

**IUPUI University Libraries Faculty Organization
Minutes of March 29, 2000
UL 1116**

Present: J. Baldwin, B. Burk, R. Crumrin, M. Fiander, V. Goodwin, J. Harmon, R. Halverson, F. Huehls, M. McCormick, P. McWilliams, K. Petsche, M. Stanley, M. Wright
The meeting was convened by M. Fiander, ULFO Chair at 10:45, when the quorum was satisfied.

Action Items

The minutes for January 27, 2000 were approved with no changes.

The following handouts were distributed:

- IUPUI UNIVERSITY LIBRARIES FACULTY ORGANIZATION BYLAWS
(Revised 3.97)
- IUPUI UNIVERSITY LIBRARIES FACULTY ORGANIZATION BYLAWS
(with proposals for changes indicated in bold)
UNIVERSITY LIBRARY FACULTY ORGANIZATION – Duties of the Chair

Formalize Document -- Duties of the Chair

F. Huehls began the discussion with consideration of the document “Duties of the Chair”, a document which elaborates upon the duties of the chair given in Article III, section B of the IUPUI UNIVERSITY LIBRARIES FACULTY ORGANIZATION BYLAWS.

M. Wright asked when this document was developed. She added that it has not been followed in practice.

V. Goodwin indicated that she did not believe that the document has been formally approved by the ULFO membership.

Regarding item “With the P & T representative from University Libraries, conduct a workshop for new librarians on preparing annual review”, V. Goodwin noted that Michelle’s involvement in planning this year’s workshop was an effective reminder that P & T is a function of faculty governance.

Members proposed that the wording “With the P & T representative from University Libraries” more appropriately read “Chair of the Unit Peer Review, Promotion/Tenure Committee”.

After further discussion and proposed wording updates, J. Harmon called for a vote to adopt the revised “Duties of the Chair” document.

A second was provided by V. Goodwin.

The revised version was approved unanimously, and will be distributed to the general membership along with the ULFO Bylaws revision by the Secretary.

Proposed Changes and Amendments to the ULFO Bylaws – as prepared by the Bylaws Committee

The IUPUI UNIVERSITY LIBRARIES FACULTY ORGANIZATION BYLAWS – as noted in Article I, section A – governs the faculty organization representing the ULFO libraries University Library, the Herron School of Art Library, and the IUPUI Columbus Library.

M. Fiander suggested that ULFO consider each proposed wording change sequentially.

Article III, Section B: Discussion accepted wording as proposed, noting that the section refers to duties of the chair defined earlier in document "Duties of the Chair"

Article III, Section D: M. McCormick offered to develop wording to update the phrase "to keep archival material electronically" to permit appropriate print/electronic archiving options as needed.

Article IV, Section E: Discussion accepted wording as proposed.

Article IV, Section F: Discussion amended the proposed wording of phrase "All efforts, within the constraints of present technology" to "All reasonable efforts, within the constraints of present technology".

Discussion of Article IV, Section A ensued in regard to statement "The ULFO shall meet six (6) times a year. There was some feeling that it is not reasonable to meet six times per year. V. Goodwin suggested that our strength in having faculty status is that we are able to meet regularly and conduct self-governance business.

The proposal that "The ULFO shall schedule six (6) meeting times a year" received support.

Article VI, Section C: Discussion amended the proposed wording of phrase "All efforts, within the constraints of present technology" to "Reasonable efforts, within the constraints of present technology".

Article VII, Section C: Discussion proposed amending the wording of sentence "at least one member of the Bylaws Committee shall have served on the committee during the preceding year" to "Preferably, at least one member of the Bylaws Committee shall have served on the committee during the preceding year." This change is appropriate since at times, the committee must be formed of members who were not members in the previous term.

Vania – the vote on the proposed ULFO Bylaws revision should be at-large among ULFO members. The ULFO secretary should make electronic and/or paper copies of the new Bylaws text available to the membership, and conduct a vote via email for approval of the revision.

Fran – we do not need to send both the original and proposed versions of the Bylaws. The text of the proposed final version will be sufficient.

Discussion Items

Discussion of electronic access to ULFO documents

Members mentioned the concern that documents remain accessible, preferably with an option of electronic access. Documents stored on floppy disks are not accessible to the general ULFO membership and are prone to lose over time, due to gradual fading of the magnetic recording. There is support for the goal of making documents available on the Web.

Discussion of next meeting date

The previously proposed dates (May 4 and 9) for the final ULFO meeting of the 1999/2000 academic year are in conflict with other activities. We need to schedule a new meeting date and time to address the policy proposal from the Post Tenure Review Committee. The ULFO President/Secretary will propose a meeting date and time to the ULFO listserv.

Future Agenda Items:

Receive policy recommendation from the Post-tenure Committee. Discuss and finalize a ULFO Post-tenure policy from University Library.

Nominate ULFO officers for the 2000/2001 academic year.

Next Meeting

[The next meeting has been set for 3:30 to 5:00 PM on Tuesday, April 25 in UL 1116]

Minutes submitted by Randall Halverson, ULFO Secretary