

ULFO Meeting
September 20, 2005
UL 1116 9:30 am

Present: Teresa McCurry, Mary Stanley, Joe Harmon, Kevin Petsche, Tony Stamatopoulos, Mary Beth Minick, Ed Flores-González (Secretary), Emily Dill, Jim Baldwin, Ann O'Bryan, Stephen Towne, Kristi Palmer, Randall Halverson, Todd Daniels-Howell, Brenda Burk, Karen Janke, Polly Buroff-Jones, Bill Orme, Fran Huehls, Jennifer Hehman, Robert Hinton, Dolores Hoyt, Karen Zimmerman, David Lewis, and Robin Crumin.

The meeting was called to order at 9:30 am.

The agenda for the meeting was approved with no changes.

Critical Announcements

Kristi Palmer stated the annual UL book sale will be discontinued. UL surplus books will be handled by Better World Books. Ed González requested assistance in promoting the University Library Undergraduate Research Award. Any questions regarding the award should be addressed to Ed or Tony. Sally reported that *Turnitin*, anti-plagiarism software, is available system-wide. Members are still needed for the following committees: Research & Leave (1) and Nomination Committee (1). The Center of OPD is offering the following workshops: Eport PULs, PULs, OnCourse CL-grading, and Rubrics.

Committee Reports

Academic (Information) Commons. David Lewis report the southeast reference area is scheduled for expansion with 20 workstations. The southwest reference commons area is being developed with Commitment to Excellence funding. Services supporting undergraduate research such as speech laboratories and access to subject librarians are under consideration for the Commons. The Library anticipates some partnership with UITS. Rachel Applegate is evaluating the progress. The Writing Center is scheduled to move in this week. Their office is located on the 4th floor of the library – the old copy room. Timeline is anticipated for summer 2006.

UL Room Scheduling. Teresa McCurry shared the challenges involved in booking UL classroom space. There are not enough rooms to accommodate all requests. She reports individuals are sending multiple booking requests for the same room. Her recommendation is to submit requests in writing or email. Please enforce the no food and drink policy as applicable. Librarians booking Library classroom space for faculty should assume full responsibility for classroom management.

New Business

Working from Home Policy. David expressed the policy should reflect flexibility and reasonable balance of time and accountability. The document was approved with the following change: the word “documented in the last paragraph was deleted. The policy will be placed in the LC under Rights and Responsibilities.

Routing of Annual Reviews, Promotion & Tenure/Mid-Tenure Dossiers. David expressed his views as regards the review process with particular emphasis with Mid-Tenure Dossiers. He proposed that the process should include the Dean as well as the Promotion and Tenure Committee prior to submitting dossiers to Bloomington. These proposed changes would enable the review process to service as intended – for purposes of mentoring, guiding, and providing a balance evaluation. The task to articulate these notions was given to the Promotion and Tenure Committee.

Presentation.

Kevin, Kristi and Emily provided a PPT presentation on IDeA. Brochures were distributed. Kevin stated that in order for faculty to buy into the IDeA initiative a change of culture needs to occur.

The meeting adjourned at 11:15 am.