LAUC-I Executive Board
Monday April 12, 2004
MINUTES
Approved 5-3-04

EXECUTIVE BOARD: 1:00- 2:00 PM

Present: Ariel, Landis, Bube, Wilson, Palmer, Ruttenberg, Jacobs, Urrizola
Absent: Tunender, Manaka

1. **Agenda Review and Past Minutes**
LAUC-I Exec Board Minutes, 2/25/04:
  - Clarify that photocopies will be automatically reflected in the LAUC-I budget *as long as the LAUC-I copy code is used*.
  - Page 1, #1: Add a parenthetical note that Kaufman confirmed the attribution.
Minutes approved with these revisions.

LAUC-I Exec Board Minutes, 3/1/04: *Minutes approved.*

2. **Chair Report/Announcement**
Ariel received message from Rob Melton (LAUC Committee Professional Governance)
LAUC-SD is organizing a program on privacy and the PATRIOT Act. May 19 * 2-4 PM.
UCSD.
  - Is anyone from UCI interested in attending? Need names by April 28.
  - Ariel will announce and ask for RSVPs.

3. **Vice-Chair Report/Budget**
We now have an allocation: $3,775.00
We've spent $575.50 since last meeting.
Current balance = $2,735.56.

Ideas re. Needs/possible expenditures:
  - Buy a new LAUC-I laptop?
  - Support people to go to Spring Assembly in UCR, including lunch.
  - ACTION: Ruttenberg to find out whether LAUC-I should consider buying a new laptop or if this happens through another channel.
  - ACTION: Palmer to look into a van to UCR and lunches

4. **Program Committee Appointment**
Need to appoint someone to finish R. Katzarkov term. Unanimous support in Executive
Board for Katherine Harvey, who is on the ad hoc spring program committee.

5. **Bylaws Revisions Update**
At the end of our last meeting, where we primarily discussed bylaws revisions related to
the LRC, we discussed the LRC regular reports to LAUC-I, and ended up making a
general statement about the content of the report as opposed to an itemized list of specific

elements. It was determined that it would be best to leave more specific outline of report(s) to possible inclusion in Academic Personnel Procedures (APP), which is more procedural.

Kaufman was very supportive of adding more information about the LRC as an appendix to the APP. She had additional ideas about information to include – e.g., do LRC members write peer review letters? She agreed that this kind of information should not go into the bylaws. Given the timing of our by-laws revision and the LAUC-I ballot; we have to make the statement general about the LRC submitting an annual written report, and what kind of information it will include.

Ariel and Kaufman will meet later this week on more bylaws discussion re: LRC. For example, what is the role of the LRC in reviews and appointments? Are there guidelines for drafting the LRC letter? Kaufman and Ariel will look at all references to the LRC in the existing APP. They will submit a draft for Executive Board and Executive Council – Bube, as current chair of LRC, volunteered to be involved in writing the draft. Ariel will try to arrange meeting to accommodate this. In any case, the current LRC will have an opportunity to review the draft that emerges. This is not an activity to create new policy – but to clarify and document existing policy.

Kaufman seemed receptive to providing statistical information to LAUC-I, having reviewed more extensive reporting done at UCLA and other campuses.

We are considering a set of guidelines for the LRC, which makes it most appropriate for an appendix to the APP. One advantage is that the APP – including its appendices – has a built-in review and revision process. Suggestions for revisions come from both the LRC and Kaufman's office and the membership reviews the draft. We could more explicitly solicit ideas from the LAUC-I membership earlier in the process.

Tunender will be back at the end of the month and we'll do a final edit and put all revisions together to present to the LAUC-I Membership on May 10th and then include on LAUC-I election ballot.

Committee Terms: Ariel had previously compiled review language from other LAUC divisions – and it turns out most LRC's terms are for two years, not three.

Bube suggested that three years does offer a broader perspective and the previous two years are good preparation to be chair of the LRC. But we might get more people to run for a shorter term – and give a greater percentage of the membership a chance to serve on this very instructive committee. The models for divisional LRCs vary greatly – appointed, elected or a mix.

Ariel will send this compilation document out to Executive Board so we can get a better sense of the differences among the divisions.

We always have a lot of people running for LRC – which we can take to mean we should shorten it to expand the opportunity, or that we don't need to. All members have to have had at least one successful review, and three need career status.

