

**IUPUI University Libraries Faculty Organization
Minutes of September 24, 1999
UL 1116**

Present: P. Allen, J. Baldwin, B. Burk, R. Crumrin, M. Fiander, R. Halverson, J. Harmon, R. Hinton,
F. Huehls, M. McCormick, P. McWilliams, M. Stanley, R. Stocker (came after the conclusion of another meeting), C. Withers, M. Wright

The meeting was informally called to order at 2:35 PM by ULFO Chair Fiander.

Action Items

M. Stanley noted that in addition to the ULFO Nominating Committee and the Peer Review Committee, for whom members had been selected before the meeting, ULFO is required to have a Bylaws Committee. M. Fiander asked for volunteers; F. Huehls, R. Stocker, and C. Withers volunteered to serve on the Bylaws Committee.

Reports

J. Baldwin provided a description of the origin of ULFO as a faculty organization for librarians to address issues such as promotion and tenure, and to allow representation by librarians upon the campus promotion and tenure committee.

Suggested Upcoming Activities

Topic	Timeframe	Responsible/Interested Party
Conduct a survey of ULFO members and provide a report of the range of ongoing research activities by ULFO librarians to aid in planning future meetings.	September 1999	M. Fiander
ULFO will organize a training session this fall regarding suggestions for writing the annual review for new and other interested librarians.	Fall 1999	
ULFO members will provide coffee, tea, and snacks for students during finals week.		F. Huehls
ULFO will organize a holiday party.	December 1999	
ULFO will be responsible for sponsoring the November 17 faculty meeting at the library.	November 1999	
ULFO will consider plans for a library web page and	Spring 2000	M. Wright

possible bibliography for the September 2000 Jazz Age presentation.		
Elect officers for the next academic year.	April 2000	M. Fiander, ULFO Nominating Committee

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Discussion

Introductions: New librarians P. Allen, F. Huehls, M. McCormick, and P. McWilliams were welcomed to ULFO.

- **Number and purpose of ULFO Meetings:** M. Fiander initiated a discussion about the purpose and number of ULFO meetings. Given that ULFO seldom has sufficient business to require six meetings per academic year, she suggested two alternatives:
 1. Request that the Bylaws Committee investigate the possibility of reducing the number of required meetings per year, with additional meetings being called as necessary.
 2. Use the meetings to promote and support P&T activities, and professional development by discussing or reporting on: journal articles, research ideas, research in progress, conference or meeting presentations.

C. Withers asked whether University Faculty Council requires that each unit meet a certain number of times per year. It will be up to the Bylaws Committee to ascertain whether there are impediments to reducing the number of ULFO meetings per year.

M. Fiander encouraged other suggestions and said she would poll all members of ULFO by email.

- **Future ULFO Meetings—corrections/conflicts:** M. Wright pointed out that the November 17 IUPUI Library Faculty Organization meeting conflicts with a training session for RRT members. J. Harmon noted a correction on today’s meeting agenda: the December meeting will be held on the 1st from 1 PM to 3PM.
- **Annual Review Form:** M. Stanley described changes to the Annual Review Form. It now accommodates more information regarding team and liaison roles. There is also a new section entitled Technology Skills. This area may be used to report either our use of technology or intended/projected uses of technology. Like other areas of the form, it is not mandatory—not everyone will fill it out. The Annual Review Forms will be available electronically on the Business Affairs Intranet pages.
 - J. Harmon asked who should sign the review form. M. Stanley answered that it would probably be the supervisor.
 - M. Wright asked if any additional sheets will be required. M. Stanley indicated that the only additional required materials would be the evaluation sheet.
 - M. Wright noted that some teams, External Relations, for example, do not have defined roles for Librarians as Librarians.
 - M. Stanley asked ULFO members to send comments regarding Annual Review Forms and associated policies to her. She commented that the promotion and tenure calendar will come from Bloomington and will be revised for local use.

- **Snacks for Students.** In regard to providing snacks to students during exam week, the discussion suggested that
 - snacks be made available twice a day;
 - the Student Lounge be used to avoid violating the “No food or beverage” policy in the rest of the building;
 - David Lewis be asked if library funds could be used to purchase supplies.

The meeting was adjourned at 3:47PM.

Next Meeting

Thursday, October 28, 1999, 10AM to 12PM

Respectfully submitted by Randy Halverson, Secretary, October 11, 1999