

Rutgers University Library Faculty Meeting
March 9, 2018, 9:15a.m-11:30a.m
Pane Room, Alexander Library

Minutes

Present: Stephanie Bartz, Natalie Borisovets, Roberta Bronson Fitzpatrick, Leslin Charles, Laura Costello, Janet Croft, Adriana Cuervo, Melissa De Fino, Kayo Denda, Joseph Deodato, Bart Evers, Bonnie Fong, Rebecca Gardner, Francesca Giannetti, Tom Glynn, Erika Gorder, Pam Hargwood, Karen Hartman, Tara Kelley, Amy Kimura, Regina Koury, Triveni Kuchi, Angela Lawrence, Mei Ling Lo, Megan Lotts, Christie Lutz, Dee Magnoni, Tara Maharjan, Krisellen Maloney, Rhonda Marker, Kevin Mulcahy, Laura Mullen, Jim Niessen, Fernanda Perrone, Caryn Radick, Wen-Hua Ren, Jonathan Saucedo, Elizabeth Surles, Roberta Tipton, Victoria Wagner, Judit Ward, Mary Beth Weber, Zara Wilkinson, Ryan Womack, Connie Wu, Tao Yang, Yingting Zhang, Yini Zhu

1) Adoption of the agenda

The agenda was adopted as distributed.

2) Introduction of new Faculty and Guests (Maloney)

Three new faculty members were introduced, Regina Koury, Director of Paul Robeson Library, Laura Costello, Virtual Reference Services Librarian, and Matthew Bridgeman, Information and Education Librarian at the RWJ Library of the Health Sciences.

3) Unfinished Business (Maloney)

a) Bylaws update

The bylaws regarding RBHS librarians are under review, but current practices do not need to change at this time.

b) Directors and units

Currently units are named in the bylaws. Since the University Librarian defines units, they will no longer be named in the bylaws.

Unit director is a designation, not a position so a unit director can report to another unit director. The University Librarian would like to move towards using administrative heads to oversee administrative services/activities. In the past, faculty have been given administrative work without an administrative position. Faculty should be recognized for this work. There was discussion about a small stipend being given to these administrative appointments. This mimics the structure of other academic units.

4) New Business (Maloney)

Peer and user letters

In 2013, peer/user letters became optional. There is no mention of letters included in the instructions for promotion and tenure. These are not a formal part of the tenure track process

and there was discussion as to whether these help strengthen the case for tenure. For the past two years, the University Librarian has been asked to limit the number of letters to five, but has not done this. This year, the letters will be included in supplemental materials. The University Librarian would like tenure track faculty to move away from using these letters. In the discussion that followed concern was voiced that particularly in terms of initial reappointments, peer and user letters are informative. The tenure track faculty feels there is inconsistency with messages regarding promotion and reappointment. Faculty should work with their unit directors to solicit user letters.

5) Report of the Vice President for Information Services and University Librarian (Maloney)

The University Librarian gave a brief overview of how the budget is structured. An immediate concern is positions and budget. There are no more lines; we simply have a salary budget. The Libraries receive funding to cover position benefits expense for our current salary level. RUL has five budgets: "Central Central" and 4 "Central Local" which are New Brunswick, Camden, Newark, and RBHS. Cases for money are made to the Chancellors through the CFOs. We need to build relationships with people who report to the CFO's. We should think about reframing library as an investment, and not a cost. The University Librarian is hearing that our constituents want excellent, traditional library services, not new services for the sake of new services. This leads to question of how can RUL understand the changing landscape and propose and develop services to advance the missions of the campuses.

6) Report of the Faculty Chair (Hartman)

The mentoring report was accepted at the October RUL Faculty meeting and implementation will begin July 1, 2018.

The Planning Committee has an ad hoc group reviewing faculty criteria guidelines. More information will be forthcoming at the June RUL Faculty meeting.

The Planning Committee reviewed and/or gave feedback on the following positions: Associate Director, Special Collections and University Archives; Undergraduate Success Librarian-Newark; Assistant Vice President for Information Services, Director Scholarly Communication and Collections; and the Electronic Resources Librarian.

The next RUL Faculty Forum will take place April 24, 2018.

The Rules of Procedure Committee sent out a nomination email for the offices and committees that will be contested in the 2018 RUL Faculty election.

7) Communications (All)

None

8) Reports of Members Serving on University Bodies

See Appendix A

9) Reports of Standing Committees

See Appendix B

10) Adjournment

The meeting adjourned at 11:30a.m.

