

## UNIVERSITY LIBRARY COMMITTEE (ULC) MINUTES

2/20/09; 4:00 – 5:30 p.m.

### PRESENT:

C. Baxter, CHAIR; K. Flowers, *ex officio*; K. Austin, D. Beard, S. Christelow, N. Devine, L. Erickson, A. Holland, V. Kantabutra, T. Letzring, L. Smith, C. Whitaker.

Guests: Sandra Shropshire, Library's AUL for Technical Services; Leonard Hitchcock, Emeritus AUL for Collection Development; J. Fay Kelle, from the College of Education's Educational Foundations Dept.

Excused: P. Park.

### APPROVAL OF MINUTES:

It was moved and seconded to approve the minutes of the December 12, 2008 ULC meeting. Motion approved by unanimous vote.

Discussion of amendment to 3/14/2008 minutes, per Curriculum Council: replace "The Curriculum Council is looking at the effect on the library of programs that are going away" with "The Curriculum Council is looking closely at Notices of Intent for new programs and curricular proposals for new courses that would require additional library resources and also at proposals to discontinue programs." It was moved, seconded, and approved to so amend the 3/14/08 ULC minutes.

### BUSINESS:

#### 1. Bylaws – Update

N. Devine volunteered to work on a first draft of bylaws using the template provided. It was moved and seconded that the ULC will develop a revised set of bylaws to be considered at a future ULC meeting.

#### 2. Periodicals Cuts

ULC examined a letter to be sent from library/Kay Flowers to department heads and liaisons regarding impending periodicals cuts.

#### 3. Re-categorization Project

Journal lists for the first departments to be examined (Biol., Chem., Physics, Pharm., Kasiska), are finished; question of how to compare book budget allocations in a similar fashion.

#### 4. Budget

Flowers went over probable library cuts so far in attempt to meet original goal, plus new addition of 2%; asked for approval to use some of the overhead funds for journal prepayments. ULC moved, seconded, and approved this use of part of the grant overhead funds for prepayment of journals subscriptions.

### ADJOURNMENT:


It was moved and seconded to adjourn the meeting. Motion approved by unanimous vote. Meeting was adjourned at 5:30 p.m.

Respectfully submitted,  
Kristi N. Austin

Documents distributed: Agenda for 2/20/2009; minutes from 12/12/08 for approval; 3/14/08 minutes with corrections, for approval. Email regarding bylaws reviews; Memorandum from D. Delehanty, FS Chair, to FS Council and subcommittee chairs re: Council and Committee Bylaws Template; and new template. ULC Bylaws, rev. 1/18/2008. Draft letter to Department Chairs and Library Liaisons, regarding periodicals cuts, from K. Flowers and S. Shropshire. Document from S. Shropshire dated 2/20/09: "Proposed method for calculating subject allocations for books." Periodicals List with notes, for Education Foundations, as a sample.

# ULC

Friday, March 13, 2009  
9:48 AM

Subject	ULC
From	<a href="#">Colden Baxter</a>
To	austkris@isu.edu; rothsusa@isu.edu; Kay Flowers; shrosand@isu.edu
Cc	attejenn@isu.edu
Sent	Thursday, January 22, 2009 2:14 PM
Attachments	 Council and Committe...

Folks,

Please see email from Jennifer Attebery below and attachment re the need to review our by-laws and possibly revise to bring into alignment with attached guidelines. Perhaps we can add this to our Feb meeting agenda?

