

Rutgers University Libraries Faculty Meeting

Date: Friday, March 4, 2016

Time: 9:15 am – 11:00 a.m.

Location: Teleconference Lecture Hall, 4th floor, Alexander Library

Minutes

Attendees: Katie Anderson, Consuela Askew, Stephanie Bartz, Natalie Borisovets (Deputy Faculty Coordinator), Jeanne Boyle, Leslin Charles (Faculty Secretary), Janet Croft, Vibiana Cvetkovic, Melissa De Fino, Kayo Denda, Joseph Deodato, Roberta FitzPatrick, Bonnie Fong, Rebecca Gardner, Melissa Gasparotto, Tom Glynn (Faculty Coordinator), Gary Golden, Michael Joseph, Manuel Jusino, Melissa Just, Nancy Kranich, Yu-Hung Lin, Mei Ling Lo, Megan Lotts, Tara Maharjan, Krisellen Maloney (University Librarian), Rhonda Marker, Laura Mullen, Jill Nathanson, Jim Niessen, Kerry O'Rourke, Laura Palumbo, Jessica Pellien, Janice Pilch, Caryn Radick, Wen-Hua Ren, Elizabeth Sosnowska, Bobbie Tipton, Minglu Wang, Ann Watkins, Zara Wilkinson, Ryan Womack, Connie Wu, Tao Yang, Yingting Zhang.

1. Adoption of the agenda. The agenda was adopted as presented.
2. New Business:
 - a. Elections for LRC, USC, CSC for 2016-2017 (Glynn)

Glynn presented the rationale for suspension of elections for these councils pending the formation of faculty groups. Since we have not yet created faculty groups, we should not hold elections until we know what we are electing colleagues to. Others held that that suspending elections would be in violation of Robert's Rules of Order. Chapter 4, section 8 states was cited. Discussion ensued. The faculty voted to hold the spring elections. It was noted that our organization will continue to change and that our new normal is that we must continue to adapt to change.
 - b. Guiding Principles statement for Master Space Plan and beyond (Pellien, Boyle, Marker)

Invitation for reactions to the draft principles was opened to the floor. Some suggestions were:

 - To define the term 'library'. Is it a corporate body, librarians, or physical space?
 - The term 'users' should be addressed since we are offering services to everyone in the community and not just library users
 - Address the use of 'University' and 'university'. What do they mean?

The document will be revised and redistributed.

3. Old Business:

a. Proposed changes to faculty by-laws (Bartz)

The Planning & Coordinating Committee proposed three options to address what would happen if the University Librarian were to fail to confirm the election of the Deputy Faculty Coordinator (Section V, 9). The faculty voted that the candidate with the next highest number of votes would fill the post.

b. Discussion of reconfiguration of faculty groups (Glynn)

There was good attendance at the open meeting PlanCo meeting in January. Under discussion were the principles that will guide the formation of groups: library groups and faculty groups. These have distinct identities. Library groups do the day-to-day work of the Libraries and faculty groups provide advice to the administration regarding long-term planning and priorities in advancing the mission of the Libraries.. Principles that were discussed are: appropriate representation, accountability, and trust.

Thus far Cabinet has charged the Collection Analysis Group and the Chat Reference Task Force. These are examples of how the work can be assigned.

There is also a need for more clarity on having autonomy on a local level, yet needing to function as a system in some instances.

c. Guidelines for the Evaluation of Librarianship in the

Reappointment/Promotion Process- Technical Services (De Fino)

The Technical Services portion of the document to be used as a guide for those evaluating and those being evaluate was presented. Changes as presented were accepted by majority vote.

Thanks to PPAAC for their hard work.

4. Report of the University Librarian (Maloney)

Responses from the University to library budget requests should be received within the next two weeks.

There was an overview of the budget process:

We began with the identification of priorities and heads of departments brought requests.

We have a fixed budget and are accountable to the four Chancellors for providing appropriate information resources and effective services. The Chancellors are interested in understanding how we support student success, student and faculty research, and the impact that we have in the broader community. We have made our budget request for 2017 and should know soon if our requests were funded.

Looking at our preliminary LibQual survey it is clear that our services are appreciated but there is room for improvement. The LibQual results are one way

for us to demonstrate to the Chancellors that we are meeting student and faculty demands.

The concern raised from the floor was addressed: Could open positions lead to a conclusion on behalf of the Chancellors that we can function well with fewer positions. We have numerous open positions, especially in New Brunswick. The Chancellors and CFOs pay attention to our staffing levels. When staffing levels are low we must be much more selective in allowing Sabbaticals and Short Term Research Assignments. We need to be aware that saying that the libraries' effectiveness will not be negatively impacted with additional librarians on leave, as is required when granting leaves, will send the message that we can function with fewer librarians. It will be important to begin to fill the existing vacancies in a way that responds to identified campus needs.