Appendix A Reports of Members Serving on University Bodies March, 2018

- **University Senate-Natalie Borisovets**

The Rutgers University Senate has met four times since the last Library Faculty meeting: November 10, 2017; December 8, 2017; January 19, 2018; and February 16, 2018.

November 10, 2017 (Newark)

1. Rutgers University Newark Chancellor presented the Newark Chancellor's report. The report is available at: <http://senate.rutgers.edu/NewarkChancellorsReportNov2017.pdf>

Committee Reports:

2. Instruction, Curricula, and Advising Committee Chair Natalie Borisovets presented the ICAC response to Charge A-1711 on *Draft Acceptable Use Policy for Informational Technology Resources*<<http://senate.rutgers.edu/ICAConA1711AcceptableUsePolicyForInformationTechnologyResourcesNovember2017AsAdopted.pdf>>

The above report including 20 recommendations; one that might be a general interest:

“Faculty and Staff who retire from the university are eligible to maintain a Rutgers email account, however this will not be the Connect account previously utilized for University Business. A new email account for [the] retiree will be provisioned on Scarletmail.”

Recommendation 2: Investigate procedures by which eligible retirees could retain the email address used for their Connect account.

The resolution passed.

December 8, 2017 (New Brunswick)

Committee Reports:

1. Faculty and Personnel Affairs Committee co-Chairs Alexander Settles and Joseph Markert presented the FPAC response to Charge A-1709 on a *Proposal to Improve Evaluation of Teaching at Rutgers*.

<<http://senate.rutgers.edu/FPAConA1708ProposalToImproveEvaluationOfTeachingNovember2017.pdf>>

Recommendations:

1. Peer evaluation should be used for evaluation of teaching for the promotion and tenure process and for renewals of all tenure-track, non-tenure track, contingent, and part-time lecturer faculty.
2. Teaching evaluations should be coupled with professional development.
3. Instructors have the right to respond through a formal procedure to the evaluation of their teaching
4. The personnel forms be revised to remove the use of SIRS survey questions 9 and 10 and that the proposed two standard questions under the "Proposal to Improve Evaluation of Teaching at Rutgers" not be added.
5. To end the use of SIRS survey questions 9 and 10 for personnel decisions for part time lecturer and all other contingent faculty, lecturers, or instructors employed by Rutgers University.
6. Departments establish specific criteria for peer in-class observation as well as training programs for peer reviewers.
7. CTAAR, or some other appropriate group, develop a basic template for teaching portfolios that could then be modified based on disciplinary/departmental differences.
8. If it is determined that PTLs must, as recommended in the Task Force report, also submit teaching portfolios, a separate basic template for PTLs be developed.
9. Rather than two "standard" questions, a meaningful core of four or five questions be developed as the basic Standard Instructional Rating Survey (SIRS). Student input should be included only as part of the development process and should not be used for personnel decisions.
10. Instructors and departments should be regularly reminded that they have the option to add questions that might be particularly relevant for that course or that department to the survey.
11. To increase completion rates and make the results more meaningful, schools and units should have instructors give students time in class to complete the SIRS on their own mobile devices.

The Resolution passed.

2. Staff Senator Adrienne Esposito presented a briefing on the Office of Information Technology Master Plan <<http://senate.rutgers.edu/OITNetworkMasterPlanSenate12082017.pdf>>, and responded to questions thereon.

January 19, 2018 (New Brunswick)

Committee Reports

1. Budget and Finance Committee Chair Menahem Spiegel, and BFC Member Charles Heckscher presented the BFC's *Annual Report on the University Budget* <<http://senate.rutgers.edu/BFCAnnualBudgetReport2017.pdf>>

2. Student Affairs Committee Co-chair Viktor Krapivin presented the SAC's response to *Charge S-1702 on Increasing Student Voter Turnout in Federal, State, and Local Elections* <<http://senate.rutgers.edu/SAConS1702IncreasingStudentVoterTurnoutInFederalStateAndLocalElectionsJanuary2018.pdf>>

The full resolution, as amended, was adopted unanimously

February 16, 2018 (Camden)

Committee Reports

1. Faculty and Personnel Committee co-Chairs Joseph Markert and Alexander Settles presented their response to S-1707 on *Stipend or Course Release Payment for PTL Senators* <<http://senate.rutgers.edu/FPACResponseToS1707OnStipendOrCourseReleasePaymentForPTLSenators.pdf>>

