Rutgers University Libraries
Faculty Planning and Coordinating Committee Meeting
Wednesday January 25, 2017
10 a.m. – 11:30 a.m.
University Librarian’s Conference Room

Present: Natalie Borisovets (Faculty Coordinator), Tom Glynn, Karen Hartman (Deputy Faculty Coordinator), Adriana Cuervo, Zara Wilkinson (remote), Mary Beth Weber, Leslin Charles (Faculty Secretary), Melissa De Fino, Elizabeth Sosnowska

1. Adoption of the agenda
   Item 5 ‘Mentoring Subcommittee – Update’ on the agenda was tabled to the next meeting since most members of the sub-committee were not able to attend the meeting. Revised agenda was then adopted.

2. Report of the Faculty Coordinator/Faculty Members of the Librarian’s Cabinet
   (Borisovets & Hartman)
   a. Several of the Cabinet meetings since the last PlanCo meeting have focused on library committees and groups. Most of the January 3rd meeting was devoted to completing the review of existing committees. Many were done away with; some moved to a new unit in terms of reporting. Some now report to the Directors Group. The Directors Group consists of the library directors who meet regularly; much of their agenda has focused on the coordination of public services.
   b. Discussions continued on the policies that are currently on the library’s webpages and how those are going to get updated, and what to do about staff resources pages.
   c. A Discovery Working Group document that had been revised 1/19/17 was distributed. All recommendations were approved except #5: Limit EDS results to full text by default. The Working Group will notify everyone before any changes are actually implemented.
   d. Faculty Compensation Program: guidelines are basically the same as last year. Those who wish to opt out may do so.
   e. A Cabinet retreat is planned for March in order to begin planning priorities for 2018-2019.

3. Faculty By-Laws Revision Draft (Glynn & Hartman)
   a. Preliminary changes in the document, reflecting what was voted on at the last faculty meeting, were shared. If the Organization of Faculty Units Forum results in some consensus, more changes will be necessary.
   b. An intentions document, expanding on the proposed by-laws changes as well as other initiatives that will not appear in the by-laws, is being crafted so that it can be used as a reference in the future.
   c. Sosnowska presented an update on the status of the RBHS librarians. They are now represented by the AAUP; the only technically non-faculty group to be so represented. In six months they will have to make a decision about whether they wish to move to faculty status. This will have to be a group decision. At the
moment, most appear to favor becoming faculty. It not clear if there would be options for non-tenure track as well as tenure-track. Members of PlanCo expressed willingness to speak to librarians at RBHS on an informal basis to help give an understanding tenure-track process and expectations.

4. Organization of Faculty Units (Discussion)
   a. A meeting will be scheduled on Tuesday February 14, 2-4 PM in the THL at Alexander Library. Borisovets will send out the invitation. This meeting will allow the faculty to talk about how we would like to organize ourselves into library faculty (as opposed to administrative) units. Section 8 of the current by-laws were addressed. The following points were discussed:
      i. There is a need for awareness of the impact on the promotion and tenure process because of the sizes of the peer groups that are needed. We will need to look at units to see if they are too small.
      ii. If looking at combining groups we can look at this as a suggestion: TAS SCUA and IJS form a faculty unit
          Shared User Services will join New Brunswick
          Camden and Newark stay the same.
      iii. The point was made that the culture in units inform the expectations in terms of tenure and promotion.
      iv. We will use Poll Everywhere and we are recommending that it be used at the next State of the Libraries. Cuervo will contact Digital Classroom Services, whose subscription we are using, for our February 14 meeting.

5. Mentoring Subcommittee – Update (Tabled to next meeting)

   Digital Classroom Services currently pay for a Poll Everywhere account and, at the suggestion of the Poll Everywhere representative, will let us continue to use it through to August 31, 2017, after which we would be required to make a nominal contribution ($100?). Each use of the system will require for us to contact the Digital Classroom Services unit.

7. Summary of outcomes (Borisovets)
   a. By-Laws revision draft is still being crafted.
   b. Meeting on Faculty Units organization is set for Feb 14 and Poll Everywhere software will be used. Borisovets will draft a discussion document and members of Plan Co should talk to their units.
   c. Regarding the use of Poll Everywhere, Cuervo and Wilkinson have already made the connection with Digital Classroom Service. We are not paying for this year’s subscription but will continue with a nominal fee going forward.

Submitted by
Leslin Charles (Faculty Secretary)