

## **LAUC-I Membership Meeting**

### **MINUTES**

**11/17/03**

**SL 104, 1:00-3:00 PM**

*Approved 2/9/04*

**Present:** Ariel, Bisom, Gelfand, Horn, Jacobs, Kaufman, Kjaer, Landis, Love, McAdam, Novak, Palmer, Riggs, Ruttenberg, Sisson, Tunender, Urrizola, Vecchiola, Vick, Wilson, Woo

#### **1. Call to order and approval of agenda**

#### **2. Membership Meeting Minutes October 13, 2003: Review and Approve**

Minutes approved with revisions.

#### **3. Chair and Executive Board Report: Ariel and Landis**

- **LAUC-I Budget (Landis):** Please send receipts of all LAUC-I purchases to Landis.
- **Proposal for Rollover Professional Development Funds:** Ariel gave a brief history of the proposal, the text of which was included in the meeting packet.
  - Palmer (Professional Development Committee) and Jacobs (Program Committee) drafted the proposal based on input from both membership and Executive Board. Ariel walked through the elements of the proposal. As of 11/17, she was waiting to hear back from UL Munoff, and will keep the membership posted.

#### **DISCUSSION**

- This is not just an addition or augmentation of Program Committee funds – rollover funds would be treated and handled above and beyond the Program Committee’s jurisdiction. This proposal is LAUC-I’s opportunity to do something different than the usual business of the Program Committee.
- Refinements to proposal will come when we hear back from Munoff.
- **Verano Holiday Project – Collaboration with LEA:** This joint venture with LEA is to provide gifts and other support for UCI families who live in Verano to help celebrate the holiday season. Last year, UCI (as a campus) adopted 16 families. This year, LAUC-I is collaborating with LEA to support two families. Bube is coordinating this from Executive Board – along with Hamre from LEA. The coordinators will send a lib\_all announcement as soon as we’re matched up with families. The Verano Holiday Project Committee is meeting this week to do the matching – watch for the e-mail. Ariel encouraged LAUC-I members to participate.
- **SOPAG Digital Visual Resources Task Force Report:** SOPAG has asked campuses and LAUC-I divisions to comment on various white papers in the past – the latest one was about Digital Visual Resources. Six people were at the discussion at UCI, and notes from that meeting will be transcribed. Tanji may be taking the SOPAG report to the entire Bibliographers Group – given the low attendance at UCI’s meeting. Comments are due to SOPAG on December 19. Ariel noted that the SOPAG report is long but really impressive and encouraged members to read it and send comments to her.

- **Lunch with LAUC-I:** The last “Lunch,” was a discussion of professionalism and what it means to be a professional at the UCI Libraries. Extensive notes were taken on this lively discussion, which will be shared with the membership via e-mail. Ariel apologized for the location change, which was done to accommodate the SOPAG discussion immediately before it. Those in attendance thought that professionalism would be a good topic for a “scenario-based” discussion. The next Lunch with LAUC-I is December 10.

**4. LAUC-I Minutes and Listserv/Archives Demo: Ruttenberg:** Ruttenberg demonstrated how to access instructions for posting to the LAUC-I and LAUC-I Executive Board listservs (<http://sun3.lib.uci.edu/~lauciweb/0304/listservs.html>) and encouraged people to use them.

#### **DISCUSSION**

- There should be a reference from the alias page (<http://systems.lib.uci.edu/dirs/alias.php>) pointing people to the listservs, to minimize confusion
- It should be easy to access a list of members, as we can with the aliases. Ruttenberg noted how to use the listserv archive pages to find this information. (Under “More Information About This List” – “View Subscribers.”)
- Riggs noted that LIS is in the process of systematically converting aliases to listservs.

#### **MINUTES (& AGENDAS): DISCUSSION**

- There should be one place to go retrieve the current agenda for the meeting. (It was noted that the agenda on the LAUC-I website for 11/17 did not match the agenda distributed at the meeting).
- Ariel stated that it is our goal to post the agenda a week before each meeting. New or revised copies will be available at the meeting.
- It was noted that Ruttenberg should have a back-up to post to the LAUC-I website (for vacation, absences, etc.)
- Ariel asked the membership how much detail (especially personal attribution of comments) should be in the minutes. The consensus was that the minutes should only include attribution when the person’s position has some bearing on the comments. The minutes should record substance, action items, and viewpoints expressed, but it is not necessary for every view to be given personal attribution.
- When draft minutes are posted, that is an opportunity for anyone to object or clarify their (attributed) remarks.
- Ruttenberg will change her practice regarding personal detail in meeting minutes to reflect this discussion.

#### **5. 0304 Nominations and Elections: LAUC and LAUC-I: Palmer and Manaka**

Palmer is LAUC-I’s representative to the LAUC systemwide nominations committee. Ariel stood in for Manaka for this meeting. Manaka is the chair of the LAUC-I nominations committee. Watch for Manaka’s e-mail with deadlines for LAUC-I nominations.

- Two 3/5 cards were distributed – one for LAUC and one for LAUC-I.

- Membership was asked for recommendations for LAUC President & LAUC Secretary (caveat: President can't been from UCD, UCLA, or UCB, and President and Secretary can't be from the same campus).
- Palmer will take our list to other campuses that have compiled lists of potential nominees.

## **5. 5. Ariel paused to recognize Horn and Renton's contributions to LAUC-I.**

This was Judy Horn and Margaret Renton's last LAUC-I meeting.

### **Ariel's remarks:**

Horn has been a dedicated leader of LAUC since 1967 – the first date of the history that Horn wrote. She has been division chair and president of systemwide LAUC. She was UCI's first librarian to achieve distinguished status. Horn has served with intelligence, wisdom and grace, and been an advocate for LAUC-I as a forum for discussion as equal colleagues.