2. Rutgers University Camden Chancellor Phoebe Haddon present the Camden Chancellor's report. The report is available at: <https://www.camden.rutgers.edu/about/office-chancellor>

Respectfully submitted,

Natalie Borisovets
University Senator

- **New Brunswick Faculty Council-Triveni Kuchi and Ryan Womack**

New Brunswick Faculty Council (NBFC) <http://nbfc.rutgers.edu/>

- New Brunswick Chancellor Deba Dutta regularly presents administrative and activities report at the New Brunswick Faculty Council meetings. For example see: http://nbfc.rutgers.edu/year17_18/Minutes012618.html.
- Rutgers University Teaching Conference was held on October 27, 2017. A [report](#) was presented at the January 26, 2018 meeting. The conference was planned on the basis of a [proposal](#) to improve the evaluation of teaching at Rutgers University.
- On October 27th 2017, NBFC also heard from Kevin Pitt, Director of Student Conduct regarding the immediate and critical need for additional support and personnel to

handle the ever-increasing number of cases of academic integrity violations at Rutgers New Brunswick.

- On November 17, 2017, Barbara Lee, Senior Vice President for Academic Affairs spoke about the Middle States Commission on Higher Education University Reaccreditation Project. Details about this are available from <https://middlestates.rutgers.edu/>. Campus Forums [presentations](#) were made. "The peer Evaluation Team will visit all Rutgers campuses Monday, March 19 through Thursday, March 22, 2018, meeting with members of the Rutgers community."
- An [Ad-Hoc Committee on Organizational Structure, Roles, and Responsibilities](#) has been formed.
- Feb 23 2018 NBFC heard from Paul Hammond, Asst. Vice Chancellor, RU-NB about the new course scheduling system *Infosilem* (<https://www.infosilem.com/theschedulingpeople/>) which will be implemented in fall 2018 to "reduce student travel and barriers to getting to class on time."
- NBFC also heard from Deepa Kumar, who is the President of Rutgers AAUP-AFT. Her presentation was entitled "Resisting the corporatization of the university and strengthening faculty governance." Research papers particularly those comparing Rutgers to the Big Ten can be found at <http://equitysecuritydignity.org/our-campaign/>.

Respectfully submitted by

Triveni Kuchi
Ryan Womack
(Elected representatives from New Brunswick Libraries)

Appendix B Reports of Standing Committees March 2018

- **Rules of Procedure Committee-Stephanie Bartz and Tom Glynn**

Rules of Procedure Committee Report, March 2018

Since the October 2017 faculty meeting, the following work has been undertaken by the Rules of Procedure Committee.

- consulted with members of the Research Leave Review Committee regarding the membership of that committee following the retirement of a member
- distributed a nominations ballot for the 2018 election for the Libraries representative to the Rutgers University Senate
- began preparations for the 2018 Rutgers University Libraries Faculty election

Stephanie Bartz and Tom Glynn
Co-chairs, Rules of Procedure Committee

- **Research Leave Review Committee-Rebecca Gardner**

Since the October 2017 RUL faculty meeting, the Research Leave Review Committee reviewed two sabbatical applications and three Short Research Assignment applications.

Rebecca Gardner (chair)
Ryan Womack
Connie Wu

- **Scholarly and Professional Activity Committee-Bonnie Fong**

Dear colleagues,

Since the last RUL faculty meeting, the Scholarly and Professional Activity Committee (SAPAC) hosted five (5) presentations:

1. November 16, 2017: "Connecting with Patrons, Highlighting the Collections, and Learning about the Library: Low Cost High-Impact Makerspaces in U.S. Art Libraries" by Megan Lotts
2. December 13, 2017: "J.R.R. Tolkien's Letters From Father Christmas" by Janet Brennan Croft
3. January 16, 2018: "Report of the Consumer Electronics Show" by Martin Kesselman
4. February 15, 2018: "Extra! Extra! The New Jersey Digital Newspaper Project Brings 'Old News' Online!" by Caryn Radick
5. March 6, 2018: "Predatory publishing: Where are we now?" by Judit Hajnal Ward and Laura Bowering Mullen

Respectfully submitted,
Bonnie Fong

SAPAC committee:

Janet Croft
Bart Everts
Bonnie Fong, Chair
Christine Lutz
Elizabeth Surles