

JOINT LAUC-SB EXECUTIVE COMMITTEE & CAP MEETING
Tuesday, 16 April 2013, 10:30-11:30 a.m.
Reference Services Conference Room

Present: Anna DeVore (Chair), Angela Boyd (Program), Suzanne Im (Secretary), Gary Colmenar (RPD), Eunice Schroeder (CAP), Lorna Lueck (CAP), Linda Broderick (CAP), Rick Caldwell (CAP)

Opened the meeting at 10:30 a.m.

CAP Committee Review Recommendations

- CAP presented peer review recommendations that comply with APM, MOU, and a range of practices at other UC campuses. CAP considered workload, local needs, and balance of power in drafting recommendations.
- Discussion of how other CAPAs* operate, e.g. exclusion of assistant librarians from serving on CAP.
- Ad hoc committees can be requested in the review process for a variety of reasons, so the ad hoc committee guidelines are open-ended.
- To help with planning and preparation, LAUC members will know well ahead of the review cycle of their appointment to CAP for each given cycle.
- **ACTION:** Hold program(s) to present the new peer review procedures to the LAUC-SB membership; invite AULs and department heads (review initiators) to attend.

(CAP Committee leaves the room.)

Discussion of CAP Review Recommendations

- CAP review recommendations approved by Executive Committee with thanks.

CAP Transition Plan

- Executive Committee will ask Eunice and Linda to continue as CAP Chair and Member-at-Large, respectively, for one more year starting September 1, 2013.

Planning for Staff Appreciation Brunch – Wednesday, May 8, 2013, 9:30-11:00 a.m.

- Seven (7) sign-up envelopes circulating in the Administration, Arts, Area Studies, Technical Services, Special Collections, and (2) Reference departments.
- Fliers will be posted in all of the above-mentioned areas.
- Anna, Chuck, and Angela will go to Costco to pick up food.

*CAPA is the equivalent of LAUC-SB's CAP at other UC campuses.

Meeting adjourned at 11:33 a.m.

Recorded by Suzanne Im, Secretary pro tem