University Library Faculty Organization (ULFO)
Meeting Minutes
May 17, 2011

Members present: Brenda Burk, Robin Crumrin, Randall Halverson (secretary), Kathleen Hanna, Fran Huehls, Rhonda Huisman (chair), Meagan Lacy, Ann O'Bryan, Kevin Petsche, Eric Snajdr, Tony Stamatoplos, Stephen Towne, Jessica Trinoskey

1. Call to Order and Approval of Agenda
The meeting was called to order.

A motion was made to approve the agenda; motion and second provided by Towne and Burk. Approved by voice vote.

2. Approval of Minutes (April)
A motion was provided to approve the April 15 minutes with two words stricken from the text for item 5f: Criteria for Trustees Teaching Award. Motion and second provided by Towne and Burk. Approved by voice vote.

Randall will add a folder for minutes to the ULFO website.

3. Open Forum/Announcements
Crumrin: librarian searches continue; the first candidate for the English position will be here Thursday.

Petsche: reiterated that July 15 is the deadline for journal format changes and drops, and for dropping databases.

Burk: a $6500 grant was received from National FFA Foundation to digitize the organization's journal.

Hanna:
- Thanked ULFO members who forwarded details to academic units regarding the May 12 CTL Common Theme Workshop. There was substantial faculty turnout and interest.

- The book written by Hanna, Crumrin, and (Mindy) Cooper will be released by the publisher next month.

Miller: Librarians' Day will be June 10. Several University Library librarians will present. Please submit the registration form; no payment is required on behalf of individuals.

Huisman: Good turnout at their ACRL conference presentation by her, Miller, and Trinoskey, demonstrates increasing interest in visual literacy.

Will be doing a 3 – 4 day workshop for the Project-Based Learning Institute at Ben David High School regarding use of the library to support project-based learning.

The library has purchased a subscription for LibGuides system for one year.

- The LibGuides group will meet tomorrow (May 18). Questions being considered include whether extra staff support will be needed to convert or develop subject page content.

- Andy is setting up IDs and initial passwords for individual registrations for subject librarians to develop subject guide content to test this software. He is creating a widget to provide an IUCAT search icon which can be deployed on pages.

- Suggestions regarding the testing and implementation process are welcome. Extensive sample materials are available from the large group of users, working at institutions which have implemented LibGuides.

- It's suggested that librarians set up a class or subject page to become familiar with the system. Training workshops regarding design "best practices" will be provided this summer.

- For now, LibGuides will not be incorporated within Oncourse; this is expected to happen next year once compatibility testing is complete.

A Center for Teaching & Learning (CTL) workshop was held recently at the Emerging Technologies building.
- Huisman referred to a graphic of possible librarian-led workshops for the next academic year that she drafted at the retreat. Please send your thoughts regarding workshop configurations which would be appropriate. Volunteers to provide these are greatly appreciated; Rhonda can't do them all! Some workshops may be offered during National Library Week, perhaps as 25 minute "Lunch Box" sessions.

- CTL staff were pleased to learn that the library expects to help support campus data management and storage initiatives.

Stamatoplos: Workshops regarding information literacy standards and implementation would be very helpful in supporting work with faculty. Huisman commented that Trudy Banta and Nancy Chism plan to provide a day-long workshop on information literacy.

4. Committee Reports
Professional Development/Research/ Service Leave
Stamatoplos: the committee is reviewing a research leave application this week.

Nominating Committee
We missed putting candidates for representative to campus Library Faculty onto the ballot. We can void the entire election or vote again for items on the revised portion if all agree.

Motion to make the election null and void made and seconded by: Stamatoplos and Petsche. The motion passed by voice vote.

Ann will recruit nominations for the position of representative to IUPUI Library Faculty. Once those have been added to the ballot, it will be resent. All those running previously will run again, nominations will be placed on the ballot again, and the new votes recounted.

Diversity Council
Lacy: The Diversity Committee is still seeking applicants for the diversity scholar position. Please encourage others to apply.

Budgetary Advisor

Petsche: There is no new news. The committee has not met since the legislature approved the state budget.

Members discussed the issue of whether there will be new funds to support collection development for new academic programs and degrees. Campus administrators have said that this support will be provided, but it is not clear whether funds will be included within the library budget. Crumrin volunteered to check with Orme to determine the status of these funds.

5. Old Business/Items for Discussion
a. Update/Trustees Teaching Award (TTA)
Burk reported that TTA committee members met regarding the motion made at the April 15 ULFO meeting, concerning strategies to publicize TTA selection criteria and the accomplishments of TTA winners in order to share effective strategies and promote instructional excellence among University Library librarians, and to increase awareness of librarian achievements and capabilities at the campus level. The TTA committee recommended that

- As part of the ULFO Annual Report Workshop, the TTA Committee would provide guidance and instruction on the criteria and documentation.

- An announcement about the recipient and their teaching accomplishments at an ULFO meeting.
- An announcement about the recipient detailing their teaching accomplishments during Organizational Week.

- Award recipients and their accomplishments be highlighted in an article in the University Library Gateway.

b. Campus Accreditation-update
Huisman submitted examples provided by the membership to campus faculty reaccreditation committee Criterion 4: Acquisition, Discovery, and Application of Knowledge, but has not yet heard back.

c. By-laws review
O'Bryan noted that the ULFO Bylaws are explicit regarding the selection process for some offices, but are silent regarding others. Term limits are specified for elected offices but not for committee membership. Other concerns
- The Primary Peer Review committee selection process needs to be redone.

- Unfortunately, the Bylaws do not provide procedures for ballot creation and dissemination.

Huisman (chair) requested that the Bylaws committee review and clarify procedures, term limits, and reappointments for each office and for members of each committee, and review the balloting process.

Hanna: noted that incidentally useful detail regarding the activities of academic units is available via the online unit reports.

6. Adjournment

Motion to adjourn and second provided by: Burk and O'Bryan.

Minutes taken by Randall Halverson