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

Guests: Karen Hartman, Ryan Womack

1. Approval of Minutes from May meeting
   The May minutes were approved as presented.

2. Approval of Agenda
   The agenda was adopted as presented.

3. Updates from Cabinet
   There were several notable updates from Cabinet since the last Planning Committee meeting.
   - Ex-Libris: The pattern of work tickets is going down. Overall, the migration is seen as going well.
   - Information Literacy Committee: Credo is being implemented with the expectation that it will go live September 4th, 2018. In the beginning, it will be available through the tutorials link on the home page and through LibGuides. We anticipate that it will be integrated into the LMS later in the fall. There was concern over whether it will be all librarians or just those who do instruction who will have staff access to Credo. Directors will be providing a list of people who should be granted staff access. Mulcahy will express the committee’s concern that all librarians should have access.
   - Limit in gift cataloging: This has been an ongoing discussion of local versus central distinctions. Cataloging is central, but there will be a quota and campus libraries may have to pay extra if they go over the quota for gift cataloging.
   - Website responsive theme implementation: The initiative was approved which will enhance the RUL mobile website.
• Book delivery enhancements: RUL hopes to expand book delivery to off campus program users, faculty and students with physical disabilities that prevent them from coming into a library and distance education participants.

4. Short Research Assignments

Three recent requests for short research assignments were turned down. The Planning Committee discussed the possible need for clarification of this policy since research is a component of promotion. There seems to be miscommunication regarding what deliverables are expected at the end of the assignment. Mulcahy and Anderson will plan to communicate to Cabinet the importance of short research assignments and the desire of the faculty to continue having this opportunity. There was discussion that this could be a possible topic for the faculty forum with further discussion at the next RUL Faculty meeting. The Planning Committee decided to look at the guidelines which have not been revised in 15 years, and will come up with recommendations to present at the faculty forum. The Short Research Assignment Committee will be involved with these discussions.

5. Faculty Forum Planning

There was discussion over who should and should not be invited to the Faculty Forum. There was previous discussion before the first Faculty Forum regarding this issue but with recent job reorganizations this issue was brought up again. Some ideas for discussion at the Faculty Forum are the commonality of vision between the campuses and the role of library faculty to inform directors. Mulcahy will work on an agenda for the Forum.

6. Bylaws

Currently, the RUL bylaws are in limbo. The University has not approved the existing bylaws. The University Librarian would like the faculty to rework the bylaws and make them less detailed. Further discussion regarding the bylaws will take place sometime this year.

7. Promotion Guidelines

This agenda item is carried over from last year, when a small committee from Planning and Personnel Policy and Affirmative Action, chaired by Mulcahy, began to revise guidelines for the evaluation of librarianship, scholarship, and service in personnel actions. Anderson will now chair the group.

8. Personnel Calendar

Mention of peer and user letters was removed from the calendar. There used to be dates of when solicitation of letters should take place. RUL faculty believes that letters from teaching
faculty and other users are important in evaluating candidates at the time of reappointment. Mulcahy and Anderson will talk with the University Librarian about user letters.

9. Search Committees/Job Talks-dissemination of information

Mulcahy recommended to Cabinet that more notice be given of candidate job talks, and that the names of search committee members be widely shared with faculty. Cabinet agreed to do so.

10. Review of Dana Business and Data Services position and New Brunswick Business and Entrepreneurship position

The job descriptions for the Business and Data Services Librarian at Newark and the Business and Entrepreneurship Librarian at New Brunswick were vetted at Cabinet. The Planning Committee reviewed the job descriptions and suggested minor changes. There was some concern expressed by the Planning Committee over two job searches for similar positions occurring at the same time.

11. Mentoring

Mulcahy and Anderson sent the University Librarian names for the Mentoring Committee. People were selected to give the committee a wide representation.

12. Announcements

The Dana Library Archivist search has been declared a failed search.

13. Action Items

Mulcahy will express concern to the Credo Implementation team that all librarians have staff access to Credo.

Mulcahy and Anderson will communicate to Cabinet the importance of Short Research Assignments. The Planning Committee will look at the Short Research Assignment guidelines and come up with recommendations to be presented at the Faculty Forum.

Mulcahy will work on the agenda for the Faculty Forum.

Anderson will continue the work regarding promotion guidelines.

14. Adjournment