With RCM, the libraries have 5 separate budgets (allocations) that are funded from different sources. The local libraries (Camden, New Brunswick, Newark and RBHS) are funded directly by their Chancellors. The Central allocation, which funds the central administration, collections and TAS, is funded based on a formula based on the number of faculty, students, and research expenditures. Because the five budgets are separate, we need to be more aware of where costs, including positions, should be funded.

5. Report of the Faculty Coordinator (Glynn)
These items had already been addressed during the course of the meeting. Tom Glynn is always available for people to bring any issues to PlanCo.
6. Communications (All)
None
7. Reports of Members Serving on University Bodies: Circulated via email. See Appendix A
 - a. Camden Faculty Council
 - b. Camden Arts & Sciences Faculty
 - c. Newark Faculty Council
 - d. New Brunswick Faculty Council
 - e. University Senate
8. Reports of Standing Committees: Circulated via email. See Appendix B
 - a. Access Services Committee
 - b. Committee of Review
 - c. Committee on Scholarly Communication
 - d. Instructional Community of Practice
 - e. Library Resources Council
 - f. Personnel Policy & Affirmative Action Committee
 - g. Research Leave Committee
 - h. Rules of Procedure Committee

- i. Scholarly and Professional Activities Committee
- j. User Services Council

Meeting was adjourned at 11 AM.

Following the faculty meeting there was a presentation on the development of our master space plan.

Rutgers Libraries Faculty Meeting Minutes
Appendix A
Reports to the Rutgers University Libraries Faculty:
Members Serving on University Bodies
Spring 2016

Camden Faculty Council – Julie Still

The Camden Faculty Council (representatives from all colleges and schools on campus including a library representative) has created a working group on student engagement and another on part-time lecturers. Our monthly meetings have also discussed activities relating to the university's 250th anniversary and changes in the campus graduation ceremonies.

Camden Arts & Sciences Faculty – Julie Still

The Camden Arts & Sciences Faculty (representatives from all departments within A&S including a library representative) has approved learning goals for the entire College of A&S. This includes a mention of critical thinking and on the ability to find and evaluate information.

Newark Faculty Council Report – Minglu Wang

The Newark Faculty Council met three times since our last Faculty Meeting. Please see the reports below.

November 16, 2015

1. After the Faculty Councils at Camden and New Brunswick passed their resolutions on supporting PTLs' current contract negotiation with the university, NFC also voted on a similar resolution which was sent to the University President.
2. Provost Williams explained the process of diversity faculty hiring initiative.
3. A parking committee was formed during the meeting to work on negotiating with the university administrative about better parking solutions on campus.
4. Dr. David Troutt presented on the Strategic Plan Implementation New Professoriate Study Group's report to the council [http://newark.rutgers.edu/files/newprof_report_spring_15_final.pdf]

December 6, 2015

The meeting was focused on the [New Professoriate Report](#). Basically, members suggested that further discussions are needed to work on the definition and scenario of "public engaged scholarship", and every department need to have their own definition and models; if there are changes on the promotion/appointment criteria, external letter

requests need to be changed accordingly.

February 8, 2016

1. Professor John Kettle led a small subcommittee investigate parking issues on campus, and he shared a letter that the subcommittee sent to the Director of Department of Transportation Services inquiring about the impact of the HLLC building construction on campus parking.
2. Provost Williams led the discussion on the University's planned initiative on faculty diversity hiring.
3. Professor Alec Gates summarized the NFC meeting of 12/6.
4. NFC Chair Kenneth Kressel led a discussion on the NTT/PTL part of the [New Professoriate Report](#) (see also the attached document).
5. NFC Chair Kenneth Kressel raised question about whether the NFC need to be more active and welcomed members to send in suggestions and future meeting agenda items.

New Brunswick Faculty Council – Melissa Gasparotto & Li Sun

The New Brunswick Faculty Council met twice this semester.

On [January 29](#), the council heard an administrative report from Chancellor Edwards on current undergraduate student body demographics, acceptance rates, diversity, graduation rates, as well as on programs to facilitate the academic performance of students from underrepresented backgrounds. The council heard a report from a subcommittee tasked with investigating the use of Academic Analytics at Rutgers, and discussed drafting a proposal on the evaluation of teaching.

