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

1. **Approval of Minutes from the January meeting**
   
   The January minutes were approved with correction of minor typos. There was discussion about emailing Planning Committee minutes to the RUL faculty listserv as well as having them posted. Mulcahy will send the minutes to the listserv.

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

3. **Report from Cabinet and update from meeting with VP/UL (Anderson and Mulcahy)**
   
   There were two Cabinet meetings since the last Planning Committee meeting. Much of the meetings were process oriented and the minutes are available on the website.

   Mulcahy and Anderson met with the VP/UL to discuss the upcoming RUL Faculty meeting. She has asked her assistant to compare the RUL faculty bylaws to see how they compare with other departments and schools at the University. The impetus for the bylaws changes seems to be the issues of membership and voting, in particular the status of the RBHS librarians. The RBHS librarians are close to finalizing an agreement and those librarians staying staff could be invited to RUL faculty meetings and those choosing the tenure track would be full faculty members. The VP/UL would like to convene a small committee to review the bylaws. The Planning Committee discussed that there already is a committee, Rules of Procedure, whose role is to review the bylaws.

   Changes the VP/UL mentioned we might consider include switching from a Planning Committee to an Executive Committee that would consist of Planning Committee members joining Cabinet meetings several times per year. She also expressed concern about the role of the Committee of Review because of potential legal issues of grievability. The Planning Committee, in reviewing University regulations, found that both of these committees are mandated by the University.
The VP/UL expressed her concern about administrators not being invited to attend the RUL Faculty Forums.

An agenda item for the next RUL Faculty Meeting will be Senior Vice President for Academic Affairs Barbara Lee explaining the university-mandated process for evaluating the VP/UL.

4. **Research Leaves and Research Support (Radick)**

The group looking at research leaves and support has drafted a recommendation after meeting several times, talking to library faculty and viewing the results from the survey the group created. Language for the recommendation was borrowed from the Ohio State University policy.

There was discussion that since the VP/UL is emphasizing the importance of scholarship, this recommendation is important to help librarians build their identity as scholars. There was also discussion if service should be included in this current recommendation or should it be a separate recommendation. The consensus of the Planning Committee was that this recommendation should just focus on research and the committee endorsed the draft.

After corrections are made by Radick and Deodato, the document will be shared with the library units. The recommendation will be brought to the RUL faculty meeting in June, but might also be shared at the Faculty Forum before the faculty meeting.

5. **Forum Planning and Scheduling (All)**

The Planning Committee agreed that we should continue to have Faculty Forums. A suggested time frame for the next forum is mid May. Mulcahy will send an email to library faculty to get a sense of availability during that time. People will be encouraged to attend the forum in person, which will allow for break out groups. It was suggested that we use Poll Everywhere again but we need to find out if there is a better way to display the anonymous comments.

The focus of the next forum will concentrate on how the libraries can thrive in the current RU environment and our vision for library faculty in this environment. It was felt that advocacy is a big issue that the faculty could look to build on.

Planning Committee members can bring comments or questions from their colleagues regarding the forum to the April Planning Committee meeting.

6. **Faculty Pages (Mulcahy and Anderson)**

There was discussion and concern over the maintenance and archiving of faculty pages, in particular those referring to promotion. Mulcahy will follow up to get more specific information and look into the possibility of archiving information that is pulled off the website. There had been a group that reviewed promotion documents in the past, but they have not
met recently. The Planning Committee discussed the idea of this group starting up again. Anderson will lead this group.

7. **Long Range Planning/Faculty Priorities to bring to the retreat (All)**

Mulcahy and Anderson will bring RUL faculty priorities to the Cabinet Retreat April 16th. From previous discussions, those priorities are improved communication with the VP/UL to the faculty, specifically between Central and the local units; faculty governance; and the need to enhance collaboration between the libraries instead of the siloing of libraries. Planning Committee members can email any comments they would like brought up at the retreat to Mulcahy or Anderson.

8. **Announcements (All)**

AAUP-AFT will have representatives to discuss current negotiations after the RUL faculty meeting.

There is movement towards an agreement with the RBHS librarians regarding faculty/staff status.

The archivist at the Dana library has started.

The April Planning Committee meeting will be rescheduled; Mulcahy will consult with member regarding a new date.