

LAUC-I Annual Reports 2004/2005

1. **Office/Committee Name:** Professional Development Committee
2. **Membership and Terms:** Hildebrand (2006), chair Sept-Nov. 2004, Rina Vecchiola (2006), chair Dec. 2004-June 2005, Wanda Pittman Jazayeri (2007), chair June-Aug. 2005, Harold Gee (2007), Christina Woo (appointed for 2005)
3. **Standing Charge:** The Program Committee shall organize, advertise, and coordinate programs of interest to LAUC-I membership at the direction of or in consultation with the LAUC-I Chair and Executive Board. The Committee shall also undertake other duties as directed by the LAUC-I Chair and the Executive Board.
4. **Supplemental Charges/Tasks for 2004/2005 Year:**
 - Schedule one open meeting date for each quarter of the LAUC-I year (Sep-Nov; Dec-Feb; Mar-May; Jun-Aug) and communicate those dates to the Secretary (Vick) by October 1, 2004.
 - Plan, advertise, and implement Lunch with LAUC-I discussion programs according to the established LAUC-I Annual Calendar (Sept. 30, Nov. 10, Dec. 9, Feb. 10, March 10, May 19, June 16, Aug. 18)
 - Collaborate with the Ad Hoc Career Recruitment and Outreach Program Committee (Joan Ariel, chair) to plan and implement CROP programs during the year.
 - Provide consultation to the Ad Hoc Special Program Planning Committee as necessary by appointing a Program Committee member as an ex officio resource liaison to that Ad Hoc committee.
5. **Key Accomplishments (coordinate with charges above):**
 - Harold Gee was appointed to the Ad Hoc Special Program Planning Committee (renamed to Timely Topics) as necessary as an ex officio resource liaison.
 - Collaborated with the Ad Hoc Career Recruitment and Outreach Program Committee (Joan Ariel, chair) on CROP programs during the year.
 - Planned, advertised, and implemented Lunch with LAUC-I discussion programs according to the established LAUC-I Annual Calendar. Lunches with LAUC-I were held on Nov. 10, Dec. 9, Feb. 10, March 10, May 19, and Aug. 18. Summaries of the discussion topics for the lunches are listed below:

Public Speaking skills with Manuel Urrizola, Nov. 10

Manuel Urrizola discussed how to craft public speaking skills for presentations, bibliographic instructions and meetings. Manuel provided tips on: opportunities for speaking, organization of speech, nervousness, speaking with conviction, gestures, vocal variety, words, and use of visual aids

Webcast: "Faculty Perspectives on Professional Library Services In An Era of System Wide Planning, Dec. 9
As preparation for the LAUC-I general meeting's discussion on SLASAC's "Systemwide Strategic Directions for Libraries and Scholarly Communication We viewed part of the Afternoon Webcast from LAUC Fall Assembly -- featuring a panel of highly engaged faculty discussing professional library services. We followed with a discussion on how to define our local priorities for further LAUC-I programming.

Webcast of LAUC Fall Assembly & discussion of issues, Dec. 16

We viewed the webcast of the 2004 LAUC Fall Assembly morning session, where members of the System Wide Operations and Planning Group (SOPAG) discussed recent work and new directions. The panelists gave an overview of SOPAG and its advisory structure, and summary descriptions of the task forces on government information, visual resources, and electronic resources management systems. Activities with regard to shared print collections, digital preservation, and shared services were also discussed. We followed with a discussion about the issues raised, as well as ways LAUC-I can continue to keep the membership informed of the activities of SOPAG and its advisory committees and task forces.

Discussion of ALA midwinter, etc., and the information sent to candidates in their interview packets, Feb. 10
According to page 6 of the **Library Recruitment Manual** on the W: drive (see W:Library Human Resources\Librarian Recruitment Manual 2004-5 revisions.doc), interviewees are sent packets containing: Letter of formal invitation with presentation topic, if any, interview schedule, parking permit and directions, housing information; information about Orange County, benefits information, UCI Libraries organization chart and organization chart for division containing the position, selected UCI Libraries brochures, current Librarians salary scale, reimbursement guidelines, *Academic Personnel Procedures for Librarians*, and other material recommended by the Search Committee and the home department.

Retention and Job Satisfaction in the UCI Libraries, Mar. 17

Judy Kaufman, David Coffey, Rina Vecchiola, and Manuel Urrizola lead a discussion on the topic of retention and the promotion of job satisfaction in the Libraries. The LAUC-I Executive Board endorsed draft vision statement on librarian retention at UCI was used as the beginning of a "LAUC-I" perspective.

LAUC Bylaws Report & Drafts Discussion, May 19

Kay Collins and Liza Vick lead a discussion and evaluation of draft reports that were to be discussed at the Spring Assembly. The summary of the discussion was subsequently submitted to the LAUC-I general membership for comment. The draft reports discussed were: Report to the Assembly from the LAUC Committee on Committees, Rules, and Jurisdiction (CCRJ), Bylaws--CCRJ Chair working draft, Standing rules--CCRJ Chair working draft.

Reporting session for summer conferences, Aug. 18

Colleagues gathered to informally discuss the highlights of meetings, conferences, and workshops attended during the summer.