

Rutgers University Library Faculty Meeting
April 5, 2019, 9:15a.m-11:30a.m
SCC Teleconference Lecture Hall

Minutes

Present: Katie Anderson, Consuela Askew, Natalie Borisovets, Judy Cohn, Laura Costello, Janet Croft, Adriana Cuervo, Melissa De Fino, Kayo Denda, Joseph Deodato, Fobazi Ettarh, Bart Everts, Bonnie Fong, Rebecca Gardner, Mina Ghajar, Francesca Giannetti, Tom Glynn, Pam Hargwood, Samantha Kannegiser, Tara Kelley, Amy Kimura, Regina Koury, Nancy Kranich, Triveni Kuchi, Mei Ling Lo, Megan Lotts, Dee Magnoni, Krisellen Maloney, Rhonda Marker, Stephanie Mikitish, Kevin Mulcahy, Laura Mullen, Jill Nathanson, Laura Palumbo, Vincent Pelote, Fernanda Perrone, Caryn Radick, Jonathan Saucedo, Ela Sosnowska, Roberta Tipton, Lily Todorinova, Bob Vietrogoski, Judit Ward, Mary Beth Weber, Krista White, Zara Wilkinson, Ryan Womack, Geoffrey Wood, Connie Wu, Elizabeth York, Yini Zhu

1) Adoption of the agenda

The agenda was adopted as distributed.

2) Approval of June/October RUL Faculty Meeting minutes

The June minutes were accepted and the October minutes were accepted with one minor correction.

3) Introduction of New Faculty and Guests (Maloney)

Three new faculty members were introduced:

- Fobazi Ettarh, Undergraduate Success Librarian at Dana
- Geoffrey Wood, Metadata Librarian, Central
- Samantha Kannegiser, Student Success Librarian at Robeson

4) New Business (Maloney)

a) University Librarian Decanal Review Process (Barbara A. Lee, SVPAA)

Barbara A. Lee, Senior Vice President for Academic Affairs, gave an overview of the University Librarian Decanal Review process. This process was developed by the Senate to review deans and administrators by their faculty, staff and students on a five-year cycle. Since the University Librarian is currently in her fourth year at Rutgers, she is up for review this year. The process will start now and most likely continue through the Fall 2019 semester. This is not a personnel evaluation, but is used to see where the University Librarian is in her vision for RUL.

An Evaluation Committee will be formed by the SVPAA. A slate of 10 nominees from RUL will be sent to the SVPAA by April 19, 2019. From this slate, the SVPAA will choose 3 people to serve on the committee. Only full-time librarians with 3 or more years of experience should be nominated. In the case of legacy Rutgers faculty librarians, only tenured faculty should be nominated. RBHS personnel holding the rank of librarian can also be nominated. The University Senate Executive Committee will submit a slate of 8 nominees to the SVPAA from which she will choose 2 to serve on the committee. The

SVPAAs may also appoint up to 3 administrators to serve. The minimum number of people serving on the committee is 8.

Once formed, the Evaluation Committee will meet and elect a chair. The University Librarian will provide the committee with a statement of her responsibilities, accomplishments and vision for RUL. The committee, in consultation with the SVPAAs, can decide if they want to add students, staff, alumni or others to serve on the committee. The majority of the committee must be faculty members or full-time librarians so if these groups of members are added to the committee, additional faculty members or full-time librarians may need to be added.

The Evaluation Committee will develop a plan for review that ensures broad input and anonymity. The areas to be covered in the evaluation include: quality of relationship with students, quality of relationship with faculty, performance related to personnel issues, performance related to financial and strategic management of resources, overall performance, and other unit-specific areas of performance. The process must include a survey that will be formulated in consultation with the Director of the University's Faculty Development and Assessment Program. The template for the survey can be modified by the committee and needs to include space for narrative comments.

The Evaluation Committee will conduct the evaluation and write a confidential report of the findings. This report will be shared with the University Librarian who writes a response to the report. The final report and response are shared in confidence with the SVPAAs, the president, and the chair of the Senate. A non-confidential summary of the report will be shared with the full RUL faculty. The University Librarian and the SVPAAs will meet to discuss the evaluation.

The entire process can be found on the Rutgers SVPAAs webpage under the Initiatives tab, listed as Process for the Evaluation of Deans.

5) Unfinished Business

a) Collections Budget Update (Maloney)

RUL did not receive additional funding to cover inflation for 2020. Two open meetings were held to discuss strategic approaches to moving forward with as little negative impact as possible to the Rutgers community. Both meetings were productive.

Two or three scenarios have been developed to demonstrate the type and magnitude of a \$425,000 reduction based on low-use and high cost-per-use journals and databases and varying percentages of the cut covered by journals and databases. Chancellors and Deans should be made aware of the situation before any cuts are made.

b) Library Faculty Bylaws Revision (Maloney)

Currently RUL does not have bylaws that are in compliance with University policy. Issues that are of concern include membership, roles, communication and levels of approval. There are also editorial and structural issues that make the bylaws difficult to read.