--Colden

Colden Baxter  
Assistant Professor, Stream Ecology Center  
Department of Biological Sciences  
Idaho State University  
Pocatello, Idaho 83209  
Phone: 208-282-6098  
Fax: 208-282-4570  
web page: <http://www.isu.edu/departments/strmecol/>  
email: [baxtcold@isu.edu](mailto:baxtcold@isu.edu)

----- Original Message -----

**Subject:** ULC  
**Date:** Mon, 12 Jan 2009 13:00:00 -0700  
**From:** [attejenn@isu.edu](mailto:attejenn@isu.edu)  
**To:** [baxtcold@isu.edu](mailto:baxtcold@isu.edu)

According to our records, you chair one of the Curriculum Council subcommittees, as follows:

BAT/BAS: Debbie Ronneburg  
BUS: Sherri Dienstfrei  
GERC: Margaret Johnson  
TEC: Deb Hedeem  
University Honors: Cynthia Hill  
University Library: Colden Baxter

The Faculty Senate has asked its councils and their subcommittees to review their by-laws, bringing them into accordance with the attached guidelines. Please look the guidelines over and ask your committees to discuss whether they indicate any changes to your current by-laws. Two of our subcommittees, BAT/BAS and BUS, are being reviewed this year by the Curriculum Council (as part of our regular rotation of subcommittee review). Debbie, you may hear from the chair of the ad hoc review committee for BAT/BAS, Ken Trimmer, regarding the attached template. Sherri, you may hear from the chair of the ad hoc review committee for BUS, Phil Homan.

Please get back to me with any questions you may have about the attached materials.

Sincerely,  
Jennifer Attebery  
Chair, Curriculum Council

Jennifer Eastman Attebery  
Professor of English  
Director, American Studies and Folklore programs  
Idaho State University

contact information:

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Box 8056, Idaho State University, Pocatello, ID 83209-8056  
(208) 282-2531

December 18, 2008

**MEMORANDUM**

**TO:** Faculty Senate Council and Subcommittee Chairs:  
Dan Selvage, Academic Standards Council  
Karl De Jesus, Budget Council  
Dan Ames, Campus Planning Council  
Jim Groome, Council for Teaching and Learning  
Diana Livingston Friedley, Cultural Affairs Council  
Jennifer Attebery, Curriculum Council  
Kevin Marsh, Faculty Professional Policies Council  
Jim Bigelow, Research Coordinating Council

**FROM:** Dr. David Delehanty  
Chair, Faculty Senate

**SUBJECT:** Council and Committee Bylaws Template

In an effort to standardize Council and Subcommittee Bylaws, address inconsistencies, fill in missing information and make sure appropriate constituents are properly and fairly represented on each Council and committee, the Faculty Senate has developed and approved a Bylaws Template to guide its Councils and Committees in updating their bylaws.

The Faculty Senate hereby requests all its Councils and their subcommittees to review and revise their bylaws as needed in accordance with the attached Bylaws Template. All Bylaws revisions must be developed and approved by each subcommittee, forwarded to the parent Council for its approval, and then forwarded to the Faculty Senate for its approval before any Bylaws will be ratified and posted.

Each Council should oversee the Bylaws revisions for its own subcommittees.

DD:crw

cc: Ruth Moorhead, Secretary, Curriculum Council  
cc: Carole Gull, Secretary, Research Coordinating Council  
cc: Lindsay Allen, Secretary, Academic Standards Council

# Council and Committee Bylaws Template

Approved by Faculty Senate on December 8, 2008  
for use by all its Councils and their Subcommittees

## ARTICLE 1: NAME AND REPORTING CHAIN

Official name of the Council or committee

To whom does the committee report?

(i.e., This committee is a subcommittee of the \_\_\_\_\_ Council, which is a Council of the Faculty Senate.)

## ARTICLE 2: PURPOSE

What are the purpose, function, and mission of the Council or committee?

## ARTICLE 3: MEMBERSHIP, SELECTION, AND RECALL

Who are the members?

Whom do they each represent (constituency or job title/position)?

- Are all the interested parties properly represented to adequately fulfill the purpose/mission of the committee?
- Is there anyone missing that has particular knowledge or responsibility that is integral to the committee's purpose (e.g., Public Safety and Telecommunications (NeTel) representatives for the Facilities Naming Committee)? If so, they should be added to the membership roster.
- Is there a representative from the body to whom the Council or committee reports who will act as a liaison with that body?
- Is there a student member included, if student input would be appropriate?

