

DRAFT

ULFO Meeting February 8, 2005 UL 1116 9:30am

Present: Karen Janke (Chair), Sonia Staum-Kuniej, Mary Stanley, Brenda Burk, Polly Boruff-Jones, Karen Zimmerman, Emily Dill, Jennifer Hehman, Kristi Palmer, Jim Baldwin, Kevin Petsche, Randi Stocker, Stephen Towne (Secretary)

The meeting was called to order at 9:38am.

The agenda for the meeting was approved with one addition, that of Emily Dill to address content guidelines for the University Library IDEA community.

The minutes of the November 17, 2004, meeting were approved as amended to correct a typo and to replace the word “frequently” with “occasionally” in the sentence: “Randi Stocker said she works from home occasionally and construed the document as support for that activity.”

Critical Announcements.

Brenda Burk announced that Special Collections Team was celebrating Mardi Gras that day, and that all were invited for food. Kevin Petsche noted that there were some problems in IUCAT that he hoped would be addressed and corrected later that day. Dill reminded those present that nominations for the Trustees’ Teaching Award were still being accepted and would be for the next two weeks. Karen Janke announced that the IUPUI Campus Campaign was to kickoff March 14 to raise money among faculty, staff, and students for the campus. She reminded those present that the Indiana University Foundation has created accounts for the ULFO and the ULSG (University Library Specialists Group) to fund staff projects and other activities. Contributions may go to those funds and be used for a variety of purposes. Donors receive tax credits on their Indiana tax forms for their contributions to Indiana colleges and universities both in payroll deductions and cheques to the IU Foundation. Sonia Staum-Kuniej noted that AMICO art database would be replaced by ARTstor. Demonstrations of ARTstor will take place Friday, February 11. Most AMICO content will move to ARTstor. Mary Stanley reminded all that team assessments were due by Friday, Feb. 11. Jim Baldwin noted that IUCAT is experiencing the slows on occasion. He wondered if someone has coined a term for the wait period. Polly Boruff-Jones reminded those present that she will be taking a research leave to be spread over several weeks, and so she would occasionally be in and out of the office. Stocker suggested that librarians amend their calendars in Microsoft Outlook to show more than just two months of appointments.

Committee Reports.

Primary Peer Review Committee: Brenda Burk reported that the committee has reviewed the annual reports of librarians and will be meeting with them in the following week.

Bylaws Committee: no report.

Professional Development/Research/Service Leave Committee: no report.

University Library Budget Advisory Committee: Stocker reported that Dean Lewis was hopeful that pay increase funding will be mandated in the upcoming university budget, though Chancellor Bantz at a recent IUPUI Faculty Council meeting suggested that the budget will be flat. She also reported that the Herron School of Art and Design library will receive help from University Library of approximately \$30,000 for library equipment (shelving) and furniture.

Old Business.

Responsibilities and Obligations Document. Janke noted that the document in question was not circulated to librarians for comment since the November ULFO meeting. So that will be done now. Comments should go to Dean Lewis and discussion should occur on the ULFO listserv. Voting will occur at the March 10 ULFO meeting. Discussion arose whether the R&O document was an administrative or faculty-derived document. Mary Stanley reminded the membership that it originated as a faculty document some years ago, and that Dean Lewis has recent requested updates.

IDEA. Dill circulated a sheet entitled, "Content Guidelines for the University Library Community of IDEA." Discussion followed about the appropriate types of materials that should be placed in the UL IDEA community. It was suggested that this document be posted on the ULFO webpages. Kevin Petsche suggested that librarians would benefit from attending Kenny Crews' OPD workshop on copyright protection offered February 9 at 1pm.

New Business.

Electronic Annual Reviews. Stanley reported that, following a mandate from Executive Vice Chancellor/Dean of the Faculties Bill Plater, all IUPUI schools next year will employ an electronic annual review form. Stanley and Dolores Hoyt are presently working on developing such a form based on one currently used by the School of Engineering and Technology. Discussion ensued about using the form and how it would be used in the Promotion and Tenure process. Questions arose about privacy issues and formats. Stanley and Hoyt will continue to work on drafting the e-form to be used by ULFO members, and the operations staff will develop the form. Questions should be addressed to Stanley and Hoyt.

Janke announced that the next IUPUI Library Faculty meeting will be February 16, 2005.

The next ULFO meeting will be March 10.

The meeting adjourned at 10:25am.