The University Librarian proposed forming a task force to recommend new bylaws, with two members chosen from a list of 4 names put forward by the RUL faculty and two members chosen by the University Librarian. There was discussion from the RUL faculty questioning the need for charging another group to look at the bylaws when there is already a committee, Rules and Procedures, which has the responsibility to maintain the bylaws.

The University Librarian addressed the role of the Planning Committee and Cabinet. Although some faculty members serve on Cabinet, faculty should have a stronger voice in setting priorities for RUL. It was suggested that Planning and Cabinet have a joint meeting sometime this summer to discuss ways to improve communication between the two groups.

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

Directors have put forth plans for their units prior to the upcoming planning retreat. The University Librarian is working with infrastructure to look at capacity and developing documentation to be used at the retreat.

Jeffrey Carroll has accepted the position of AVP for Scholarly Communication and Collections.

7) Report of the Faculty Chair (Mulcahy)

The Planning Committee formed a group to look at research leaves. The draft report from this group will be brought to the University Librarian and then to the June RUL faculty meeting for discussion.

The next RUL Faculty Forum will be held in May. This will be an open discussion about library priorities. It was suggested that it would be helpful if the Planning Committee could have a list of the director's priorities before the forum to help frame the discussion. The results from the forum will be brought forward to Cabinet and hopefully can be used to supplement priority planning. There was also discussion as to why administration is not invited to the Faculty Forums. It was felt that by not inviting administration, faculty has the opportunity to talk candidly. There was a suggestion made to make Poll Everywhere available at all meetings to help gauge opinions on issues and for anonymity.

8) Communications (All)

None

9) Reports of Members Serving on University Bodies

See Appendix A

10) Reports of Standing Committees

See Appendix B

11) Adjournment

The meeting adjourned at 11:20a.m.

Appendix A
Reports of Members Serving on University Bodies
April 2019

- **University Senate-Natalie Borisovets**

Rutgers University Libraries Faculty
University Senate Report

The Rutgers University Senate has met six times since the last Rutgers Library Faculty meeting.

October 19, 2018

Action Items:

University Structure and Governance Committee (USGC) Response to Charge S-1501: Eligibility, Nomination, and Election of Senate Leadership and Board Representatives<<http://senate.rutgers.edu/S1501USGCEligibilityNominationElectionOfSenateLeadershipAndBoardRepresentativesSeptember2018.pdf>> - Jon Oliver, USGC Chair

Resolution Approved.

Faculty and Personnel Affairs Committee (FPAC) Response to Charge S-1712: Procedures for Handling Student Complaints Against Rutgers Personnel<<http://senate.rutgers.edu/FPACResponseS1712ProceduresForHandlingStudentComplaintsAgainstRutgersPersonnel.pdf>> - Farid Alizadeh and Joseph Markert, FPAC Co-Chairs

Resolution Approved

November 16, 2018 (Camden)

Action Items:

Faculty and Personnel Affairs Report on the Partnership Process between RWJ Barnabas, Rutgers University, and the Rutgers University Faculty <http://senate.rutgers.edu/FPAC_RWJBarnabasReportNovember2018.pdf> - Farid Alizadeh and Joseph Markert, Co-Chairs of FPAC

Resolution:

1. Resolved, that the Rutgers University Senate supports the full participation of shared governance in the ongoing implementation of the newly formed affiliation among Rutgers, The State University of New Jersey, Rutgers Health Group, Inc., and RWJ Barnabas Health, including the placement of RBHS faculty, chosen by their peers, on planning and implementation committees; and

2. calls on the administration to implement a structure that clearly communicates to and garners meaningful contributions from faculty and staff stakeholders, whose mission is the same as that stated in the affiliation: to provide high quality and appropriate care to the patient population of New Jersey.

Resolution Approved

Camden Chancellor Phoebe Haddon then presented the Camden Chancellor's Report:
<http://senate.rutgers.edu/CamdenChancellorsReportNovember2018.pdf>

December 7, 2018

RBHS Chancellor Brian Strom presented the RBHS Chancellor's Report:
http://senate.rutgers.edu/RBHS_ChancellorsReportDecember2018.pdf

Committee Report:

University Structure and Governance Committee (USGC) Response to Charge S-1605: Size and Composition of the Senate, Reviewed: <http://senate.rutgers.edu/S1605USGCReport.pdf> - Jon Oliver, USGC Chair

Docketed for introduction and initial discussion; vote to be taken at the January meeting.

Kimberly Manning, Senior Vice President for University Relations, presented the Rutgers Identity Report: <http://senate.rutgers.edu/RutgersIdentityReportDecember2018.pdf>

January 25, 2019

There was a Committee of the Whole discussion on the University Senate's Approach to Shared Governance at Rutgers.

