

Executive Committee Meeting Minutes

December 1, 2004
9:30 AM—11:00 AM
Daley Library 1-294

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

Visitor: Krystal Lewis

I. Approval of Minutes of November 10, 2004 Meeting

The Minutes were approved as amended.

II. Old Business

A. Meeting with Chair of Nominations & Elections Committee: EC is continuing the practice instituted last year of meeting with chairs of faculty committees as a part of its oversight function. EC met with Krystal Lewis, chair of the Nominations & Elections (N & E) Committee. An ongoing concern of EC's in meeting with elected faculty committees has been the discussion of having at least one tenured member on committees. This provision is both to allow untenured faculty more time for research and publication and to benefit from the expertise of senior faculty. While this could be insured by a change to the Bylaws, that is a time-consuming process and might also lead to awkward situations in filling such mandated positions. On the other hand, if N & E slates tenured faculty, on occasion none might be elected. In the spirit of trying to reduce faculty members' service commitments, EC looked at the library's elected faculty committee structure to see if any committee could be eliminated; while it would be possible to transfer FDAC's professional travel function to the Administrative Office and its decisions on research funding to another faculty committee, such as EC, that would eliminate the faculty's only element of control over its funding. It is also a small committee of 3 persons, and under the current system the workload is not onerous. So little would be gained by its elimination. Nor did any other faculty committee seem to be expendable. Lewis asked if there can be stronger clerical support from the Administrative Office, and Case agreed to this. Case affirmed that committee chairs may request photocopying, mailing labels, etc., on behalf of their committees; they need not get their department heads to request such services. University Bylaws require that a library senator conduct the elections for library senators, certify the vote, and deliver the official outcome to the Senate Office. Case appointed Cullars, who is an out-going library senator, to oversee the senate election this spring. If any further guidance is needed, new Senate Secretary Diane Rudall may be consulted. EC also recommended that Lewis

check with Systems as to whether electronic elections could be held with the proper security. Lewis was thanked for her participation; at the January meeting, EC will talk to Helen Georgas, chair of Teaching Support & Documentation.

B. Refocusing faculty meetings: Case is going to experiment with some changes in the format and presentation of information of the faculty meetings to better encourage the discussion of faculty issues, starting with the December 15 faculty meeting. Some strictly administrative matters will be deferred to Steering Committee and All Staff meetings.

C. Revision of faculty documents: Weller reported that she and Cullars met with P & T chair Victoria Pifalo, who has long been examining the issue of the proper division of faculty documents between that committee and EC. Case's interest in the creation of a separate webpage for faculty documents that is independent of the committees that originate them also fits in with this discussion. These documents can appear under the heading of "Faculty Documents" rather than "Faculty Governance." Pifalo is rearranging the layout of the appropriate webpages to show the ownership of the different documents. EC thanks her and her staff at Urbana for their excellent work on this project. P & T will also examine her suggestions before the document goes to the full faculty. This item will appear on future agendas as a reminder for EC's continued oversight until the completion of the project.

D. Mentoring Task Force: Cullars reported that Weller, Krystal Lewis, Ellen Schellhause, and he are recommending the establishment of a formal library mentoring program for untenured faculty, particularly for those newly hired, that would begin soon after joining the library faculty. Case asked the Task Force to also work on the framing of guidelines for the selection and training of mentors, which was an additional recommendation by the Task Force. Cullars will attach the draft of recommendations together with the addition of a brief bibliography and appropriate URLs to mentoring programs of other institutions provided by Lewis to the agenda of the faculty meeting of December 15. He thanked the members of the Task Force for their enthusiasm and Weller for facilitating the smooth operations of the group. Another issue for EC's consideration is whether senior faculty can effectively serve on both the campus and library mentoring programs; some who are already involved in the former might wish to withdraw to concentrate more fully on mentoring library junior faculty. The distinctions between a coach, a P & T liaison, and a mentor should also be examined. At this point in its deliberations, the Task Force tends to view the liaison relationship as different from that of mentor and not appropriately combined in the same person.

III. New Business

A. Review Faculty Meeting agenda: The Committee examined the draft of the agenda for the faculty meeting of December 15 and reorganized the items considerably. The distinction between old and new business will be eliminated.

IV. Other: Case requested names of appropriate teaching faculty, particularly from the underrepresented east campus, to recommend for service on the Senate Library Committee since Chair Hannelore Loevy has indicated her willingness to make such appointments to obtain greater balance between the east and west sides of campus.

Respectfully submitted by

John M. Cullars
Faculty Secretary
December 17, 2004; approved January 12, 2005