

Rutgers University Libraries Faculty Meeting

Date: June 9, 2017

Time: 9:15 am – 11:15 a.m.

Location: Pane Room, Alexander Library

Minutes

Attendees: Consuela Askew, Stephanie Bartz, Natalie Borisovets, Jeanne Boyle, Roberta Bronson Fitzpatrick, Leslin Charles, Janet Croft, Adriana Cuervo, Vibiana Cvetkovic, Kayo Denda, Bart Everts, Bonnie Fong, Rebecca Gardner, Melissa Gasparotto, Mina Ghajar, Tom Glynn, Karen Hartman, Sarah Jewell, Michael Joseph, Triveni Kuchi, Mei Ling Lo, Megan Lotts, Krisellen Maloney, Stephanie Mikitish, Kevin Mulcahy, Laura Mullen, Jill Nathanson, Jordan Nielsen, Jim Niessen, Laura Palumbo, Vincent Pelote, Fernanda Perrone, John Powell, Sheridan Sayles, Elizabeth Sosnowska, Lily Todorinova, Victoria Wagner, Judit H. Ward, Ann Watkins, Mary Beth Weber, Zara Wilkinson, Ryan Womack, Connie Wu, Tao Yang, and Yingting Zhang.

1. Adoption of the agenda: Agenda adopted as presented.
2. Introduction of new Faculty and Guests (Maloney)

Three new members of the faculty were introduced:

Stephanie Mikitish, User Engagement and Assessment Librarian

Jordan Nielsen, Business and Entrepreneurship Librarian

Victoria Wagner, Associate Director and Medical Education Coordinator at RBHS

3. Report of the University Librarian (Maloney)
 - a. Searches:

Search for Director of New Brunswick Libraries was successful. Dee Magnoni will join us in August.

Search for Director for Robeson was not successful. We will move forward with another search using the same committee. The same search firm for the successful NB search will be used.

Search for AUL Collection Development and Management position will probably begin early 2018. The same search firm will also be used.

How do we prioritize searches for librarian positions? We essentially have 5 budgets and 5 units so except for central positions, the priorities are local. If there are any ideas about prioritizing, Maloney is open to hearing these.

- b. Chancellor's Advisory Committee on Metrics and Analysis (NB).

This is an initiative of the president and it was formed because of academic analytics. Information from this was used to assist in the strategic plan. It has not

been used for individuals but for departments. What has become apparent is that there is little knowledge on the part of the faculty on the use of these metrics and their indicators. The library can provide more input in this area. We should reach out to our departments letting them know about our abilities in the library and we should improve our skills as all librarians should have this competency. We have colleagues well versed in this; for example Laura Mullen and Ryan Womack have expertise in this area.

c. Faculty Survey

Current promotion and tenure processes recommend that we use the faculty survey as the basis for promotion packets. The faculty survey should now be used to populate the Form 1L. As a result, those on committees should expect to see the Form 1L looking a bit different in terms of format.

d. Discovery Platform and Analytics

Discovery Platform and Analytics: we need an integrated library system that provides analytics across all of our content. There is only one company that has this capability and that is Proquest. These analytics are necessary in an RCM environment. There should be unified discovery and a single workflow for content also. If we sign a contract before June 2017, we should have the system up and running by June 2018.

4. Report of the Faculty Coordinator (Borisovets)

Plan Co has been working on a number of things:

- a. Organization of faculty. There was not consensus and members were asked to go back to their units to discuss. We will vote on a revised list of faculty units today.
- b. Mentoring Sub-Committee sent out a survey. They will present the results of the survey in today's meeting.
- c. PlanCo has reviewed and made recommendations on several central librarian positions.
- d. The distinctions between tenure track and non-tenure track positions. The committee hopes to have a discussion document for the faculty in the near future.
- e. The creation of new faculty groups. There will be a faculty forum to determine next year's priorities.

