

LAUC-SB

MEMBERSHIP MEETING

Monday, 29 April 2013, 1-2:30 p.m.

Mary Cheadle Conference Room

- 1) Approval of minutes from February 25, 2013
The minutes were approved as corrected.
- 2) Reports from Committees
 - a) CAP (Eunice Schroeder)
 - i. See item #3 (draft librarian peer review procedure revision).
 - b) CAAR and WOM (Jane Faulkner)
 - i. Head of Access and Document Delivery Services position was reopened. Two candidates completed on-campus interviews in mid-April. The search committee has sent its recommendation to HR.
 - ii. Candidates for the Learning Organization Librarian position will arrive in early May.
 - iii. CAAR will be meeting with Alan Grosenheider about local procedures and best practices for hiring.
 - c) Program (Angela Boyd)
 - i. No updates.
 - d) RPD (Gary Colmenar)
 - i. On April 3, 2013, in an email to Anna DeVore, Denise approved the increase of professional development funding by an additional \$500. This will match the current \$750 under the AFT agreement, resulting in \$1,500 in total professional development funding per librarian. This is effective July 1, 2013. In this email Denise also approved, effective immediately, the use of professional development funds to pay for membership dues with appropriate documentation (receipts).
 - ii. Travel Request form has been updated. After completing your Travel Request form, send to your immediate supervisor* for approval. Supervisors should then send the form to Mary Kohler, who reviews them for proper routing. When appropriate, Mary will send the request to the RDP rep to record the balance for each individual prior to approval. The form then goes to Mary for final signature by Denise Stephens. Mary processes the form and will send a completed copy both to the traveler and to the RDP rep. Travel Requests should never go directly to Denise without first passing through Mary. *If your direct supervisor is the University Librarian, the travel request must go to Mary Kohler.

ACTION: Travel Request form will be updated to reflect the route it has traveled (approvals and copies made, etc.).

- iii. RPD Survey - We have received 19 responses. The committee will share the results of the survey at the next membership meeting.
- iv. LAUC Statewide Research Grants – Elaine will provide an update at the next membership meeting.

e) LAUC systemwide (Anna DeVore)

- i. 2013 LAUC Spring Assembly will be on Monday, May 20 at UCLA.
 - a. Angela Boyd, Kristen LaBonte, and Suzanne Im will serve as LAUC-SB delegates.

f) From the Office of the University Librarian (Denise Stephens, Alan Grosenheider)

- i. Alan has been leading discussions with all Library departments about the Library's vision, strategic directions, mission, and shared values. Denise expects to have a set of strategic goals and priorities for the Library by mid-summer 2013.
- ii. LibQUAL+ survey will be wrapping up shortly. Good response rate so far from faculty (16%) and graduate students (18%). Undergraduate response rate low at less than 4%. Library will be holding a Pizza for Your Thoughts event to boost undergraduate participation.
- iii. LibQUAL+ survey results, Horizon Report, and ACRL and ALA reports on the state of the library will inform discussions with stakeholder groups within the Library and throughout the campus. Priorities and challenges identified from these discussions will change day-to-day work in the Library.
- iv. Please participate in strategic roadmapping opportunities as they arise!

3) Presentation of draft librarian peer review procedure revision for approval by the membership (Eunice Schroeder for CAP)

- i. LAUC-SB Executive Committee has already approved of the draft that Eunice is presenting today.
- ii. LAUC-SB membership discussion of issues with the peer review procedure revision.
- iii. Draft approved by LAUC-SB membership with the following changes (see Addendum):
 - a. Paragraph 3, final sentence: Removal of “The nominations may not be refused” and insertion of a clear statement that to serve on CAP is a serious professional responsibility.
 - i. Rationale: To account for extenuating circumstances that would prevent a LAUC-SB member from serving on CAP.
 - b. Paragraph 4, second sentence: Change of “line supervisor” to “review initiator.”
 - i. Rationale: In some cases, one’s line supervisor is not necessarily one’s review initiator.
 - c. Paragraph 6, second sentence: Clarification that ad hoc review committee consists of at least two of whom must have career

status, and “one of whom may have career status or potential career status.”

- i. Rationale: The third member of the quorum is not limited to just those with potential career status.
- iv. CAP Committee Transition
 - a. For continuity, LAUC-SB Executive Committee has asked Eunice to serve as CAP chair and Linda Broderick as Member-at-Large for one more year.
 - b. LAUC-SB Executive Committee will nominate two candidates for member-at-large, and CAP will nominate two candidates for ~~one~~ Vice-chair/Chair-elect. The vice-chair/chair-elect and the member-at-large will be elected in the upcoming LAUC elections.

4) Other business

- i. Nominations Committee will announce slate for 2013-2013 LAUC-SB officers at the next membership meeting.
- ii. LAUC-SB bylaws are expected from CPG for review by the next membership meeting.
- iii. Future community discussions to be held with Denise Stephens about how she expects librarians to perform professionally.

Meeting adjourned.

Submitted by Suzanne Im, Secretary pro tem

Addendum

April 30, 2013

Eunice Schroeder submitted an email with the approved recommendations attached (see next page).

LAUC-SB

Recommendations for Revision of Procedures: Academic Review Committees for the Librarian Series

Approved by LAUC-SB Executive Committee, April 16, 2013

Approved by LAUC-SB membership, April 29, 2013

CAP serves as a standing review committee for all academic personnel actions for members of the Librarian Series.

CAP consists of four members: a chair, a vice-chair/chair-elect, and two members-at-large. Each of the four members serves a two-year term. The chair and vice chair must have career status. Members-at-large must have career status or potential career status and, in addition, must have successfully completed at least one review cycle. No member of CAP may serve for two consecutive full terms.

At the annual LAUC-SB election the membership shall elect a vice-chair/chair-elect and a member-at-large. Two candidates for vice-chair/chair-elect shall be nominated by CAP, and two candidates for member-at-large shall be nominated by the Executive Committee of LAUC-SB. It is a professional responsibility of each member of the Librarian Series to serve on CAP.

For each candidate in any one review cycle, CAP will submit a comprehensive report and recommendation for action. A member of CAP may be recused from a specific review under the following circumstances: (1) is the candidate under review; (2) is the line supervisor of the candidate; (3) in the member's own judgment, may lack objectivity; (4) has been identified by the candidate as someone who might not evaluate that candidate objectively (APM 360-80a(2)f). Three members of CAP constitute a quorum. If a quorum is not available, a member of the previous year's CAP shall serve as alternate, in the following order: (1) senior member-at-large, (2) chair.

Ad hoc review committees

Each ad hoc review committee analyzes the review record of one or more candidates for merit increase, promotion, career status, or continuation; writes a report based on the evidence presented in the review record; and makes a recommendation regarding the proposed action. The report and recommendation of the ad hoc review committee become part of the review record to be considered by CAP in its report and recommendation on the proposed action.

An ad hoc review committee may be requested by a candidate, review initiator, reviewing officer (AUL), or CAP. The University Librarian determines the need for an ad hoc review committee and appoints its members from a list of three nominees and three alternates submitted by CAP. When the recommendation of any level of review is against career status or for termination, there

shall be an ad hoc review committee. The membership of each ad hoc review committee shall remain strictly confidential (APM 210-4c(1)). Each ad hoc review committee consists of three members of the Librarian Series, at least two of whom must have career status, and one of whom may have potential career status.