

DRAFT Minutes
LAUC-I General Membership Meeting
Monday, July 14, 2008 * 1:00-3:00pm * SL 104

Present: Breitbach, Brown, Bube, Clancy, Conor, Ferry, Galbraith, Gelfand, Harvey, Hughes, C. Johnson, R. Johnson, McEwan, Murphy, Novak, Palmer, Peterman, Scaramozzino, Sibert, Sisson, Sunday, Tanji, Tomren, Wilson, Woo, Yu, Zhang

1. Agenda review

- No changes.

2. Approve minutes: LAUC-I General Membership meeting minutes for May 5, 2008

- Christina Woo submitted corrections in writing.
- Peterman moved to approve the minutes with corrections.

3. News/Announcements – Murphy

- **LAUC-I Academic Senate Committee Appointments for 2008-2009:** There was one vacancy for the Council on Faculty Welfare. Carole McEwan will be the new LAUC-I Representative. Thank you to everyone who volunteered.
- **Call for LAUC Representatives to Systemwide Advisory Committees:** The deadline has been extended to July 19, 2008. Vacancies include: Systemwide Library Advisory and Scholarly Information Advisory Committee (SLASIAC), Heads of Technical Services (HOTS), Scholarly Communication Officers Group (SCO), Shared Library Facilities Board, and Resource Sharing Committee (RSC).
- **LAUC Web Manager Vacancy:** See <http://www.ucop.edu/lauc/about/wwwpolicy.html> for web manager's responsibilities.
- **LAUC-I Representative for LAUC Committee on Diversity:** Thank you to Becky Imamoto who has volunteered to serve in this position for a 2 year term.

4. Welcome new librarians – Murphy

- Linda Murphy introduced Tina Breitbach, Research Librarian for Education & Outreach, and Erin Conor, Research Librarian for Performing Arts.

5. Library Human Resources update – Sunday

Although the state budget has still not been approved, the libraries are in good shape for fiscal year 2009. The libraries' budget cut is 3.5%, which is much less of a cut than previously expected. Librarian recruitments will be impacted by the cut in the operating budget. The hiring freeze still exists. Librarian recruitments are exempt from the freeze, but vacancies have been prioritized to reserve funds. Currently there are 12 librarian

vacancies. There are four current searches: Principal Monographs Cataloger, Outreach Services Librarian, Research Librarian for Business, and Research Librarian for Emerging Technology and Service Innovation. Recent appointments include: Julie Hillskemper (Temporary Health Sciences Reference Librarian), Virginia Allison (Research Librarian for Visual Arts), Tina Breitbach (Research Librarian for Education & Outreach), and Erin Conor (Research Librarian for Performing Arts). The KUDOS Award committees have made their recommendations to Gerry. Administration is still interested in combining the committees for the librarian and staff KUDOS Awards, and is interested in gathering input from LAUC-I on how this might impact the librarian award.

6. Reports from LAUC-I Representatives on Academic Senate Committees

a. Council on Student Experience (CSE) – Robert Johnson

Committee on Student Experience has the following subcommittees:

- Academic Grievance
- Teaching Committee
- Minority Student Experience
- Anti-Boring Campaign, James Chiampi
- Transportation
- Vice Chair
- Special Senate Committee on Diversity (SSCD)
- Biking Advisory Committee
- CPOC (Parking)
- Graduate Student Housing

The council has discussed, voted on, and/or submitted comments on the following:

- UC Information Technology Guidance Committee (ITGC) report, "Creating a UC Cyberinfrastructure."
- The "non-status" of subject minors in registering for popular classes
- UCI Bookstore's business model
- How teaching is evaluated at UCI
- Revisions to the BOARS
- Appeals process for UCI students

The committee has met several times with campus police representatives to receive updates of specific incidents on campus, as well as incidents on other campuses (specifically Northern Illinois University).

b. Council on Educational Policy (CEP) – Cathy Palmer

- CEP reviews and approves the Consent Calendar each month. The Consent calendar consists of all changes to undergraduate academic program requirements, course requirements, approval for fulfillment of general education requirements, etc.

- Reviewed and approved Charge for the CEP Review of Lower- and Upper-Division Writing. The review will include questions about how to better integrate information literacy instruction into the lower and upper-division writing courses.
- Approved the Department of Population Health and Disease Prevention
- Met with EVC Gottfredson for discussion of issues facing the campus in view of pending budget situation.
- Approved final CEP response to the Follow-up Report to External Review 2004, School of Humanities
- Approved final CEP response to Follow-up to 2003-04 External Review of the School of Social Ecology
- Review draft charge to the Academic Program Review of the School of Biological Sciences
- Review External Review Committee Report of the School of Physical Sciences and the Response from Dean Hemminger and the Department Chairs

c. Graduate Council (GC) – Lorelei Tanji

Much of the pending work of GC is confidential.