## **6. Preparation for LAUC Fall Assembly**

The meeting agenda linked to three LAUC reports with recommendations. The meeting packet included the definition and guidelines for Position Papers.

### **6.1. LAUC Position Paper #1 Revisions**

- LAUC-I is in a different position than other divisions, having just approved a "criteria" document. There is nothing contradictory between our Criteria Document and LAUC-I Position Paper #1.

#### **DISCUSSION**

- Stephanie Davis-Kahl's name is misspelled in the PP1 TF Report.
  - The document is 16 pages, but the document footer indicates it's 14 pages.
  - Point 4: Most librarians in the UC are not in fact hired into the Assistant rank – therefore, it is not "normal" to achieve career status in that sequence.
  - PP1pNote: There is a disconnect here – it says that both the APM and MOU will be paraphrased and not quoted, but in fact the APM is quoted extensively.
  - Kaufman: Suggest substituting the language in C5 (p. 12) for the Note at the beginning of the document (p. 6).
  - It was stated that the document itself, not the notes, will be voted on at Assembly.
  - From Point 4 on, the document discusses stages of promotion. It makes statements in places as if they are particular, when in fact they apply to every kind of advancement. These universal statements should be pulled out and presented elsewhere.
  - Suggestion to move Points 5 and 6 before 2, and 2 just before 7, so that all generalizable statements will come first. Change wording on these points so that they are not specific to rank.
  - There should be a separate statement about awarding of career status that is not tied to a specific rank.
  - Point 3 should include and/or before "research and other creative activity."
- **6.2. Information Literacy Task Force Report**

- Ariel: recommend reading report and recommendations.
- There has been no replacement for Davis-Kahl, as the Task Force was winding down anyway
  - **Recommendation 1:** No comments.
  - **Recommendation 2:** Be more specific about *how*
  - **Recommendation 3:** Information Literacy came up first in a LAUC Assembly – brought by UCI. This Task Force was formed. At the same time, the HOPS group was formed. The TF is recommending a LAUC representative to that group.
  - **Recommendation 4:** Palmer: HOPS Common Interest Group on IL has a webpage – recommend that information be integrated into the existing HOPS page.  
(<http://libraries.universityofcalifornia.edu/hops/infolit/charge.html>)
  - **Recommendation 5:** Shouldn't systemwide discussions take place under the auspices of HOPS, rather than LAUC? Workshops, training sessions, discussions, etc. LAUC doesn't have the structure or the budget to support this recommendation – it is more appropriate for HOPS.
  - **Recommendation 6:** Possibly expand this – look at UCB's Mellon grant. LAUC should push for something systemwide for development of components that could be used by faculty across the system in lots of different courses and campuses. Suggest research grants that are collaborative. Suggest that this get folded into LAUC or other systemwide grant opportunities as a preference given to proposals that incorporate information literacy. Suggest that LAUC work with HOPS to look for funding beyond the UC System.
- **Committees, Rules and Jurisdiction Report/Recommendations: Crooks**
  - Ariel included the substantive proposed changes in the meeting packet.

#### DISCUSSION

- Why move to a model of more representatives for fewer people?
- It is in LAUC's interest to have more rather than less people involved in Assembly. The goal is to get more people involved in LAUC via the Assembly.
- No one favors Option 3.
- The full document gives a rationale for the proposed representative structure: Wanting to rationalize incremental changes from one category to the next – see page 2 of document.
- No objections to 2.
- No objections to 3.

#### 7. LAUC Committee Charges/Tasks for 2003-2004

- **Plans and Policies: Gelfand**
  - Stay tuned for Spring Assembly, to which this report was deferred. Julie Kwan is coming on as chair from UCLA. Issues to look forward to include:
    - Staffing models at other ARL campuses, where there are a number of tracks for librarians where the emphasis is on primary service responsibilities

- At every [UC] campus, library assistants are getting more responsibilities – we need to look at implications for librarians. Does this mean fewer librarians are being replaced or hired?
  - Our calendars are so impacted, we can't take adequate vacations. Can people buy out of vacation?
  - Can we use technology to make our lives easier, such as video streaming?
  - Committee's report has gone to Linda Kennedy, who wanted to hold it for Spring Assembly. LAUC-I will want to discuss at membership, or it would be good for a Lunch with LAUC-I discussion.
- **Professional Governance: Crooks**
    - This committee will be looking at review procedures across the system.

#### **8. LAUC-I Executive Board Reports: Committee Chairs & Members at Large**

- **Professional Development:** Sponsored brown bag about research grants. Horn is looking for a partner on a grant to update the history of LAUC. The committee has also met to work on the mentoring aspect of their charge. They have divided up the 10-12 articles inherited from Landis when he was chair of ALC, and will make recommendations for readings to the membership. They will also look into having a Lunch with LAUC-I on mentoring.
- **Program Committee:** There are two upcoming programs:
  - 1) Lunch with LAUC-I: A stress management or “managing conflicting demands” workshop, to be held on Dec. 10.
  - 2) Tour of Huntington. Due to under-enrollment, this is being deferred until Spring.
- **Academic Librarianship Committee:** In the process of drafting two surveys – one for librarians and one for staff and students. Do librarians want to be part of a resource/referral program for people who want to go to library school?
- **Library Review Committee:** Reviewed one more appointment file – a total of five.
- **Membership:** Urrizola contacted everyone who was not able to come to last LAUC-I meeting.
- **Academic Senate Committees Transition:** There was a transition meeting, and minutes are forthcoming. Tunender will send a reminder to representatives to file quarterly reports. Some committee meetings are confidential, and therefore the quarterly reports will be very brief. They will be posted to the LAUC-I website.

DRAFT Minutes submitted by Judy Ruttenberg  
11/25/03