

LAUC-SB
RESEARCH AND PROFESSIONAL DEVELOPMENT COMMITTEE
Annual Report, 2007-2008

ROSTER: Anne Barnhart, Jane Faulkner, Lorna Lueck, Eunice Schroeder (Chair).

- Participated in a brown bag session to help clarify new documentation requirements for travel reimbursement (based on memo of 3 Aug. 2007 from EVC); updated Travel Request form based on new requirements.
- Fulfilled 2007-2008 charge from the Chair of LAUC-SB to investigate and recommend policies and procedures for LAUC-SB librarians' use of professional development funding for research. Drafted policy recommendations and presented them to the membership. Recommendations were adopted by LAUC-SB with minor changes.
- Created new webpage detailing the new policy for use of LAUC-SB professional development funds for research. Linked page to main LAUC-SB page and to the committee page. See: <http://www.library.ucsb.edu/lauc/research.html>.
- Recommended that the name of the committee be changed from Committee on Professional Development to Research and Professional Development Committee to reflect the role of the committee in facilitating research. Following approval of this change by LAUC-SB, updated pages on the LAUC-SB website and worked with the Angela Boyd, LAUC-SB 2007-08 Secretary, to complete modification of all appropriate links and filenames to incorporate the change.
- Added new section on UC-provided travel insurance to Travel Guidelines page; informed membership about the guidelines; updated Travel Request form.
- Did various other updates to Travel Guidelines page (e.g. added Merced to mileage chart; updated base allocation for current fiscal year; updated IRS mileage rate).
- Throughout the year, consulted with personnel in the UCSB travel office to clarify policies; communicated policies to librarians as appropriate.
- Maintained spreadsheet detailing expenditure of professional development funds by individual librarians; signed all travel requests in a timely manner; maintained files of all travel requests and reimbursement vouchers. Worked with Mary Kohler in library administration to facilitate completion of paperwork.
- Reviewed research grant proposal of three LAUC-SB members and made suggestions for revisions. Proposal was submitted to LAUC and received statewide funding.
- Reviewed all systemwide submissions for LAUC research grant funding. Made detailed recommendations for modifications and submitted these to the LAUC Research and Professional Development Committee via Jane Faulkner, who attended the LAUC RPD Committee meeting in February.
- The 2007-08 chair (Eunice Schroeder) held a transitional meeting with Jane Faulkner, 2008-09 chair, on June 24, 2008.