Rutgers University Libraries Faculty Planning and Coordinating Committee Meeting Minutes

Date: Wednesday, March 23, 2016
Time: 9:30 am – 11:30 a.m.
Location: University Librarian’s Conference Room, Alexander Library, 3rd Floor

Attendees: Natalie Borisovets (Deputy Faculty Coordinator), Jeanne Boyle, Leslin Charles (Faculty Secretary), Judy Cohn, Adriana Cuervo, Roberta Fitzpatrick, Tom Glynn (Faculty Coordinator), Karen Hartman, Yu-Hung Lin, Krisellen Maloney (University Librarian), Minglu Wang, Zara Wilkinson

1) Adoption of the agenda. The agenda was adopted as presented

2) Report of the Faculty Coordinator (Glynn)

   - From now on, the times allotted to items on the agenda are just approximations and will not always be adhered to strictly. Agenda items will be given as much time for discussion as is needed. This is in keeping with PlanCo’s new role as an advisory body addressing higher-level issues and priorities and long-range planning.

   - NBLF has established an exploratory committee to address open lines. This has always been a responsibility of PlanCo, but with RCM it is not possible (without chancellor approval) to shift faculty lines between Camden, New Brunswick, Newark and Central. We need to determine an appropriate role for PlanCo in this environment. Within our bylaws, as prescribed by University policy, it is faculty responsibility to make recommendations regarding priorities for faculty lines. Since the libraries faculty body spans all locations, it would be helpful and provide continuity across the units if PlanCo continued to be involved in these issues. For the next meeting’s agenda: we will get local reports from the exploratory committee and we will also have a faculty meeting from New Brunswick. More detail will be provided after the next Pre-PlanCo meeting

   - Date change: PlanCo will meet on April 20 rather than April 27. A reminder will be distributed beforehand.

3) Creating Faculty Groups (Glynn)

   We decided that the best way to begin this discussion would be to consider first what the new faculty group or groups will do. We started with university regulation 50.1.9, which defines the purview of the Planning Committee, a faculty group required in every Rutgers unit: “The continuing duties of this committee will be to advise the Dean [or in our case, the University Librarian] 1) on program priorities in the area of line
assignments, teaching, research, and service in relation to resources to be allocated to the college, school, or Faculty and 2) on long range planning (three to five years) in the areas listed above.” A broad ranging discussion ensued, focusing largely on what major issues or tasks our planning committee and possibly other groups might address. Some important examples include Ebsco Discovery Service (EDS) or discovery of our resources more generally; our chat reference service; metrics for assessing library instruction; and learning outcomes for instruction.

We decided that the next step should be to organize faculty meetings in Newark, Camden and New Brunswick to have broader discussions of how to organize faculty groups. There will be several scheduled and teleconferencing will be available so that we enabled the widest participation possible. After the meetings, we will conduct a survey of the faculty, informed by the outcome of the meetings. At that point, we will decide what our next steps will be. We will try to hold the meetings and conduct the survey before the RUL faculty meeting on June 10.

4) Faculty Expectations for Tenure (Glynn)
   - Tabled until the next meeting. Tom will send out the university guidelines before the next meeting.

5) Report of the University Librarian (Maloney)
   - In the interest of time the report was tabled

a. 6) Summary of outcomes (Glynn)
   - Glynn will distribute a doodle poll to schedule meetings in New Brunswick to discuss the creation of faculty groups. With the University Librarian and colleagues in Camden and Newark he will try to find suitable dates for meetings there as well.
   - Glynn will distribute the faculty guidelines for reappointment and promotion and the university regulations for reappointment and promotion prior to the next PlanCo meeting

7) Announcements (All)
   - Caryn Radick will present at SAPAC at noon in the Pane Room

Meeting adjourned at 11:20 AM
Appendix

Email to RUL Faculty prior to the March 2016 PlanCo Meeting

I wanted to send out a more detailed version of Wednesday's agenda, in order to get us thinking about these two very important faculty issues, the creation of our faculty groups and faculty expectations for tenure, and to solicit any comments or advise you might have for PlanCo prior to our discussions.

Agenda item #3: Creating faculty groups

You're probably tired of hearing this at this point, but we need to start with the distinction between faculty groups and library groups that is implied in the latest revision to the faculty bylaws: faculty groups provide advice to the administration regarding long-term planning and priorities in advancing the mission of the Libraries. We can create whatever faculty groups we please, as long as they don't contradict university regulations (http://policies.rutgers.edu/view-policies/table-contents: 50.1.6, 7, 9, 10). And library groups undertake the more day-to-day work of the Libraries, under the direction of library administrators. I had originally planned to wait until the library groups are created, so that we might see how the faculty and library groups might mesh. But if, as I gathered at the last faculty meeting, the creation of the library groups is an ongoing, open-ended process, the faculty needs move forward with creating its own group or groups.

The discussion at PlanCo on Wednesday will take place in three parts:

a) What are some possible ways we might configure our groups? For example, just one planning group, a planning group with subgroups for collections and public services? Bear in mind that university regulations require a planning committee, but we can configure that group however we see fit and create additional groups as well. And who would serve? Colleagues elected system-wide, representatives of units, departments, campuses? These are big questions, but the goal is just to brainstorm, get us thinking about central issues.

b) A process for engaging the library faculty in creating their groups. I think at a minimum we probably want a series of town-hall-type meetings. How might those meetings be structured? What else might we do to generate ideas and provide some direction? Should we have some kind of steering group leading this?

c) One thing might be a survey. I'm thinking about something along the lines of the committees survey last fall. Perhaps just two open-ended questions, to get solicit
ideas and to get us thinking about this: What are different ways we might structure our faculty group(s)? What ideas do you have regarding the process by which we create group(s)?

Agenda item #4: Faculty expectations for tenure

I think a good start here would be to ask the nontenured members on PlanCo if they feel they've been given a consistent message regarding what is expected of them to achieve tenure. Are there areas of confusion—types, level, amount of scholarship, for example? If there are areas of concern, how might we address them? I think one part of this might be to have a separate meeting of the tenured faculty to discuss these questions. And perhaps a separate, confidential meeting of our nontenured colleagues. Finally, a third question we might include in the faculty questionnaire referred to above is: What are some issues you'd like the Planning & Coordinating Committee to address in the near future? As a faculty group, a group that advises on big-picture issues and long-range planning, PlanCo has a different role after the bylaws revisions. What particular some critical issues for the committee to take up on behalf of the Libraries faculty and our users. I have a potential list, but I am very interested in hearing what you have to say.

I apologize for a rather long message and for sending it out rather late. Please feel free to respond to all or to talk to me individually about any ideas or suggestions you may have as we move forward. If we, as a faculty body, are to have a strong voice in future, it's up to us to organize and express ourselves in a reasoned and effective manner.

Thanks as always, Tom