senate Committee on Academic Services. Unlike senate committees, whose membership is elected by the Senate, for subcommittees of senate committees, a chair is appointed by the chair of the parent senate committee, and he or she determines the membership and terms of the subcommittee. Only one librarian, currently Hurd, serves on the present body. The subcommittee is involved in advising the UL on matters of interest to the teaching faculty and participates in interviews for a new UL and in the five-year reviews of the UL.
E. EC's role in IRB proposal reviews: Collard summarized UIC's recent history with research on human subjects. While the university does not require such a departmental review, the Library faculty feels that having EC advise the UL on whether the proposal is compliant with IRB requirements (as well as on the general quality of the research, a separate issue) is an astute course of action. Recently it has become clear that treating the IRB's online consent form as a template for submission facilitates the approval process. Faculty working with human subjects are required to attend a campus-approved training session followed by a second class two years later. It is recommended that EC members reviewing IRB proposals also take this training. The campus then certifies the participants, who cannot perform research with human subjects without this certification. Since the follow-up sessions tend to be biomedical classes of little direct relevance to library research, the library has begun offering its own IRB classes.

F. EC's setting up of P & T librarianship review committees: Dorsch explained that a three-person committee to evaluate 3Y and 5Y candidates' librarianship is set up by EC early in the fall semester. Typically he candidate's department head will serve on the committee but not chair it. If not a member of the committee, the department head will be interviewed by the committee. If the candidate's librarianship has a strong teaching component, which is the case with Reference and Information Services librarians, one of the members of the committee has

the responsibility of preparing an evaluation of the candidate's teaching activities and abilities based on peer review. This committee makes a recommendation of retention or non-retention based solely on the candidate's librarianship. (As with all such P & T votes, it is non-binding on the UL.)

IV. University Librarian's Report: The UL report will be given at the August 10 meeting. This meeting will be a joint meeting of the current EC and the newly elected members, Helen Georgas, replacing Collard for the second year of his term, Steve Wiberley, and Lisa Zhao.

Respectfully Submitted by

John M. Cullars
Faculty Secretary
Approved August 10, 2004