Minutes

Present: Natalie Borisovets (Faculty Coordinator); Judy Cohn; Adriana Cuervo; Melissa De Fino (Secretary); Kayo Denda; Tom Glynn; Karen Hartman (Deputy Faculty Coordinator); Rhonda Marker (guest); Mary Beth Weber; Zara Wilkinson (remote)

Excused: Jeanne Boyle; Christie Lutz

1. Adoption of the agenda

The agenda was approved.

2. Report of the Faculty Coordinator/Faculty Members of the Librarian’s Cabinet

Natalie Borisovets reported that Cabinet has finalized the priorities for 2018 and begun the budget process for 2018. Cabinet has almost completed review of the RUL committees map; list of remaining committees and their reporting structure should be distributed soon. Cabinet is also working on the planning calendar for next year.

Borisovets, Karen Hartman, and Krisellen Maloney met yesterday with the faculty coming up for tenure in the 2017-2018 academic year to go over tenure process. The tenured faculty will meet to discuss the process after the Faculty meeting in December; in January, Maloney will meet with all untenured faculty. The intent is to regulate expectations for tenure across all units.

Borisovets has investigated making changes to the letter sent to external reviewers. RUL will have the opportunity to make changes to the letter in February. Jeanne Boyle has submitted some language modifications to the letter to clarify our expectations of external reviewers.

3. Mentoring Working Group Update

Mary Beth Weber and Kayo Denda reported on behalf of the Mentoring Working Group. The Group is gathering feedback from tenured and tenure-track faculty about the strengths and weaknesses of the program. To this end, they will organize focus groups and report back to PlanCo at a later date. There will be separate focus groups for mentors and mentees.

4. Faculty Groups Steering Committee Update
Tom Glynn and Hartman reported from the Faculty Groups Steering Committee. A draft report has been circulated, which has been discussed by faculty both within their units and within larger open meetings. Two substantial suggestions emerged from these meetings:

1. Some decisions may not fit into the Faculty Bylaws, but would be more appropriately described in a document of original intent. For example, guidance on how to structure the Open Faculty Planning Meetings and to create ad hoc groups would be outlined in this document rather than the bylaws. Glynn will compose a draft and try to distribute before the December faculty meeting.
2. There was concern that the discussion groups outlined in Option B lacks structure. On the other hand, Option A is considered too rigid. A suggestion is to give Option B more structure by requiring that discussion groups be approved by the Planning Committee, given a timeline, and required to report back. Members will be recruited for the groups based on expertise and geography. This would give structure to the discussion groups, while still allowing them to be nimble and flexible. Glynn will add this suggestion to the document as Option C.

The Committee is also requesting that discussion and voting on the document be divided into two parts. First, faculty will discuss and vote on Recommendations 1 through 5, with the exception of number 3 and 5e. Following this will be a discussion and vote on Options A, B, and C. Involved in that will be a discussion of the composition of the new Planning Committee.

5. Web Services Librarian Posting

Rhonda Marker presented a draft position description for a Web Services Librarian. The position, as proposed, would be tenure track and would report to the new Shared User Services Unit. Discussion followed on whether the position is more appropriate as tenure track, non-tenure track, or high level staff. PlanCo offers support for this position, following that discussion.

6. Sabbatical Leave Instructions

Borisovets presented revised Library Faculty Guidelines for Sabbatical, with additions highlighted in yellow. These additions reflect components of the University Guidelines that would be incorporated into the Libraries’ Guidelines if approved. The revised guidelines will be considered at the December faculty meeting.

7. Mechanisms for voting at RUL faculty meetings

Zara Wilkinson presented more information on Poll Everywhere. New Brunswick Instructional Services currently has a site license for the software and is willing to give us access to test Poll Everywhere at the December faculty meeting. If it meets our needs, RUL may be able to subscribe at the reduced rate.

8. The next meeting date is scheduled for Wednesday December 21st.