5. Revision of Faculty By-Laws (Glynn and Wilkinson) See Appendix A

Changes in the faculty groups are being addressed. Concerns related to tenure and promotion in the units that have small members have been raised. All local groups have discussed this. Essentially people want to keep the groups that already exist and to add

Shared User Services. The faculty was polled with the 3 questions below. Each change was approved.

- a. Question 1: In section VII-I of the Faculty ByLaws -

Remove: Planning and Organizational Research.

Add: Shared User Services.

- b. Question 2: In section VII-3 of the Faculty Bylaws -

Remove: There shall be an established procedure for library faculty to provide input upon matters of appointments, promotions, and non-reappointments.

Add: In cases of reappointment, tenure, and promotion in which the peer group does not have the number of voting members required by the University, the peer group shall make recommendations to the Unit Director or Associate University Librarian regarding appropriate faculty outside of the unit who may serve as an ad hoc member or members.

- c. Question 3: **Remove** section VII-5 of the bylaws

6. Mentoring: Interim Report (Weber, Denda, and Charles)

The interim report was presented based on the survey results. The following recommendations and next steps were put forward:

- a. Decide if participation is mandatory or opt in
- b. Clarify who is eligible to participate in the program
- c. Determine what type of program we will have. Will it be formal/informal?
- d. Decide on the duration of the relationship
- e. Set program goals
- f. Establish oversight:
 - i. Who will coordinate program and match participants? Committee or Individual?
 - ii. Elected or appointed to this role?
- g. Establish matching criteria
- h. Orientation to the program is essential to communication expectations
- i. Assessment is necessary. Capture metrics and feedback throughout the process.
- j. Resources: provide clear guidelines and documentation which will help mentors to be more effective
- k. Closure: include a formal process to bring closure to the relationship

7. Communications (All). None.

8. Reports of Members Serving on University Bodies (Appendix B)

9. Reports of Standing Committees (Appendix B)

Thanks to Natalie Borisovets for her 2 years of service.

Submitted by,
Leslin Charles, Faculty Secretary

Appendix A

RUL Bylaws Section VII Revision

Section VII. Library Faculty Units

1. The University Library Faculty shall be divided into the following units:
 - a. The New Brunswick Libraries (NBL).
 - b. Special Collections and University Archives (SC/UA).
 - c. Technical and Automated Services (TAS).
 - d. The Paul Robeson Library and branches, if any.
 - e. The John Cotton Dana Library and branches, if any.
 - ~~f. Planning and Organizational Research.~~
 - f. Shared User Services (SUS)
2. Faculty members who are not structurally affiliated with a single named unit or department shall be assigned to a named unit by mutual written consent among the Vice President for Information Services and University Librarian, the candidate, and the unit(s).
3. ~~There shall be an established procedure for library faculty to provide input upon matters of appointments, promotions and non-reappointments.~~ In cases of reappointment, tenure, and promotion in which the peer group does not have the number of voting members required by the University, the peer group shall make recommendations to the unit Director or Associate University Librarian regarding appropriate faculty outside of the unit who may serve as an ad hoc member or members.
4. Membership in the unit shall be consistent with unit designations above and shall be governed by Section I of these Bylaws.
5. ~~Each unit shall have a Director or Associate University Librarian who, under the Vice President for Information Services and University Librarian, shall have general administrative responsibility for the unit; to plan with the members of the unit ongoing improvements in the unit's programs, to evaluate continuously the library services and resources, and research, and administrative processes of the unit, and to make appropriate recommendations to the Vice President for Information Services and University Librarian; to evaluate periodically members of the department, and report the evaluations as required; in consultation with the members of the unit on indefinite tenure to recommend appointments, reappointments, promotions, non-~~

~~reappointments, and dismissals in accordance with University policies and regulations; to see that adequate supervision, advice, and training are afforded new members of the unit and other members who might profit thereby; to collect and maintain thorough records of each member's librarianship, scholarship and service, taking particular care to measure effectiveness objectively and continuously by such means as peer reviews and student and service evaluations; and generally to promote the effectiveness of the unit, libraries, and University by every appropriate means.~~

