

## Executive Committee Meeting Minutes

October 20, 2004  
9:00 AM—10:30 AM  
Daley Library 1-294

Present; Mary Case (chair), John Cullars (secretary), Joan Fiscella, Helen Georgas, Ann Weller, Steve Wiberley, Lisa Zhao.  
Visitor: Annie Armstrong

### **I. Approval of Minutes of September 8, 2004 Meeting**

The Minutes were approved with minor corrections. Weller made and Wiberley seconded the motion to approve them.

### **II. Old Business**

A. Meeting with Chair of Lectures & Forums Committee: EC is continuing the practice instituted last year of meeting with chairs of faculty committees as a part of its oversight function. The first meeting of this fiscal year was with Armstrong, chair of Lectures & Forums (L & F). EC will meet with H. Robert Malinowsky, chair of the Appointments Committee, at its November 10 meeting. The major topic of discussion was the setting up of a research colloquium series through L & F. The faculty endorsed the idea for such a series at the July 30, 2003 faculty meeting. It was decided that a series, one colloquium in the health sciences and the other in information sciences, will be presented in the spring of 2005. Case said that eventually four colloquia, two in each area, will be considered. L & F will submit a letter to the faculty explaining the goals of the research colloquia and soliciting suggestions for speakers. Typically at a research colloquium a single scholar or scholar-practitioner will give a discussion of his or her work, followed by questions. We will give preference to library practitioners rather than library school faculty. Wiberley pointed out that one goal of the series is to stimulate the invitation of UIC librarians to speak at such peer institutions as Texas A & M and Iowa State, both of which are noted for the scholarly productivity of their library faculty. We might also consider inviting librarians cited in the work of UIC faculty as well as those who cite UIC faculty. UIC teaching

faculty in units that have common concerns with the discipline of library and information science might also be invited to address the library faculty. Case will monitor the expenses involved, which for an out-of-town presenter include travel and lodging, a modest honorarium, room rentals, and possibly a reception. She will check to see if there are any funds from the campus for such events.

We also discussed issues concerning the Nakata Lecture. L & F will seek input on topics and speakers. A follow-up from the last Nakata Lecture on Open Access was suggested as one possibility. These lectures must be related to government information. Possible speakers were suggested, and Case requested a short list of appropriate speakers from EC. The invitation should be made by early December since speakers at the level we seek tend to become booked well in advance.

Other issues discussed including whether L & F sees the need for at least one tenured member of the committee. EC will canvass all committees on this issue; if the decision is affirmative, this could be handled either by a Bylaws revision or more informally by instructions to Nominations & Elections as they put election slates together. Armstrong asked Case if the library will support teleconferencing events that are not free. She said that she would support them, or alternatively we can rent tapes of the events, though the latter course loses the opportunity for live interaction. Weller queried the timing of the announcements for some events, which can be so late that interested faculty cannot make arrangements to attend. Armstrong responded that in most such cases, L & F also receives the invitation little in advance of the event. In other cases, they will aim for announcements a month in advance with a reminder shortly before the scheduled event.

B. Review and update faculty webpages: This item arose from P & T chair Victoria Pifalo's concern that some documents being maintained on the P & T webpage belong to EC and thus should be removed from the P & T webpage. Case pointed out that many of these documents concern the faculty as a whole and suggested a new separate webpage for such faculty documents. EC agreed that such a course of action makes good sense, but that it is necessary to determine or designate what body is responsible for the maintenance and updating of each document. Weller and Cullars

will work with Pifalo in sorting out these matters of ownership. Zhao pointed out that it is not currently possible to go directly to the desired committee webpage from the faculty space without first going to the committees page and clicking on the appropriate committee.

C. Confirm 2005 EC meetings: Case reported that Jessica Canlas will schedule these meetings after dates for Steering Committee meetings have been set. The next faculty meeting will be on December 15, 2004.

### **III. New Business**

A. Review faculty meeting minutes of September 15 for EC follow-up: The committee reviewed a draft of the Minutes, and Wiberley pointed out some errors that Cullars will correct. The main topic from the faculty meeting requiring EC attention is the item on a mentoring program for new faculty in the library. Case is considering a new subcommittee or task force on mentoring under the guidance of either P & T or EC. Cullars pointed out that, since EC contains faculty at the assistant professor level and P & T does not, it has a broader faculty base than P & T. Wiberley agreed that this is a good reason to have the new group come under EC's jurisdiction. Case requested that mentoring be included on the EC agenda for November.

B. Change in P & T liaison procedures: EC voted to endorse a proposal from P & T that, as of August 2005, liaisons may be interviewed by librarianship review committees but not serve on them. This involved revising the sentence in the document, "Evaluation of Librarianship Committees," approved by the faculty in 2002, so that, in principle #5, the phrase "liaisons...shall have no connection with the review committees" will now read "liaisons...shall not serve on the candidate's review committee."

C. Paucity of faculty webpages: Wiberley pointed out that the degree-granting departments make a practice of including webpages on the research of all their faculty. Weller reminded us that the procedure is simple: the faculty member sends his or her information to Ben Ramos in the Administrative Office, and he mounts it. Aside from the basic professional and research descriptions, faculty members may choose to

include a photograph and/or link to their resumes. Such profiles could be useful in helping new faculty determine appropriate mentors to approach for guidance.

D. Official library response to Academy postings on library matters: the Steering Committee has discussed having a designated gatekeeper to monitor postings on Academy to determine which require an official library response and from whom. A related issue is when a librarian responds unofficially. If the topic is in no way library-related, this is normally not an issue. While recognizing that Academy is a non-library listserv, EC recommends that any librarian making a response on a library-related issue on his or her own initiative take into account that some readers will view them as representing the library. In responding to complaints, it is often possible to provide a broader context that will promote better understanding of the situations from which problems and misunderstandings arise. Case informed EC that a representative from the Office of Public Affairs will be available to help the library set strategic goals on communication and building a culture within the library on how to best present ourselves within the university community.

E. Updating faculty documents concerning appointments with/promotions to senior rank: Fiscella brought to our attention that the language in faculty documents is inconsistent in dealing with issues concerning initial appointments or promotions to senior rank (associate or full professor). The faculty documents need to be uniformly explicit as to the advisory role of the Appointments and P & T committees in such appointments or promotions at or to the senior levels. Fiscella volunteered to draft language for EC to bring to the faculty.

F. Limited access to faculty listserv: Weller informed the committee that sometimes non-faculty personnel have matters of interest for the library faculty but cannot send messages to the faculty listserv. It was recommended that such messages be sent to the faculty secretary, currently Cullars, who will forward them to the listserv if they are appropriate for faculty attention.

Since these meetings are consistently taking more than 90 minutes or are held to that only by postponing agenda items, the length of EC meetings will be extended provisionally from 9-11 AM, particularly while EC is

meeting with chairs of faculty committees. Case adjourned the meeting at 11:00 AM.

Respectfully submitted by

John M. Cullars  
Faculty Secretary