Action Item:

University Structure and Governance Committee (USGC) Response to Charge S-1605: Size and Composition of the Senate, Reviewed:
<http://senate.rutgers.edu/S1605USGCReportSizeAndCompositionOfTheSenateReviewedJanuary2019.pdf> - Jon Oliver, USGC Chair

While the primary intent of this resolution was to slightly reduce the current size of the Senate, it also included a section that would have added a second library senator:

“The University Libraries shall be represented by two Senators with the title Librarian and shall serve for a term of three years starting on July 1.”

The notion of changing the allotment formulas, which would have resulted in the loss of several student and faculty seats, met with a lot of resistance. After much discussion, the resolution did not pass.

February 15, 2019 (Newark)

Agenda Items:

Budget and Finance Committee Report on S-1801: How OIT and Other Offices Solicit and Integrate Feedback:

<<http://senate.rutgers.edu/S1801BFCResponseOITIntegrationOfFeedbackFromRUSTakeholders.pdf>> - Menahem Spiegel, BFC Chair

Resolution Approved

Instruction, Curricula, and Advising Committee Report on S-1803: A Policy Relating to Student Posting of Faculty-Owned Documents

<<http://senate.rutgers.edu/ICACReportS1803PolicyRelatingToStudentPostingOfFacultyOwnedDocumentsJanuary2019AsAmended.pdf>> - Natalie Borisovets, ICAC Chair

Resolution Approved

Instruction, Curricula, and Advising Committee Report on S-1802: Online and Hybrid Course Support

<http://senate.rutgers.edu/ICACReportS1802OnlineAndHybridCourseSupportJanuary2019.pdf> - Natalie Borisovets, ICAC Chair

Resolution Approved

Committee Report:

Academic Standards, Regulations, and Admissions Committee Report on S-1808: Code of Student Conduct Policy Review:

<http://senate.rutgers.edu/S1808CodeOfStudentConductPolicyReviewReportRevisedASRACDecember2018.pdf> - Robert Schwartz, ASRAC Co-Chair

Presented for information only.

Chancellor's Report:

Newark Chancellor Nancy Cantor presented her report:

<http://senate.rutgers.edu/NewarkChancellorReportFebruary2019.pdf>

March 29, 2019

Action Items:

Faculty and Personnel Affairs Committee (FPAC) Response to Charge S-1701 on Reconciling RBHS Procedures for Review of Deans and Programs with Other Existing Procedures: <

<http://senate.rutgers.edu/FPACS1701EvalRBHSDeansMarch2019.pdf>> - Joseph Markert and Faird Alizadeh, FPAC Co-Chairs

Recommendations:

Be it resolved that the Rutgers University Senate recommends:

1. A robust evaluation of the performance of the dean or director as an administrator be included in the periodic review of each RBHS unit as specified in the RBHS School/Institute Review Template.

2. The template, which serves as guidance, be modified or re-written to include language specific to the evaluation of the dean or director's performance; suggested amendments (as summarized in section E), based on the legacy Rutgers decanal review process, are included in this report.

3. The chancellor shall provide input sufficient to ensure that members appointed to the School/Institute Review Committee are in a position to evaluate the dean or director as an administrator fairly and without conflict of interest.

4. By way of feedback, the results of the evaluation be distributed to the unit in the form of a non-confidential summary.

Resolution Approved.

Student Affairs Committee (SAC) Response to Charge S-1804 on How Student Senators are Elected

<<http://senate.rutgers.edu/SACReportS1804HowStudentSenatorsAreElectedMarch2019.pdf>> - Elizabeth Matto and Julie Serrano, S AC Co-Chairs

Resolution Approved

Committee Report

Budget and Finance Committee (BFC) presented their Annual Report on the Rutgers University Budget

Chancellor's Report

New Brunswick Chancellor Christopher Malloy presented his report:

<https://nbchancellor.rutgers.edu/news-communications/chancellors-address-university-senate>

Natalie Borisovets

University Senator

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

Appendix B
Reports of Standing Committees
April 2019

- **Committee of Review-Fernanda Perrone**

Dear All,
No business came before the Committee of Review this quarter.
Thanks,
Fernanda Perrone
Chair, Committee of Review

- **Personnel Policy and Affirmative Action Committee (PPAAC)-Bonnie Fong**

Dear colleagues,

The Personnel Policy and Affirmative Action Committee (PPAAC) has no activities to report.

Best,
Bonnie
Chair, PPAAC

- **Rules of Procedure Committee-Stephanie Bartz and Melissa De Fino**

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

Research Leave Review Committee Report to Faculty, April 2019

Since the October 5th, 2018 Rutgers University Libraries Faculty Meeting, the committee evaluated one Short Research Assignment (SRA) application.

Bonnie Fong
Rebecca Gardner (chair)
Caryn Radick (alternate)
Connie Wu

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