Appendix B
Reports to the Rutgers University Libraries Faculty
Members Serving on University Bodies & Standing Committees
June 2017

New Brunswick Faculty Council – Triveni Kuchi and Melissa Gasparotto

Here is a brief summary of the year's main activities:

- NBFC met seven times in 2016-2017. Since our last meeting, NBFC met twice on Mar 31 and April 21, 2017
- We heard from Chancellor Richard Edwards who gave an Administrative report at all these meetings.
- Several discussions about teaching, teaching conference, and evaluation of teaching took place. The Teaching conference is planned for October 2017.
- We heard reports from the Joint Faculty Council-Chancellor Task Force on the evaluation of Teaching at Rutgers University. VP and Chief Information Officer Norin presented on "Future IT endeavors."
- There are plans to restructure the NBFC committees for next year.
- Elections were held and Vice Chair Sanjib Bhuyan will become Chair of NBFC next year 2017-18.
- Several resolutions, reports and recommendations were passed by NBFC this year and are listed at: <http://nbfc.rutgers.edu/>

[Resolution](#) on the Watchlist

[Resolution](#) on Academic Advising

[Resolution](#) on PTL Professionalization

[Resolution](#) on the Financial Situation of the Rutgers Athletics Program

[Resolution](#) on Searching for and Hiring the University President

[Resolution](#) on Keeping and Supporting Sakai

University Senate Report – Natalie Borisovets and Jane Otto

The University Senate has met twice since the March Library Faculty meeting, on March 24th and April 28th.

March 24 [In New Brunswick]

Committee Reports:

1. The Student Affairs Committee presented their revised report on [Rutgers Smoking Policy \(20.1.22\) and Smoke-Free Rutgers](#). Core recommendations:

1. In accordance to the current Rutgers Smoking Policy, there should be immediate movement of the smoking urns away from the entrances of buildings at each of the campuses. Specifically, this includes the required 30-foot radius away from areas such as the entrances to class buildings, labs, dorms, and libraries.
2. Each campus should form a taskforce to explore ways to minimize exposure to secondhand smoke. This taskforce should also design methods of educating the campus community about the dangers of secondhand smoke. This taskforce should include faculty, staff, and student representatives.
3. Appropriate university employees should be provided training in the reporting and enforcement of the current smoking policy.

Adopted

2. Bob Boikess presented a [Resolution Endorsing The March For Science](#) on behalf of the Executive Committee.
Adopted unanimously.

3. The Budget and Finance Committee presented their [Annual Report on the University Budget](#).

Other Business

1. The Senate moved to a Committee-of-the-Whole Discussion on Free Speech and Academic Freedom.
2. Executive Director of Police Services Kenneth Cop presented a report on public safety at Rutgers, and responded to related questions.

April 28 [In New Brunswick]

Two meetings took place on April 28th. The first meeting was the organizational meeting of the 2017-2018 Senate. Elected to the Executive Committee were:

Chairperson: Peter Gillett, RBS:UNB (F)

Vice Chairperson: Jon Oliver, New Brunswick Staff
Executive Committee Full-Time Faculty, Camden Robert Scoloveno, Nursing-C (F)
Executive Committee Full-Time Faculty, Newark Natalie Borisovets, Libraries (F)
Executive Committee Full-Time Faculty, New Brunswick Ann Gould, SEBS (F)
Executive Committee Full-Time Faculty, RBHS Michael Kelly, RWJMS (F)
Executive Committee Full-Time Faculty, At-Large Robert Boikess,
At-Large NB (F) Alexander Settles, RBS:N/NB (F)
Executive Committee, Part-Time Lecturer Faculty Karen Thompson, PTL-NB (F)
Executive Committee Student, Camden Michael Van Stine, GS-C (S)
Executive Committee Student, Newark [No Nominee. An election will be conducted in
September.]
Executive Committee Student, New Brunswick Viktor Krapivin, SAS-NB (S)
Executive Committee Student, RBHS Chelsea Walters, RSDM (S)
Executive Committee Alumnus Houshang Parsa, Alumni Association
Executive Committee Staff Adrienne Esposito, New Brunswick Staff

April 28 [Last meeting of the 2016-2017 Senate]

Committee Reports

Note: The minutes of this meeting have not yet been posted, therefore the links below are currently to reports as presented and do not reflect any amended language.