1) Academic Program Reviews for 2007-2008

Joint reviews are organized by the Academic Program Review Subcommittee (APRS) made of selected members from Grad Council and CEP (Council on Educational Policy):

School of Biological Sciences
 School of Medicine/Pharmacology & Toxicology
 School of Medicine/Environmental Toxicology

Formal follow-ups from previous reviews/status reports:

Samueli School of Engineering
 Brench School of Information & Computer Sciences

Also some miscellaneous post-review issues related to past reviews.

2) Misc. issues

- Graduate Student Housing Subcommittee- providing affordable housing to the greatest number of grad students was still an issue though they have proposed a means of limiting the stays to guarantee incoming graduate students the option of on-campus housing if they choose to.
- Research/study abroad opportunities for graduate students is an area that the council discussed
- Interdisciplinary groups/programs were another topic of discussion.

3) Other subcommittees of Graduate Council:

- Graduate Program Structure and Student Mentoring Subcommittee: Ensuring that graduate programs provide the structural support and mentoring to enhance the graduate student experience.
 - International Exchange Subcommittee: Interested in enhancing international exchange programs (particularly for graduate students)
 - Graduate Student Support Subcommittee: Drafting a proposal for more funding support to graduate students.
- 4) Evaluating numerous miscellaneous proposals changes/modifications/ proposals re academic graduate programs (new & existing)

Tanji has distributed some of the relevant paperwork to subject librarians as appropriate to help inform them about plans for new academic programs or significant changes in existing programs, and has asked them to treat the paperwork as confidential.

- 5) Mental health services to graduate students was reviewed and discussed. Services available on-campus were reinstated.
- 6) Graduate Council and the Academic Senate Cabinet approved the proposal to implement electronic submission of theses & dissertations at UCI as a trial for one year. For this trial year, students will have the option of submitting electronically or in print format with the goal of transitioning to electronic submission-only in the future.

Kevin Ruminson is chairing an ETD TF with Steve MacLeod (SCA) and Ruth Quinnan (Graduate Division) to implement this by Fall 2008.

d. Council on Planning and Budget (CPB) – Julia Gelfand

This group meets biweekly and has a representative from each school. The Vice Chair of this group is the incoming Chair of the Senate. This group provides oversight to make sure the necessary resources are available to implement agendas. In odd years, each school submits a needs assessment for faculty recruitments and new programs, and this group prioritizes these needs. The spirit of interdisciplinarity is taken very seriously. The Chair also serves on the systemwide University Committee on Planning and Budget (UCPB). The work of this group is not as confidential as it used to be; meeting agendas are available on the Senate web site.

e. Committee on Privilege and Tenure (CPT) – Kristine Ferry

The Committee on Privilege & Tenure met a handful of times as issues arose. The committee discussed grievance cases and responded to UC-wide calls for input on policies. The committee encouraged Ferry's participation and she was expected to give her input as much as the faculty members on the committee.

f. Council on Research Computing and Libraries (CORCL) – Carol Ann Hughes

CORCLR met a further 5 times this spring and Hughes was able to attend 3 of those times. CORCLR does not meet July - September.

Since her February mid-year report, Hughes supported CORCLR's understanding of Libraries resources by supplying further information on the NIH Public Access Policy, on UCI Libraries' workshops on the NIH Public Access Policy done in conjunction with the Office of Research Administration, and on UCI's WorldCat Local pilot projects.

g. Senate Parking Oversight – Judy Bube

The Senate Parking Committee did not meet this year. Bube contacted the Director of Parking twice to inquire about meetings and the continuance of the Parking Committee. The Director said that the Committee was still operational and that she would be notified of a meeting to be held later this year. Thus far, she has not been contacted. The Director also indicated that since the budget had been removed from the Committee's responsibilities, that there were fewer issues for it to consider. Bube suggests that the next LAUC-I Chair may wish to contact the Director to see if a LAUC-I Committee member should be appointed. This year just may have been a less active year for the Parking Committee since other years before the Senate restructuring were very active.

h. Subcommittee on Courses (SCOC) – Sheila Smyth (submitted via email)

Smyth attended the UCI Senate Subcommittee on Courses meetings as a non-voting member and recorded the action on each course. Before putting the agenda packets in the Approval Area, Smyth sent an e-mail to all LAUC-I members (which includes bibs) to call to their attention any significant new courses being offered and any other important information regarding changes to existing courses. Also this committee has been discussing the idea of introducing a few more online courses (introductory courses) to be taught in the summers.

