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)  Guest: Dee Magnoni

1. Adoption of the agenda

The agenda was adopted as presented. The November minutes were approved with one minor change.

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

Cabinet met once, 11/21/17, since the last PlanCo meeting on 11/15/17.

- Cabinet 11/15/17

There was an Ex-Libris update. Currently, this is in a pre-implementation stage. There are several working groups working on the transition to Ex-Libris Primo and Alma. Some concern was voiced that members on these groups are primarily central. The timeline presented is that this will go live on June 1, 2018 with a 2-week freeze in the spring (May) for acquisitions and a 2-day freeze on circulation.

The new website for RUL was presented. The date was moved up due to the RBHS academic calendar. There was discussion on how individual library pages will relate to the main page.

3. Summary of November 27, 2017 meeting with the University Librarian (Hartman and Mulcahy)

There was a brief discussion about archiving the RUL faculty page. The University Librarian agreed.

The new mentoring program will be implemented July 2018.

There was discussion on the guidelines/criteria documents regarding the tenure process. The purpose of these guidelines is to make the process more transparent and consistent. Hartman and Mulcahy will look at the current document on writing personal statements.

The majority of the meeting was spent discussing the AUL Collections position. The upcoming Planning Committee meeting on January 10, 2018 will focus on discussion of this position.
4. **Head of Special Collections/University Archives position (Magnoni)**

   Magnoni shared a draft of the job description for the Head of Special Collections and University Archives. The committee made suggestions and Magnoni will edit the description and email Hartman, Mulcahy and Radick the edited draft.

5. **Update-Group reviewing library faculty guidelines/criteria documents (Mulcahy)**

   The group is reviewing criteria received from other institutions.

   Mulcahy will try to get the group together sometime in January.

   There will be wording built in to the document suggesting these documents be reviewed every few years.

6. **Update-Information literacy committee (Mulcahy & Wilkinson)**

   The committee will hold their first meeting the beginning of January 2018.

7. **Guidelines for ad hoc/interest groups (Hartman)**

   A draft of the guidelines for these groups were presented and are comprised of the following:
   
   - Title/name of the group
   - Membership roster-specify a convener
   - Statement of what the group is trying to accomplish
   - End date if applicable
   - Status updates at least twice per year

   There was discussion as to how status updates should be presented. It was suggested that they be presented at faculty meetings by the convener or a designated person. This needs to be discussed with the University Librarian. Other suggestions were to have these groups present at the faculty forums or have the groups report back to the Planning Committee and these reports will be part of the Faculty Chair report at the faculty meetings.

   Hartman and Mulcahy will revise these guidelines and email the edited document to the faculty forum email list.

8. **Summary of outcomes (Hartman)**

   Hartman and Mulcahy will review the tenure procedure guidelines/criteria documents; and then consult with the University Librarian and library faculty.

   The committee should think about the upcoming January meeting with the University Librarian regarding the AUL Collections position.
9. Announcements

The OAT working group will be meeting to choose 20 award recipients out of the 50 applications that were received.

There will be a meeting January 10th to discuss the grant Special Collections received for digitizing NJ newspapers.

Marty Kessleman’s retirement party will be January 18th.

The new Camden director will start January 15th.