[Ad Hoc Committee on Senate-Meeting Web Streaming Response to Charge S-1606 on Senate-Meeting Web Streaming](#)

The Ad Hoc Committee was charged as follows: *Consider the feasibility and desirability of video recording and live web streaming University Senate meetings, and archiving those video recordings online for later viewing. Include in discussions aspects of the issues of transparency, technology, costs, benefits, audience, need, personal privacy of participants, etc. Present arguments both for and against the streaming and archiving.*

[Student Affairs Committee \(SAC\) Response to Charge S-1611 on Examination of University Policy on Student Use of Drugs and Alcohol-](#)

The SAC was charged as follows: *Consider, evaluate, and make recommendations, if necessary, for changes to university policy on student use of drugs and alcohol. Consider the role of restorative justice in this university policy. Consider any deterrent effects of current policy to students seeking emergency medical services. Refer to the Medical Amnesty Report authored by the Rutgers University Student Assembly for additional information when considering this charge.*

[Instruction, Curricula, and Advising Committee \(ICAC\) Response to Charge S-1510 on Student Teaching Evaluations, and Best Practices in Evaluation of Teaching](#)

The ICAC was charged as follows: *Revisit the [March 2012 Instruction, Curricula and Advising Committee report on Charge S-1104, on Online Teaching Evaluations, and Best Practices in Evaluation of Teaching](#). Consider questions such as: Have there been changes in the completion rates and use of the Student Instructional Rating Surveys (SIRS)? How can we make students*

more aware that the results of the SIRS are available to them? Are the questions on the SIRS still valid, or do they need to be modified in light of changes in educational technologies? To what extent should the SIRS results be used in the evaluation of teaching and the promotion/tenure process? Are other Big-10 schools using such surveys, and to what purpose? Solicit input on personnel ramifications from the Senate's Faculty and Personnel Affairs Committee.

[Faculty and Personnel Affairs Committee \(FPAC\) Response to Charge S-1512 on Staff Promotion and Salary Adjustment Policy](#)

The FPAC was charged as follows: *Examine Rutgers' policies on salary adjustments for staff. In particular, review [University Policy 60.4.10](#), which limits Rutgers staff employees' salary adjustments following promotion or reclassification to levels below those that may be negotiated or offered for newly hired staff employees. Where appropriate, make recommendations for modifying the policy.*

[Academic Standards, Regulations and Admissions Committee \(ASRAC\) Response to Charge S-1506 on RBHS and Other Rutgers Academic Calendars](#)

The ASRAC was charged as follows: *Consider the academic calendars of the various units of RBHS and how they differ from other Rutgers academic calendars. Make proposals for reconciling the different calendars where possible, and for incorporating the RBHS calendar(s) in the official Rutgers academic calendar.*

[Academic Standards, Regulations and Admissions Committee \(ASRAC\) Response to Charge A-1610 on Change in Graduation Date for Students Completing Degrees in the Summer](#)

The ASRAC was charged as follows: *At the request of Senior Vice President for Academic Affairs Barbara Lee, consider a proposal to move the official graduation date from October to August for students who complete degree requirements in the summer, which ensures that official reporting of summer degrees falls within the parameters of federal reporting regulations and better reflects when students actually complete their degrees.*

Instructional Community of Practice (ICOP) – Leslin Charles

ICOP met on April 14, 2017 Goals 2017 – 2018

1. Develop an assessment framework.

a. Assessment of Library impact in Writing Programs (pilot underway in NB) Data from this pilot will be shared with Camden and Newark which can then be used as an incentive with their respective Writing departments. Camden has had a change of administration and direction in their Writing Program so time is needed to rekindle a relationship to take them to the table for assessment conversations. In Newark, more data is needed before their Writing Program will student artifacts (randomized and anonymized essays).

b. Need to define metrics for instruction. BiStats database information is one metric.

