**LAUC-SB Special Membership Meeting**

**Friday, August 29, 2014**

**1:30-3:00 p.m.**

**Mary Cheadle Conference Room**

**MINUTES**

**Members in attendance: 27**

1. The meeting was called to order at 1:34 p.m.
2. Librarian review procedures

	1. Presentation and discussion of revisions (A. Grosenheider/CAP)

		* Note on shall/may/will language
* May: the action is permitted, but is not required
* Shall: the action is required to occur
* Will: the action happens under normal circumstances

	+ - The following topics were covered:
* Review period
* Calendar and deadlines
* Abbreviated reviews discontinued
* Criteria (no changes were made at this time, but Alan would like to engage LAUC-SB on this topic in the upcoming year)
* Letters
* Original review file vs. copy of review file
* Review conferences
* Recommendations
* Redacted copy of review committee report
* Model language for review recommendations (appendix)
* Remediation plans
* Promotion
	1. The revised librarian review procedures were endorsed by the LAUC-SB membership.

Meeting adjourned at 2:52 p.m.

Recorded by Chrissy Rissmeyer, Secretary