i. Council on Undergraduate Admissions & Relations with Schools (CUARS) – Cynthia Johnson

The main topic of this year has been the proposed systemwide changes for eligibility for UC admissions. UCI has a representative to the systemwide Board of Admissions and Relations with Schools.

j. Board on Undergraduate Scholarships, Honors & Financial Aid (BUSHFA) – Judy Bube

The BUSHFA Committee was very active this year, meeting at least once a

month. The Committee advises on the Undergraduate Scholarships and Honors provided to new students, both freshmen and transfer students. Some of the meetings are confidential as individual students are considered for the scholarships. The committee recommended that more scholarship money be made available to more students by reducing the amount awarded to each student. It also reviewed and made recommendations about the policies for awarding Latin Honors to students at the time of graduation by the different departments.

k. Council on Faculty Welfare (CFW) – Steve Clancy

- The same topics that elicited much discussion earlier in 2007 continued to provoke controversy in 2008: Career Equity Reviews and diversity within the various UCI academic unites, and the availability of housing in University Hills and the management (or mis-management) of the community by ICHA.
- The Council met with the Irvine Campus Housing Authority (ICHA) to address several ongoing issues regarding the lack of transparency in the availability and awarding of housing to UCI faculty and staff. Based on anecdotal evidence from members, many of which are or have been University Hills residents, it was felt that ICHA has little accountability to either the University or the residents. Furthermore, it is felt that this lack of transparency and the general attitude of ICHA and its employees have had a negative impact on faculty recruitment and retention at UCI.
- In February, the Chair of the CFW resigned due to his dissatisfaction with the Academic Senate and its relationship with the CFW.
- A meeting was held on April 15 with Provost Michael Gottfredson (Executive Vice Chancellor and Provost) to discuss several issues that are relevant to faculty welfare, including UCI's implementation of the first of a four year plan of faculty salary increases, ICHA and the management of the University Hills Housing Office, and the data provided concerning Career Equity Reviews. Specifically, the Council followed up on its previous correspondence to the Senate Chair and the Administration regarding:
 - A request for faculty salary data for each year from October 1998 to April 2008;
 - Budget estimates for 2008-09 and how the faculty salary scales will be affected;
 - The recommended use and success of Career Equity Reviews; and
 - Faculty housing issues including: ways to improve the management of University Hills; the responsiveness and transparency of ICHA operations; the logistics of pairing faculty with homes of suitable size and price; and future development plans for on and off campus housing.

After much correspondence back and forth, the CFW's request for all of the data Academic Personnel makes use of in its analysis of equity issues

(available on the web at <http://www.ap.uci.edu/Equity/index.html>), was made available to the Council. The Council plans to share their conclusions with the Cabinet and Administration when the analysis is completed.

- The CFW reviewed a proposal from an Academic Senate Ethics Committee that the UCI Emeriti Association and CFW's Subcommittee on Emeriti Affairs presented.
- Other issues discussed during the year included the Regent's Task Force on Diversity report (http://www.universityofcalifornia.edu/diversity/documents/07-diversity_report.pdf), and the UCI Study Group on University Diversity Campus Climate Report (http://www.universityofcalifornia.edu/diversity/documents/07-campus_report.pdf).

Note: All written reports for Academic Senate representatives are due by Monday, August 4, 2008

7. LAUC-I Budget

The LAUC-I budget ended on a positive note. The book club was one of the larger expenses. Spring Assembly expenses were considerably less than anticipated. A balance of 30% will go towards the August Timely Topics program.

8. LAUC-I Standing Committee updates and brief annual reports

a. Academic Librarianship Committee (ALC) – Katherine Harvey for Pauline Manaka

The ALC presented a poster at the Forum on Education at the 2008 ALA Annual Conference in Anaheim. Thank you to Sylvia Irving and Kim Sage for providing a generic UCI Powerpoint template. ALC is still working on the CROP brochure.

b. Library Review Committee (LRC) – Christina Woo

The LRC enjoyed 100% continuity from the previous year, since Dan Tsang, who filled in for one year, was elected for a full, 3-year term. At the end of this LAUC-I year, Jazayeri and Woo complete their 3-year term; Dooley becomes chair for 08/09; Tsang continues, and John Sisson and John Novak begin their 3-year term.