Libguide use is a possible one if goals are defined for integration into the LMS systems

c. Replace the current online instruction tutorial (Goal brought over from 2016-2017 The sub-committee (without departmental reps) will be reconvened by Charles. Librarians in this sub-committee will investigate the specific ways that Kognito and/or COHLIT can address the needs outlined in Recommendations for RIOT Updates document (attached). After concrete information is acquired, the departmental reps will be called to the table. New members to this sub-committee are welcome. Contact Charles.

d. Assess instructional participation across the undergraduate curriculum (Curriculum mapping goal brought over from 2016-2017)

e. ACRL Standards to Framework (RUL IL learning outcomes) PlanCo has approved a TeachMeet immediately following RULF on June 2. It will take the form of a panel that will provide examples of integration of the Framework into existing courses. RULF will also need to decide on a timeline to adopt the Framework, IFLA Guidelines, or other guiding document. Confirmed panelists are: Melissa Gasparotto, Francesca Giannetti, and Leslin Charles. Interested panelists from other universities should contact Charles.

Recommendations to the Directors Group

1. ICOP changes its name to the IL Committee with the following sub-committees: IL Curriculum, IL Assessment, IL Instruction Tools, IL Professional Development. This would mean that the current ICOP membership become members of this committee.
2. The BiStats database was identified as a central place to record instruction statistics. Workflow transition is proving to be considerable. Library Directors group is being asked to determine if this will continue to be the means to collect data and, if so, the means to get all universities to use it effectively and to meet various reporting needs
3. The Events Assessment recommendations should be revisited in tandem with a refinement of how the BiStats database is being used in order to clearly differentiate instruction activities from other activities.

Next meeting: July 27

Library Resources Council Annual Report: 2016-2017 – Ann Watkins

The LRC met five times in 2016-2017 with the last meeting on February 16th. The main topics of discussion included the last copy policy, the relationship between LRC and the new Shared Services, and the group's future. With regard to the last copy policy, LRC members decided to promote the revised print retention policy instead. The changes accompanying the adoption of RCM have resulted in eliminating deposits to the Annex by Camden, Newark and RBHS libraries. If print is to be retained, the directors will be responsible for finding the space. They recognized that the Directors might decide to modify the policy to meet local needs. The Collections Analysis Group will absorb much of the Council's work. LRC faculty members recognize that they will have the option to form a collections focused group through the Planning Committee. The decision to have a CAG subgroup for local collections where Campus Coordinators can discuss and resolve issues will be very helpful.

Research Leave Review Committee: Report of Activities 2016-2017 – Ann Watkins

During the past year, Tom Frusciano and I have shared the responsibility of chairing the Committee. The members considered and recommended four sabbatical applications to take place in 2017-2018.

With regard to Short Research Assignment proposals, no applications were submitted to the committee for the deadline date of July 5, 2016. The members reviewed and supported three applications during the quarter beginning October 5, 2016. One application was received on January 5, 2017, and was held until April to satisfy the requirement of waiting a full year between SRAs. For the last deadline of April 5th, three proposals were submitted, reviewed by the committee and recommended to the University Librarian and appropriate Directors for a total of six SRAs considered in 2016-2017.

Tom and I would like to thank the committee members, Rebecca Gardner and Kayo Denda, for their hard work.

Scholarly and Professional Activities Committee (SAPAC) – Elizabeth Surles

Since the last RUL faculty meeting, the Scholarly and Professional Activity Committee hosted four luncheon presentations:

- February 16th featuring Jane Otto
- March 29th featuring Christie Lutz
- April 19th featuring Lily Todorinova, and
- May 17th featuring Kevin Mulcahy.

SAPAC members

Elizabeth Surles, Chair

Bonnie Fong

Leslin Charles

Christie Lutz

Caryn Radick