

**Executive Committee**  
**Wed., Nov 8, 2006, 9:00-11:00**  
**Minutes**

Present: Case (Chair), Armstrong, De Groote, Fiscella, Weller, Wiberley, Zhao; guest, Cullars.

1. The Minutes of October 9, 2006 were approved as corrected.

**2. Old Business**

- Follow-up on Newberry/UIC brainstorming on library studies courses (Case)  
Case and others developed a list of possible course topics for a proposed UIC Masters of Liberal Studies program to be offered by LAS in cooperation with the Newberry Library and the UIC Library. The proposal will be on the agenda for the next Library faculty meeting.

- Follow up of nominations for UIC honorary degrees for 2008 (Case)  
EC had a brief discussion of the process for honorary degree nominations.

- Revised Climate document (Weller; attachment)  
Weller did a first edit of the Climate for Achievement document. The purpose of the document is to guide department heads in supporting faculty and inform members of departments about what they might expect. The document could be added to position candidates' information packets. The annual performance reviews for department heads could include a question about supporting professional development for faculty and staff.

Discussion of the document led to suggestions for further editing. The relation of librarianship, research and service will be retained in the document. The challenge is how to carry out all three to be effective members of the faculty at UIC and of the profession. At the next meeting EC will look again at the report from the work of the Task Force that addressed support for research. It will consider how to integrate that report with the Climate document.

- Update of P&T Norms Task Force (brownbag, Nov. 9)  
The Task Force for revision of the tenure and promotion norms document is holding a brown bag discussion regarding its draft on November 9, at 1:00 in the ELL.

**3. New Business**

- Meeting with John Cullars, chair of Nominations & Elections Committee  
Nominations and Elections has had its organizational meeting, and Cullars has been elected chair. The discussion with Lewis and Cullars in 2005 had focused on electronic voting. At this meeting Cullars reported that the number of voters for spring 2006 was at about the same level as years prior to electronic voting. With personal recruiting by Committee members the slates for each position have been filled. A continuing issue is the accuracy of the faculty list – so that all faculty eligible to vote are on the list and no ineligible individuals are included. The faculty roster will be updated before voting begins in March; no one entered on the roster after voting begins is eligible to vote. During the 06-07 academic year, there are no vacancies for library seats on the senate.

- Outcome of the Senate Academic Services Committee meeting (Case)  
Academic Services Committee has two subcommittees, one advising the Library and one advising Academic Computing. At the recent meeting two faculty members met with Case, Ahmed Kassem and Weller. Case noted the important role that the committee could play in terms of development of campus scholarly communication support and of the Library's strategic plan.

- IFLA Nomination request from Terry Weech (Case)  
Assuming that there is no financial commitment (Case will verify), EC agreed to nominate Terry Weech to the IFLA section committee on research. The nominations will be on the ballot if there are more people nominated than slots.
  
- New Faculty Orientation document; find document at <http://www.uic.edu/depts/lib/about/facexec/faccommorg.shtml>, under Faculty Documents or directly to <http://www.uic.edu/depts/lib/about/facexec/facorient.pdf> (Weller)  
EC will review the faculty orientation document (last revised five years ago). De Groote will lead the review and check to see how the guidelines fit with the new website (<http://www.uic.edu/depts/lib/admin/personnel/neo/>).
  
- Norms and Procedures for faculty on clinical appointment.  
The draft of the Clinical norms and procedures approved by the Promotion and Tenure Committee in March 2006 will be held until the P&T norms document is completed. If the two documents are not consistent in terms of specificity, it could be a problem if a person on tenure track and another with a clinical appointment are reviewed for promotions the same year.
  
- Library messages  
Case outlined a few brief messages she gives when informally asked about the state of the library: need for and plans for upgrading library space (including a Learning Commons), increased integration of library faculty into campus teaching, work with faculty in other units to help change scholarly communication practices, building electronic collections, the need for and preservation of historical collections. When the capital campaign becomes public these and other messages will be developed for specific funding needs.

**Pending/Ongoing issues:**

- Potential visit of the Chancellor Manning to the Library.
- Review Tenured/tenure-track norms; (Committee appointed: report due December 1).
- Strategic Plan.
- Research funds allocation as part of FDAC funds?
- Senate Library Committee (Weller).
- Track Principles Draft.
- Review of Criteria and Procedures for Appointment, Promotion, Tenure, and Non- Retention, after the norms document is completed.
- Nomination for UIC faculty awards
- Question of library membership in the Graduate college
- Multiyear contracts for clinical faculty
- Exhibits Task force
- Consistency of research leaves (to be addressed with "Climate for Achievement document")
- The Honors 105 course (post-Nancy John retirement).

**Meeting dates: Meeting dates:** Wed, Nov 8 (De Groote in Chicago) Cullars will attend for N&E: Mon, Dec 11 Kevin O'Brien will attend for Appt. ; Wed., Jan 10 Helen Georgas will attend for TSDC; Fri., Feb 16 (FDAC on Blecie's calendar); Wed., Mar 14 Cullars will attend for P&T; Wed., Apr 11; Wed., May 9; Wed., Jun 13; Wed., Jul 11: Wed., Aug 8.

Unless there is a change, all meeting times are approximately 9:00-11:00 am. Meetings are scheduled for 1-360; they can move if De Groote will be in Chicago.

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