We should consider whether all our committees (across the board) should be two years, not three, which broadens the opportunities for LAUC-I service. If all committees turn over more often, former members can return to chair.

ACTION: Put this on the next agenda – it's worth talking about before we finalize the by-laws revisions.

6. Librarian Publications/Publishing Activities

At a recent planning discussion for the Program Committee's next Lunch with LAUC-I, it was recommended that compile a list of librarian publications (perhaps as an EndNote file?) and post to LAUC-I website.

A small group – Professional Development Committee (PDC) – could work on this. Committee should think about how they want to capture this – a once a year call to update the database? We could include a reminder to fill out campus faculty profile as well as instructions to add information to our faculty profiles. We also need a mechanism to add new librarians to this database.

Ariel asked if PDC might bring a proposal back to the next EB meeting?
ACTION: Palmer will see, will put it on the next Professional Development Committee meeting agenda.

7. Career Recruitment and Outreach: Career Center Update

Deferred to full ExBd - ExecCouncil

8. Activity/Status Reports: Committees and Members at Large

- **Academic Librarianship**: Wilson reported that the ALC finished the Resource Librarian Roster in Excel – with some technical issues yet to resolve. ALC will confer with Ruttenberg about putting the roster on the LAUC-I website. Ariel is interested in working on a recruitment brochure, which would include a list of the resource librarians.
- **Library Review Committee:** Reviewed one appointment file for temporary reference librarian, and LRC is 2/3 done reviewing files for the year. Several were late, and one is still outstanding.
- **Professional Development:** Meeting next week – will bring proposal to membership meeting.
- **Nominations:** Manaka submitted report via e-mail – convey questions directly to her.
- **Membership:** Nothing to report.
- **Academic Senate Committees**

9. Old Business/New Business

EXECUTIVE BOARD AND EXECUTIVE COUNCIL: 2:00-3:00

Present: Ariel, Landis, Bube, Wilson, Palmer, Ruttenberg, Jacobs, Urrizola
  Munoff, Hughes, Kaufman, Kiehl, Tanji
Absent: Manaka, Tunender

1. **Agenda Review**
Minutes: 1-26-04: Minutes are approved.

Ariel expressed appreciation for the opportunity for Executive Board members to meet individually with Kaufman to offer perspectives on issues related and/or of concern to librarians.

2. **Hughes: SOPAG (HOPS) Information Literacy Common Interest Group Update**
   - CIG Report is up on the SOPAG HOPS website: http://libraries.universityofcalifornia.edu/hops/infolit/
   - Cathy Palmer (UCI) and Elizabeth Dupuis (UCB) are co-chairs
   - This CIG shares a central concern with LAUC: How to create a critical mass of people interested in information literacy?
   - The CIG's charge is to facilitate discussion on how to encourage activity on the local level – there is a proposal (to SOPAG) to hold a workshop, e.g.
   - The CIG Report did a good job of inventorying campus activity – the UC System does work on information literacy. The scale is also impressive – many students are touched by these activities.
   - TLtC did a lead article on information literacy in 2002, in which they interviewed Palmer and Esther Grassian, and others from the UC system. http://www.uctltc.org/news/2002/04/feature.html
   - LAUC will have a representative on this CIG, which is unusual. LAUC ExBd is preparing a list of nominees from which the ULs will appoint the LAUC representative.

3. **Systemwide Planning on Scholarly Communication**
   - There is a lot of activity and program development across the system:
     - Development of special UC website
     - Appointment by Academic Senate of a special committee on Scholarly Communication
     - There have been two seminars – including one hosted at UCI
     - ULs at last meeting discussed next steps: calling another meeting to share information about efforts on each campus. The Elsevier

negotiations were just one element. Inviting one or two representatives from each campus to share their activities. There is a draft document to consider. How can we leverage our energy collectively and allow for individual campus initiatives? Tanji and Hughes are going to the April 28 ULs meeting at CDL.

