

## Minutes of Alfred University Library Faculty Meeting

March 26, 2011 @ 2pm. – Scholes Library Conference Room

**Present:** Stephen Crandall, Mark Smith, Ellen Bahr, Pat LaCourse, Laurie McFadden, Brian Sullivan

**Excused:** Beverly Crowell

1. **Intro** – Comments were made that the fortnightly ‘future of academic libraries’ discussions have been very interesting. It would be a good idea to have summaries on record.
2. **P & T policy changes** – Laurie presented areas of the AU Libraries Promotion and Tenure Documents that may need changes or clarifications:
  - a. Should there be something in writing about evaluation of librarians not on tenure track? Steve and Mark will work on this. There was some discussion about expectations of the two meetings used for evaluation/goal-setting. It was agreed that the meetings should be several months apart and clarification will accompany the invitation.
  - b. Dates – if the September dates for submittal and availability are not being followed, should they be adjusted to be more realistic?
  - c. Is clarification needed on who initiates the P&T committee review? The Associate Dean will contact the Committee Chair and send a packet of action items, dates and Chair responsibilities. It was agreed that there is some confusion over the use of "Chair" for the Chair of Library Faculty and the Chair of the P&T Committee. This will be clarified by Laurie.
  - d. Is it necessary to specify who submits the sabbatical request to the Dean (Chair of Library Faculty or requester)?
  - e. Do we want clarification about classroom observation and do we want to use a form. Laurie passed out examples, and Mark will work on the form.

Laurie will make changes and disseminate for comment.

3. **Dean's Council report** by Steve
  - a. Gary Roberts reported that ITS will be able to notify students near the end of their printing allotment.
  - b. Possible change in the orientation breakfast was discussed, but it was decided to leave as is with reports from various community representatives.
  - c. Health and Wellness task force presented an evaluation of the health course substitute for a physical education requirement. The evaluation was very positive, but there was some concern about staffing, since Pam Schu cannot continue as teacher.
4. **Strategic Plan:** Steve clarified that the Provost desires a document with all the columns of our Strategic Plan, but with less detail. Steve mentioned that we could have two documents: a more detailed one for ourselves and a summary for the Provost. He will parse a summary of goals document and disseminate for comment.
5. **Branding** – Steve will try to change the date for the branding workshop. Date previously chosen, May 13<sup>th</sup>, is the day before commencement, which gets hectic at Scholes where there are no student workers that day.

Meeting adjourned at 3:55 pm.

Respectfully Submitted,  
Pat LaCourse