On [February 26](#), the council heard a report from the Office of Career Services on their efforts to assist undergraduate and graduate students with employment. The office conducts a post-graduation survey, which data may be found in a database on the Career Services website. Data may be filtered by school, department and major, as well as by gender and ethnicity: <https://careers.rutgers.edu/reports> The council voted to approve a resolution recommending that the NB Chancellor form a task force charged with "developing a teaching evaluation program that will, as accurately as possible, assess quality of instruction."

Minutes for both meetings are forthcoming on the NBFC website: <http://nbfc.rutgers.edu/>

University Senate Report – Natalie Borisovets & Jane Otto

The University Senate has met four times since the October Library Faculty meeting, on November 13, December 11, January 22, and February 19.

November 13, 2015 [In Newark]

Newark Chancellor Nancy Cantor presented the Newark Chancellor's Report. Her PowerPoint is available at

<http://senate.rutgers.edu/NewarkCampusReportPowerPointNCantorNov2015.pdf>

Committee Reports:

1. University Structure and Governance Committee (USGC) presented their [Response to Charge S-1410 on Honorary Degree and Commencement Speaker Selection Processes](#)

The portion of the recommended resolution not related to bylaws was adopted as follows:

Be it resolved that the University Senate endorses the USGC's recommendations as contained in this report regarding the process to select honorary-degree recipients and commencement speakers, and asks the University administration to implement that process going forward, starting with 2017 commencement.

2. Executive Committee (EC) [Resolution in Support of Part-Time Lecturers](#) Adopted.

Web Accessibility Policy

Gayle Stein, Associate Director for Instructional Technology, OIT-Office of Instructional and Research Technology; Christian Aziz, Manager of Information Technology, and William Welsh, Executive Director, Office of Disability Services, led a committee of the whole discussion on the draft Web Accessibility Policy <

<http://accessibility.rutgers.edu/>>.

December 11, 2015 [In New Brunswick]

RBHS Chancellor Brian Strom presented the first RBHS Chancellor's Report. The report is available at: <http://senate.rutgers.edu/RBHSChancellorsReport121115.pdf>

Committee Reports:

1. The Instruction, Curricula and Advising Committee (ICAC) presented their [Response to Charge S-1503 on Testing Facilities at Rutgers](#) Adopted
2. The Budget and Finance Committee (BFC) [Annual Report on the Rutgers University Budget](#). The report was for informational purposes only and required no action.

January 22, 2016 [In New Brunswick]

New Brunswick Chancellor Richard Edwards presented the New Brunswick Chancellor's Report. This report is available at:

<http://senate.rutgers.edu/NewBrunswickChancellorsReportJanuary2016.pdf>

Committee Reports:

1. The Student Affairs Committee (SAC) presented their [Response to Charge S-1507 on Deregistration for Non-Payment of Term Bills, Including for Online Courses](#). The report was for informational purposes only and required no action.
2. The Senate Executive Committee presented their Resolution on the [Web Accessibility Policy](#): "Be It Resolved, that the Rutgers University Senate endorses the Web Accessibility Policy in principle, and recommends its implementation."
Adopted

RCM Report

Michael Gower, Executive Vice President for Finance and Administration, presented a report on financial reporting and Responsibility Center Management. The presentation is available at: <http://senate.rutgers.edu/GowerFinancialReport012216.pdf>

February 19, 2015 [In Camden]

Camden Chancellor Phoebe Haddon presented the Camden Chancellor's Report.

Committee Reports:

1. The Instruction, Curricula and Advising Committee (ICAC) presented their [Response to Charge S-1504 on Determination of Student Attendance](#)
After extended discussion the Senate voted to reconsider the report and recommendations at the April meeting.
2. The Research, and Graduate and Professional Education Committee (RGPEC) presented their [Response to Charge S-1505 on Implementing ORCID Identifiers](#)
[PowerPoint slides are available at:
<http://senate.rutgers.edu/RGPECPresentationOnS1505ORCIDIdentifiersFebruary2016.pdf>
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Adopted

The report calls for a University-wide implementation of ORCID iDs. An ORCID iD is a persistent (i.e. portable throughout one's career) digital numeric identifier that distinguishes a researcher from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between the researcher and his or her professional

activities, thus ensuring that each person's work is properly attributed and recognized. ORCID is the organization; ORCID iD is the identifier. The Senate resolution recommends that Rutgers become a member of the CIC ORCID consortium and establish a working group to implement ORCID identifiers for researchers across all Rutgers Universities.

An ORCID implementation, if approved by President Barchi, could have significant implications for the Libraries; the recommended participation goal is 80% and the Libraries would likely take on an advocacy and outreach role to optimize participation by faculty, doctoral students, and postdocs.

