

Executive Committee
Wed. Jan 10, 2007 9:00
UL Office
Minutes

Present: Case (chair), Armstrong, De Groote, Fiscella, Weller, Zhao; Wiberley out with notice.

1. Minutes for Dec. 18, 2006 were approved as submitted.

2. Old Business

- Revised Climate document (Weller; attachment)
EC prepared the Climate for Achievement document for discussion and faculty vote at the Library Faculty meeting in February. Fiscella will draft a cover letter.
- 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>
DeGroote updated the orientation document to include links to related websites. EC recommended a few changes to prepare the document for discussion and vote by the Faculty at its February meeting. If accepted, the document will be posted on the Faculty website.
- Follow up of marketing discussion. The Library will develop various marketing pieces in the course of the development campaign. The key messages will include the role of faculty in contributing research that enhances services and the reputation of the UIC Library. The Library's Marketing committee is developing two versions (health sciences and east-side university) of a brochure. It will open into a poster. They are expecting the final printing in February, and it will be mailed to all faculty. Armstrong will email a pdf for EC information. UIC units are preparing for the University campaign going public by Fall 2007. Further development messages will be drawn from the strategic plan. Susan Jacobson may develop an approach for students.

3. New Business

- Meeting with Helen Georgas (Teaching Support & Documentation Committee)
Georgas reported that TSDC is moving forward the curriculum proposal that was presented to the faculty at the September 2006 faculty meeting. The Committee's first task is to collect an inventory of the class sessions being offered by Library departments. Public service department heads have been asked to gather information, including syllabi, class outlines, statements of goals, etc., for 2006. During 2007-2008, TSDC will use the information to establish the scope of teaching and inductively develop unifying themes about the Library's educational/teaching mission. The curriculum statement will help market the Library's services and programs to the faculty in other academic units.

TSDC foresees further development of the Committee as it progresses. There may be opportunities to participate more extensively in campus general education or in education for information technology literacy. The curriculum framework being developed now will help position the library in those initiatives.

Library departments vary with regard to their progress in setting a curriculum that supports sequencing of learning.

TSDC has been working with Systems to develop a database for tracking teaching done by Library personnel. It was to keep a history of teaching that librarians could use for review papers; it could be used to collate statistics for professional reports. Because of the complexity of the system, it is not desirable to expect everyone to learn to input and extract. Mary Case will talk to Lambrecht about working with TSDC to determine whether the

potential uses of the database warrant revising the current system or whether a new system is worth developing.

Georgas will post and/or link to the teaching documentation website the definitions of types of sessions that the Library offers and the campus P&T form page that shows the documentation required about classes and courses taught.

- Report from P&T Norms Task Force
Jo Dorsch and the Norms Task Force will revise the tenure research norm to address questions raised by EC. She will provide a draft for discussion by the faculty at the February meeting.
- The Administration office will set up the meeting with Chancellor Manning.
- Sponsorship of workshops on writing statements for faculty review papers. The EC is willing to lend its name to sponsor workshops organized by Bob Daugherty.
- The next faculty meeting is scheduled for Feb 16, the same day as next Executive Committee meeting. The faculty meeting agenda will include discussion of the tenure research norm document, discussion and vote of the revised new faculty orientation document, and discussion and vote of the newly written Climate document. The Faculty meeting agenda will include generating topics for discussion with the Chancellor.

Pending/Ongoing issues:

- Strategic Plan.
- Research funds allocation as part of FDAC funds?
- Senate Library Committee (Weller)
- 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
- The Honors 105 course (post Nancy John retirement).
- Track Principles Draft.

Meeting dates: **Meeting dates:** Fri., Feb 16 (FDAC on Bleicic'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.

Faculty meeting: Scheduled for Friday, Feb 16, 3-4:30

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 Groot will be in Chicago.

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