Attendees: Natalie Borisovets, Melissa DeFino, Joseph Deodato, Pam Hargwood (Faculty Secretary), Karen Hartman (Faculty Chair), Kevin Mulcahy (Faculty Vice Chair/Chair Elect), Laura Mullen, Caryn Radick, Ela Sosnowska, Zara Wilkinson (remote)

1. Adoption of the agenda

The agenda was adopted as presented. The September minutes were approved with minor changes.

2. Report of the Faculty Chair/Faculty Members of the UL Cabinet (Hartman and Mulcahy)

Cabinet has met twice, 10/10/17 and 10/24/17, since the last PlanCo meeting on 9/27/17.

   - Cabinet 10/10/17

The University Librarian presented the Libraries FY19 budget request to CFOs and other university officials. We should hear about funding allocation early in calendar year 2018. Metrics for 2018 were discussed, and these most likely will include use of collections, implementation of Alma, administration of the OAT program, instruction and one more to be determined.

A privacy policy issue was discussed regarding Mouseflow, a software program that records computer screen movement. Cabinet decided the RUL current privacy policy covers this issue and there is no need for an opt-out option.

   - Cabinet 10/24/17

Two issues, ORCID/OJS and SAS Honors theses, were discussed since they were not covered by established priorities. The Open Journal System is changing to allow journal editors to use ORCID ids when submitting articles. This does not change any of the library’s existing priorities. The SAS Honors Program wants to submit student theses to RU Core. RUL will not pursue this project at this time. The libraries do not have the staff to deal with individual departments’ requests as efforts are currently focused on Alma implementation. There also needs to be a single standard for programs submitting theses. The University Librarian mentioned the possibility of forming a task force to look at this issue.

The Planning members briefly discussed collections issue. Campuses across the university want to lower cost center costs. The biggest costs for the libraries are
collections and staff. DeFino mentioned she attends AAUP executive board meetings and at these, AAUP asks how RCM is affecting the libraries. There seems to be confusion about RCM overall. The possibility of speaking with the AAUP executive board was raised. Hartman and Mulcahy will take this under consideration.

Providing/focusing on research support might be a way to move forward in the new fiscal reality. There is a need to tell the narrative of the librarians. A suggestion was made to write a white paper about the library as a value added service.

3. Update-Committee to review promotion and tenure criteria/guidelines (Mulcahy)

The committee for looking into this issue is finalized and there is a good representation of members including NTT’s and people who just went through the process. Mulcahy will send a Doodle poll to schedule the first meeting. One of the first tasks might be to reach out to Big10 peers to look at their criteria. Information will be shared with the Planning Committee and the Personnel Policy and Affirmative Action Committee. The University Librarian would like to see shorter guidelines.

4. Review of RULF October 27 agenda (Hartman)

The next RULF meeting is Friday, October 27th.

The mentoring report discussion will be led by Mary Beth Weber.

There are a few updates regarding the RUL bylaws. In conversation with Barbara Lee and Lisa Bonick, issues concerning the wording regarding RBHS librarians was noticed. We will address this when contractual issues with the RBHS librarians have been finalized. Also, we do not need to refer to University Policy numbers as much as we currently do in the bylaws; policy numbers change and if you refer to a specific number, it might be difficult to find the policy.

The University Librarian will discuss the administrative units and her role and responsibilities.

5. Travel funds for faculty discussion continued (Mulcahy)

A RULF policy from 2007 mentions a $600 figure for travel. Campuses seem to have their own policies regarding travel funds. There may need to be a standard level of support since travel is part of the promotion process.

Hartman and Mulcahy will bring this discussion to Cabinet.

6. Summary of outcomes (Hartman)
Mulcahy will keep the Planning Committee informed about the progress of the group looking at the guidelines/criteria for promotion and tenure.

Hartman and Mulcahy are still working on providing a framework/guidelines for ad hoc and interest groups. This will be discussed at the next meeting.

Mullen will draft a statement regarding scholarly communications.

7. Announcements

The Camden director search is in full swing with interviews over the next two weeks.