OPEN TEXTBOOKS INITIATIVE

As we know, President Barchi recently announced an open textbook pilot program at Rutgers to be administered by the Libraries. This charge to the Libraries originated with a report and resolution by the Rutgers University Senate's Student Affairs Committee (Response to Charge S-1402, Cost of Textbooks, February, 2015). The original report and resolution may be found at

<http://senate.rutgers.edu/SAConS1402CostOfTextbooksAsAdoptedMarch2015.pdf> , and

President Barchi's response, in which he charged the Libraries with designing and administering a pilot program, at

<http://senate.rutgers.edu/RLBAckS1402onCostOfTextbooks.pdf>.

Rutgers Libraries Faculty Meeting Minutes
Appendix B
Reports to the Rutgers University Libraries Faculty:
Standing Committees
Spring 2016

Access Services Committee – Janet Croft

Since the [October 15](#), 2015 RUL Faculty Meeting, the Group Coordinators of the Access Services Committee met twice.

On [November 12](#), 2015:

- We discussed the Bulletin Board and Brochures Policy one last time before it went to USC.
- We discussed updating the calling chain for system outages.
- We worked on the proctoring and study hall supervision policy we wanted to present to USC.
- We updated the Access Services/IIS calendar.
- We talked about updating the Retired/Emeriti Faculty sections of the “Services for ...” webpage.
- We planned to change our future meeting times to accommodate committee members with afternoon/evening shifts. Future meetings will generally be on the 3rd [Thursday](#) of the month at 2:30 P.M.

On [January 28](#), 2016:

- We discussed the Proctoring and Study Hall Policy further as feedback from other locations in the University Libraries will require some revisions.
- We were updated on the LibCal Room Reservation System and looked at preliminary statistics.
- We discussed an issue with the RUPD Escort Service, which seems to have been resolved through better RUPD training.
- We developed notes towards our report on Winter Storm Jonas and our recommendations for coordinating University Libraries response to future weather events. The report was submitted to Melissa Just.
- We determined that the Group Coordinators meetings have not been successful in keeping the entire Access Services Committee up to date between quarterly meetings, and we will resume monthly (unless no agenda items) meetings of the full committee in [March 2016](#).

The full committee meeting in December was a holiday party hosted by Krista Haviland and Michele Tokar.

Committee of Review – Connie Wu

Committee of Review has no business to report.

Committee on Scholarly Communication (CSC) – Laura Mullen

The Committee on Scholarly Communication (CSC) has held 4 meetings since the October faculty meeting; three regular meetings and one special meeting held to determine what the future may hold for the committee in light of new rules pertaining to existing groups and committees. CSC has been an active committee, and continues to discuss transition scenarios.

CSC's focus in the past few months has included the following selected topics:

- Reports, updates and discussion toward the successful and ongoing implementation of the Rutgers Open Access Policy via SOAR. Updates at CSC include reports on rates of deposits, staffing/workflows, enhancements to the portal, feedback from faculty resulting from email and paper communications that have gone out university-wide, and discussion of support for liaisons/departmental presentations.
- Updates on progress of the Senate ORCID initiative (full Senate voted "yes" Feb, 19, 2016). The Senate Report on Implementing ORCID Identifiers is available at: <http://senate.rutgers.edu/RGPEConS1505ImplementingORCIDIdentifiersFebruary2016.pdf>
- CSC has completed a new panel on Scholarly Metrics that is ready to put up. The panel includes information for users on traditional and alternative metrics as well as a contact list of librarians that are available as first point of contact for questions about citation analysis, journal impact and all related topics. The Scholarly Metrics panel will appear on the CSC aggregated list of scholarly communication-related services found on the Information for Researchers & Scholarly Communication webpage at: http://www.libraries.rutgers.edu/services_researchers
- The committee is working on another panel at this time (Scholarly Networking), which will provide information on popular services such as Mendeley, ResearchGate, etc. RU faculty and students are heavy users of these services, as well as others.
- CSC discussed the RU OA Journals' program's remaining issues for reapplication for continued inclusion in the Directory of Open Access Journals (DOAJ), as well as whether we can reach the extra step of being awarded the DOAJ Seal of Approval. There is a **March 31** deadline, and it seems possible to complete this task successfully. The OA journals program continues to ensure excellence by inclusion of its highly downloaded titles in relevant subject and aggregator indexes and databases.
- CSC members and others continue to contribute brief pieces on scholarly communication-related topics to the ORED newsletter, delivered weekly to almost 900 researchers at Rutgers.

CSC welcomed guests wishing to present scholarly communication topics for discussion at meetings.

