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

1. Approval of Minutes from the November meeting
   The November minutes were approved.

2. Approval of Agenda
   The agenda was adopted with the addition of an item submitted by Borisovets regarding RUL representation on the Senate.

3. Report from Cabinet (Anderson and Mulcahy)
   Cabinet met once since the last Planning Committee meeting. The highlights from that meeting are as follows:
   - Ex-Libris update: There will be an announcement shortly about the implementation of Browzine.
   - Proactive Chat project: Pilot testing will begin in January and implementation will take place in February or March 2019. Chat Box will appear when a user has been on an RUL site for three minutes. There was some concern that this might cause much greater business. In addition, chat will now be going to 12 hours a day, 7 days a week, and RUL is interviewing for part-time positions to cover the extra chat hours.
   - Database cancellation process and communication: Due to the cancellation of Inspec without adequate communication, Mulcahy shared links with Cabinet to the database cancellation forms that have been used in the past. CAG will review the forms. There was acknowledgement that there was a lapse in communication. Going forward, there will be a more transparent process regarding database cancellations. Mulcahy suggested that CAG should emphasize the need for the inclusion of selectors in this process. Mulcahy also suggested that any future pilots of streaming video or media databases be monitored and have financial caps in response to the Kanopy situation.
Mulcahy and Anderson will suggest to Cabinet that the Planning Committee recommends the reinstatement of the Media Group that previously reviewed streaming video and media databases.

4. Senate item (Mulcahy for Borisovets)

RUL used to have two Senators on the Senate but due to loss of RUL faculty the allocation dropped to one. The Senate is now recommending that RUL go back to having two Senators. The wording proposed by the Senate was “The University Libraries shall be represented by two Senators who shall serve for a term of three years starting on July 1.” Due to the broad interpretation of this wording, Borisovets has proposed the following wording: “The University Libraries shall be represented by two Senators who may be either faculty or, if from units where librarians do not hold a faculty appointment, individuals with the Librarian title. Library Senators shall serve for a term of three years starting on July 1.” This wording addresses the issues of making the RBHS librarians eligible to run and be elected to the Senate and also ensures that RUL is represented by librarians in the Senate.

The Planning Committee endorsed the proposed wording from Borisovets.

5. Research Leaves and Research Support (Radick)

The group looking at research leaves and support has met and has three other meetings scheduled. A survey the group sent out asking RUL tenured and tenure track faculty their needs and experiences with research time has generated 20 responses currently. The deadline for completing the survey is January 4, 2019. The group will review the survey responses and research leave policies from other institutions.

The Planning Committee suggested that the preamble of the group’s report should include a discussion of the importance of research to RUL and the university. Also, an addendum should be added to the report discussing ideas for how research can be supported for NTT faculty.

6. Faculty Forum Follow-Up (All)

Mulcahy will send out an email to see if there is interest from RUL faculty for another forum.

7. Long Range Planning (All)

The Planning Committee discussed choosing a few of the ideas raised at the last faculty forum as a way of beginning to look at long range planning. Members of the Planning Committee will talk with librarians in their unit and ask a few questions such as 1) what could we be doing if we had the resources, 2) with whom should we be working, 3) what models should we follow and 4) what could we be doing differently?
8. **Announcements**

Due to possible scheduling conflicts, the date and/or time of the February Planning Committee meeting may need to be changed. Mulcahy will send out a Doodle Poll with alternative dates/times.