Academic Reviews

This year there were 12 files of librarians in the Assistant through (full) Librarian ranges. The files are due to the LRC in batches: February 6, February 22, and March 31. The LRC letters are due to the UL in batches as well: by March 31 and by April 21. We held our first review mtg. on February 27 and our last on April 11, because Dan Tsang and Christina Woo attended 2 Asian American Studies

conference in Illinois the following week. That resulted in 12 reviews completed in 7 weeks, and since we devoted at least one 90-min. meeting to discussing each file and the editing the draft of each letter, we met more than once a week. Before each LRC review meeting, all members carefully read each file, and one member drafts the letter, which the group collectively edits after discussing the file.

Appointments (LRC meetings in chronological order)

The LRC reviewed 8 files for permanent appointments and one for a temporary, 6-month appointment:

RL for Math, Physics, Astronomy – Sept 07 – Jeanine Scaramozzino
Electronic Resources Acquisitions – Oct 07 – Lisa Sibert
Head of Access Services – Nov 07 – Collette Ford
Director, Web Services - Dec 07 – Kristine Ferry
Principal Serials Cataloger – Dec 07 (12/20/07) – Carole McEwan
RL for Performing Arts – March 08 – Erin Conor
E & O Librarian – Mar 08 – Tina Breitbart
RL for Visual Arts May 08 – Virginia Allison
Temporary Health Sciences reference librarian (at GML) – June 08 – Jill Hillskemper

c. Professional Development Committee – Judy Bube

The PDC's most recent accomplishment was holding an orientation to the ALA Annual Conference on June 24, 2008, with the cooperation of the program committee. Congratulations to Becky Imamoto for receiving one of the LAUC research grants.

d. Program Committee – John Novak

The program committee presented a Lunch with LAUC-I on June 10, 2008, the ACRL webcast "Coming of Age Online: Observing Student Researchers in their Native Habitat." We were not able to archive the webcast, but do have access to the Powerpoint slides. The next Lunch with LAUC-I will be July 29, 2008. Past practice has been to do an ALA conference wrapup, but this time the program committee would like to ask those who have presented at conferences to share. The Timely Topics program will be on August 14, 2008 with speaker Pat Wagner on the topic of "How to be a Fearless Employee."

e. LAUC-I Nomination committee – Yvonne Wilson

Thank you to everyone who ran for office. The election was over on June 4, 2008. New officers will begin on Sept. 1, 2008. Members of the committee were Becky Imamoto and Cynthia Johnson. Mitchell Brown and Christina Woo were substitutes since Yvonne was on vacation and Becky was running for office. A call will go out for next year's nominating committee members.

The issue of posting the election count can be discussed at a future meeting. So far it has been based on past practice. Please send comments to Linda Murphy, Mitchell Brown, or the LAUC-I Executive Board alias.

f. Orientations for new librarians – Yvonne Wilson

Wilson performed orientations for Sunday, Sibert, Scaramozzino, McEwan, and Breitbach, and will hold orientations with Conor and Breitbach before the end of August. Because the LAUC-I website is used for new librarian orientations, it is very important to keep the LAUC-I website up to date. Wilson would like to encourage further development of the LAUC-I website.

9. LAUC and LAUC-I Executive Board update

- **The LAUC Spring Assembly** was a great success and was well-received. Everyone appreciated the warm and welcoming hospitality that LAUC-I provided as hosts. Thanks again to Julia Gelfand and the rest of the planning committee.
- **Research & Professional Development:** The statewide committee is waiting for Dan Greenstein to approve mini-grants. As LAUC President next year, Sam Dunlap (UCSD) will charge the R&PD Committee to review the calendar and the most recent five year expenditure history, create a set-aside for mini-grants, and make an early call for streamlined mini-grants. Sam's final report will include recommendations for expectations for local committee review of statewide grants.
- **The LAUC Executive Board transition meeting** will be August 27, 2008 in Oakland.
- **Plans for 2008/2009:** Sam Dunlap will continue to develop program-based assemblies, with a focus on collection development and electronic collections. Other topics of interest include front-end access to collections, OCLC selection tools, and persistence with respect to circulating items.
- **Fall Assembly 2008** will be held at UCSF. No dates have been announced.
- **Online voting for LAUC elections:** UCD is exploring using SurveyMonkey for its election. They are examining issues of authentication and hope to test it this year. It was suggested that ColdFusion works well for balloting, as it creates a unique identifier for each voter.
- **Budget allocation for Divisional LAUC programs:** UCLA will overspend its LAUC allocation this year and wonder if other campuses are also in this situation. LAUC will conduct a survey.
- **LAUC Bylaws:** Still not approved by UCOP.

10. Wrap up and Adjournment

Wilson moved to adjourn at 2:45 pm.