Instructional Community of Practice – Leslin Charles

The following is a list of items that the Instructional Community of Practice is working on this academic year:

1. Information Literacy Tools
 - a. ADA Compliance
 - b. Updating the RIOT suite of tutorials or finding alternatives
 - i. Proquest Research
 - ii. Credo
 - iii. Working with OIRT
 - iv. Challenges presented by different universities using different course management systems such as eCollege, Sakai, Blackboard, and Moodle
2. Professional opportunities related to instruction and assessment
 - a. ACRL Immersion opportunities
 - b. TeachMeets
3. Recording our instruction and the ability to run system-wide reports
 - a. BiStats database has been endorsed by all 4 universities and unique instruction/data fields have been compiled. IIS is currently working on the development site.

Next meeting: March 10, 2016

Library Resources Council – Ann Watkins

Since the Library Faculty's [October 30th](#) meeting, the Library Resources Council has been focusing on the interpretation of the Council's purpose and membership in light of the revised Library Faculty bylaws and its relationships with other groups. Council members have given their support to the Open E-Textbooks Task Force's findings and have been participating in the LRC/USC Joint Task Force on E-Book Collections' package reviews.

Personnel Policy & Affirmative Action Committee (PPAAC) – Melissa De Fino

The Personnel Policy & Affirmative Action Committee (PPAAC) has not met since before the October faculty meeting. We will present the revised Guidelines for the Evaluation of Librarianship for faculty approval at the [March 4th](#) meeting.

Research Leave Committee – Karen Hartman

Since the last faculty meeting, the Committee evaluated seven sabbatical proposals and one short research assignment (SRA).

Rules of Procedure Committee – Stephanie Bartz & Katie Anderson

- Since the [October 30, 2015](#) faculty meeting, the Rules of Procedure Committee has engaged in the following activities:
- Updated the bylaws to incorporate changes approved at the [October 30, 2015](#) faculty meeting.
- Drafted additional bylaws changes which were approved at the [December 4, 2015](#) special meeting of the faculty, and updated the bylaws to incorporate those changes.
- Drafted a third round of proposed changes to the bylaws for consideration at the [March 4, 2016](#) faculty meeting.
- Solicited nominations for a position on the Newark Faculty Council. Representation to the Council was subsequently determined by the Dana librarians without a formal election. Adriana Cuervo will fill the position.
- Solicited nominations for a position on the New Brunswick Faculty Council. The election is in progress.

Scholarly and Professional Activities Committee (SAPAC) – Leslin Charles

SAPAC hosted the following Brown Bag events:

February 24: Yu-Hung Lin and Chad Mills

Create and manage permanent links (DOIs) for the Ocean Observatories Initiative (OOI) Data

Generating permanent links (DOIs) for OOI research datastreams is extremely valuable to researchers and the public for reuse of the data. The Ocean Observatories Initiative (OOI) is a 25-year project funded by the National Science Fund (NSF) and managed by the Consortium of Ocean Leadership in Washington, D.C. The OOI cyberinfrastructure is managed by the Computer Science Department at Rutgers University. The OOI is required to make data available and provide permanence to researchers and public. The DOI's are intended to support the permanence and integrity of data over the long term. This information can be assigned as part of the complex, evolving, and dynamic data collection process. We will discuss the workflow and API used to create DOIs. The process is to ensure the viability of the data over the long term and support the integrity of data. In addition, we will demonstrate the value of using Rutgers Community Repository, RUcore, to create a broader data context that the primary audience (marine researchers) may not require, such as subject headings and related items.

January 27: Jim Niessen

Supporting Refugees in Central Europe: Hungary and Austria in 1956

In the aftermath of the Hungarian Revolution of 1956 roughly 200,000 Hungarians streamed across the frontier, primarily to Austria. This

presentation will examine the political context that determined how Austria and the world received the refugees and how it created both an opportunity and a legacy for the self-definition of Austrians, Hungarians, and others that helped prepare the way for how countries are handling the Central European refugee crisis of [today](#).

User Services Council – Rebecca Gardner & Yu-Hung Lin

The following is a list of activities of the User Services Council since the [October 2015](#) RUL faculty meeting:

- Received update from AUL/RIS on the Cabinet's SWOT analysis and priorities of Public Services.
- Received update from Reference Effort Assessment Data (READ).
- Received updates from the Events Assessment Task Force and endorsed its recommendations of using a database modeled after BISTats to track and assess events.
- Reviewed the policy for posting brochures and flyers at the libraries and recommended AUL/RIS bring the policy to Directors and Cabinet for final approval.
- Discussed a proposed policy on proctoring exams and study halls.
- Received update from the newly reconfigured Media Team.
- Endorsed the LibCal Study Room Reservation Project and reviewed the implementation results.
- Reviewed and discussed current and future USC structure and mission.