- Reminder of upcoming "Fine Print" conference – free and open.
- Author's rights: What are the kinds of rights authors can negotiate regarding their copyright? At UCI, SCAMP is piloting this program within the College of Medicine. May 17 – two sessions, one at Grunigen Medical Center Library and one at the College of Medicine on campus. Faculty want to know what their options are.
- UCI is further ahead than many other campuses on having a program like SCAMP. Need to look at ways to have local programs but not duplicate efforts on each campus – need shareable materials and other systemwide collaborations.
- SCAMP website has been updated with more examples of author licensing.
- Suggestion to link SCAMP to Graduate Studies.
- ULs have been concerned about CDL taking a different approach in the last year or so – as if in competition with the individual campuses. A new understanding that real interaction happens on the campuses – new documents talk about the importance of funding the campuses to build strong local collections and then building collaborative collections. CDL now sees itself more as being a support mechanism for the campuses, where the faculty and students are actually located. We will see this reflected more and more – e.g., having campus liaisons to e-scholarship. It was a mistake to develop this initially independently at CDL. Seeing more localization of shared resources – such as MELVYL, ultimately. This is an important conceptual shift –CDL as an integral and supportive partner to campus libraries.
- In addition to CDL – is there also a shift in more sharing *among* the campuses? Munoff suggested that this current group of ULs works together well. We are no longer in the position of something being totally local or a CDL project – there are more opportunities to collaborate among the campuses.
- Kiehl reported that the Shared Cataloging Program is working to centralize more, rather than each campus having to independently massage the records that came from that effort.

4. **Kaufman: Emeritus Status Procedures**
   - We sent a draft to Herb Killackey for an informal review. Kaufman will share with Executive Board as soon as we have that back.
   - In the meantime, the UCINet ID issue has been resolved.

- HR and Systems are working on a form, a mechanism to maintain UCINet IDs and various policies.

5. **National Library Workers Day**
   - How best to recognize support staff on April 20?
     - Idea to have snacks in the kitchen or workroom areas
     - Message from LAUC-I EB or GM to staff in appreciation
     - Kaufman reported that all ideas submitted to her at this point have been food related
     - Munoff will reprise his beginning of the year snack tradition, which everybody likes
     - ALA-APA can lobby in ways that ALA cannot – that's the big distinction – not the fact that it's support staff vs. librarians. Certificate programs are also moving to ALA-APA.
     - Can we view this as a thank-you and a celebration of what we do?
     - Ariel could encourage librarians to express their appreciation on this day to staff
     - Remember this is ALA wide – so it includes public libraries. In an academic context, it's hard to have a public celebration of library workers.
     - Ariel called for ideas to help break down perceived divisions between librarians and staff.
     - What about a joint meeting between the Diversity Committee and LAUC-I Executive Board?
     - Munoff suggested that we try to ensure librarian participation on the Diversity Committee – that's where a lot of these discussions take place and where the programs come from.

6. **Spring LAUC-I Program**
   - Landis: Just sent out an update to ExBd and Kaufman.
     - Identified Melanie Hawks from ARL as a speaker.
     - By April Hawks will have an outline to Landis for the am/pm program
     - $1,300 + expenses (standard ARL consultation fee to ARL libraries). Airfare from Salt Lake, hotel, meals.
     - Tuesday, June 15. Finals week – which presents a challenge for rooms. Investigating the Bren Events Center as a venue.
     - Program will include:
       - 10-11:30: Collaboration and its role in organizational culture.
       - Lunch: no-host
       - 1-4: Workshop on worklife balance issues specifically for academic librarians. ARL recommends capping at 35 people. LAUC-I will have a week long window to register before it gets opened up outside of UCI.
       - Snacks in the morning and afternoon.

- Landis will follow up with Teresa in Business Office, and will share publicity efforts with Executive Board in advance of that effort.

7. Career Recruitment and Outreach Program Update

We had a fabulous program on March 3! *Opportunities in Librarianship*: 50 people attended – a full house in LL 570.

Landis and Ariel met with full staff of UCI Career Center on March 10 – a very productive meeting – a number of initiatives to pursue, including the following

- The library will be participating in a PhD job search event on May 7 (follow-up: Landis will be on an afternoon panel.) They also had a brief discussion of recruiting PhDs into the profession and what kind of library education could be fashioned to facilitate that.

- Landis, Ariel and Kaufman will be meeting with the Career Center's internship coordinator, Daphne Nadal, on May 10th. This will be a preliminary discussion about what to consider for an internship program.

- The Career Center asked us to co-teach a workshop offered periodically – researching employers and jobs on the Internet. Ariel and/or Landis will discuss with Palmer to consider how best to pursue this possible project with the libraries.

8. Old Business/New Business