

**Rutgers University Library Faculty Meeting**  
**June 8, 2018, 9:15a.m-11:30a.m**  
**Pane Room, Alexander Library**

**Minutes**

**Present:** Stephanie Bartz, Matthew Bridgeman, Natalie Borisovets, Roberta Bronson Fitzpatrick, Leslin Charles, Janet Croft, Kayo Denda, Joseph Deodato, Bart Evers, Tom Glynn, Erika Gorder, Pam Hargwood, Karen Hartman, Michael Joseph, Tara Kelley, Amy Kimura, Regina Koury, Triveni Kuchi, Mei Ling Lo, Megan Lotts, Christie Lutz, Tara Maharjan, Krisellen Maloney, Rhonda Marker, Kevin Mulcahy, Laura Mullen, Jill Nathanson, Jim Niessen, Jane Otto, Laura Palumbo, Fernanda Perrone, Caryn Radick, Jonathan Saucedo, Ela Sosnowska, Li Sun, Elizabeth Surles, Lily Todorinova, Bob Vietrogoski, Victoria Wagner, Mary Beth Weber, Zara Wilkinson, Ryan Womack

**1) Adoption of the agenda**

The agenda was adopted as distributed.

**2) Introduction of new Faculty and Guests (Maloney)**

There were no new Faculty or Guest introductions.

**3) Unfinished Business (Maloney)**

**a) Bylaws update**

The bylaws changes proposed [see March 10 and June 9 2017 minutes] were not approved. Several items in the RUL bylaws need to be reviewed. For example, the scope of the Committee of Review; the RBHS librarians' status as guests; and ensuring that issues related to the NTT promotion process are addressed in the bylaws. Also, all policy numbers should be removed from the bylaws.

The current wording related to the Committee of Review may be overly broad given the current employee support resources available in the University.

The proposed bylaws defined RBHS librarians as part of the Libraries Faculty. That is not a designation that can be made through bylaws.

For the time being, we agreed that we should continue our current practices. The University Librarian will work with the group to rewrite the bylaws. The University Librarian provided example guidelines for units that had recently been reviewed that can be used as examples when we look to rewrite the RUL bylaws.

**4) New Business (Bartz and Glynn)**

**a) Proposed amendments to Bylaws and Rules of Procedure**

The Rules of Procedure Committee, along with the Planning Committee, drafted a proposal detailing recommended changes in the RUL Faculty Bylaws and Rules of Procedure.

The first change was in Section V.3.c of the Bylaws to move the existing text to a new subsection ("d.") and insert the following text as "c." -- "Faculty whose primary assignment is administrative, and who serve on the Vice President for Information Services and University Librarian's Cabinet, shall be eligible to vote, but shall not be eligible for elected or appointed office."

The second change was in Section I.2.a of the Rules of Procedure to delete "majority" and replace it with "plurality."

Both of these changes were voted on using Poll Everywhere and were accepted.

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

Screening interviews have been completed for the Assistant Vice President for Scholarly Communication and Collections position. The next steps will be checking references and on-site interviews. There could be a candidate in place by September.

There was discussion regarding local versus central responsibilities with regard to coordinating groups. RUL has four campuses each with a different mission. The coordinating groups do not set strategy. Directors are required to make strategic plans. Central needs to lead these groups to ensure that the needs of all local units are balanced. . There are a few coordinating groups that still have local leadership that will be transitioned to Central.

The reorganization is still a work in process. Currently, some of the people reporting to the Executive Director of Administration will probably report to the new Assistant Vice President when that position is filled. In addition, a good part of Shared User Services will work with the new Assistant Vice President. Most of IIS will stay under Business and Finance. The web team will stay under Communications.

## **6) Report of the Faculty Chair (Hartman)**

The Faculty Chair reported on the highlights from the Planning Committee over the past year.

- A new mentoring process was accepted and goes into effect July 1<sup>st</sup>.
- RBHS librarians were granted voting rights and the ability to serve in RUL Faculty elections.
- The first RUL Faculty Forum was held in September. Work on the faculty criteria documents will continue.
- Another RUL Faculty Forum will be held in the summer enabling faculty to communicate their voice to the University Librarian concerning the direction of RUL over the next few years.
- The Planning Committee gave feedback on the Assistant Vice President position and other local positions as well.

**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  
June 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](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, June 2018

Since the March 2018 faculty meeting, the following work has been undertaken by the Rules of Procedure Committee.

- Completed the election for the Libraries representative to the Rutgers University Senate.
- Solicited nominations and conducted the 2018 Rutgers University Libraries Faculty elections.
- Updated outdated charges on web pages for faculty committees.

- Consulted with the Research Leave Review Committee regarding the history and work of the committee.
- Consulted with the Planning Committee regarding bylaws issues and drafted revisions for the bylaws and rules of procedure.

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

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

Research Leave Review Committee Report, June 2018

Since the March 9, 2018 RUL faculty meeting, the Research Leave Review Committee reviewed and evaluated five Short Research Assignment (SRA) applications.

Rebecca Gardner (chair)  
Ryan Womack  
Connie Wu

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

Dear colleagues,

My apologies that this comes late. Since the previous RUL faculty meeting, the Scholarly and Professional Activity Committee (SAPAC) hosted two (2) presentations:

1. March 19, 2018: "Leveraging Partnerships to Assess Library Impact on Student Learning Via a Longitudinal Study" by Leslin Charles
2. April 24, 2018: "Using search log analysis to understand user information-seeking behavior" by Joseph Deodato and Amy Kimura

Respectfully submitted,  
Bonnie Fong

SAPAC committee:

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