How are members selected?

- Faculty should be selected by their peers in an open, fair, democratic process. Dean or Chair appointments are not representative of faculty wishes and choices.
- Faculty Senate shall act as a clearinghouse for coordinating with Colleges and Departments to fill faculty vacancies on all Councils and committees.
- As per the Faculty/Staff Handbook, the Faculty Senate formally appoints faculty members to all Councils and committees university-wide, though the Colleges or constituent groups may choose whom they want to represent them and forward the nomination to the Faculty Senate for consideration. Contested seats are voted upon by Senators.
  - This practice helps monitor and identify who was appointed when and for how long, creating a written record that can be traced when questions arise – which has happened rather often! It also helps keep track of eligibility for reappointment.
  - The intention of Faculty Senate involvement is not to micromanage, but rather to ensure a fair, equitable process, to monitor upcoming vacancies and facilitate filling them, and to keep up-to-date records for informational purposes.
  - The Senate office is often contacted with questions about committees – it helps to know to whom to refer the inquiries.

Are there particular qualifications, experience, or expertise required of members?

*Ex-Officio* members are members of the Council or committee by virtue of their position or job title, and may be **voting or non-voting**, depending on the decision of the Council or committee.

- *Ex-Officio* members who are not under the authority of the Council or committee have the right, but not the obligation, to participate.
- *Ex-Officio* members are not included in the count when determining whether a quorum exists.

Who is allowed to vote? Who is considered to be a non-voting member?

What are term lengths?

- There should be a standard term length for all Councils and committees: most have **3-year** terms.

Terms should be staggered to ensure continuity of membership from year to year.

- Most Councils and committees have 1/3 of their membership expiring each year.

How many consecutive terms may a faculty member serve?

- Faculty service obligations are a shared responsibility and should be passed around, not be considered a semi-permanent position.

Is there a minimum period of time before a faculty may serve again?

How are mid-term vacancies filled?

- Again, faculty should be selected by their peers, not appointed by an administrator.

Under what circumstances might a member be recalled? What is the process? What opportunity does a member have to defend his or her position?

Include a statement that meeting attendance is mandatory for all members.

Should the Chair or Secretary be notified in advance if a member has to miss a meeting?

Are substitutes allowed if a member cannot attend a meeting? How are those substitutes selected?

Should a substitute be chosen from a particular constituency group?

What happens if a member does not attend meetings or participate in the work?

What are the duties of members?

#### **ARTICLE 4: OFFICERS AND MEETINGS**

How and when is the committee Chair selected and who is eligible to be Chair?

- Councils and committees in the faculty governance structure (i.e., under the auspices of the Faculty Senate) should be chaired by a faculty member, unless there is a compelling reason otherwise. Such reason should be clearly spelled out.

How long is the term of office for the Chair? Can he or she serve a second term?

Is there a Vice-Chair? How is the Vice-Chair selected?

Is the Vice-Chair also Chair-Elect for the following year?

Is there an Executive Committee? Who are the members? How are they chosen?

What are the duties and responsibilities of the Chair? The Vice-Chair? The Executive Committee?

Who informs members of meeting dates, times and places?

What happens if the office of the Chair becomes vacant?

May the Chair be recalled? Under what circumstances? What is the process?

How often does the Council or Committee meet?

May members request a meeting? If so, how many requests are needed for a meeting to be called?

#### **ARTICLE 5: MINUTES, QUORUM, AND VOTING**

Councils shall include the following statement in their bylaws:

**Minutes are kept for each meeting and prepared in accordance with the format set by the Faculty Senate and are submitted in a timely manner to the Faculty Senate for review and approval/acceptance.**

Subcommittees shall include the following statement in their bylaws:

**Minutes are kept for each meeting and prepared in accordance with the format set by the Faculty Senate and are submitted in a timely manner to the \_\_\_\_\_ Council [fill in parent Council name] for review and approval/acceptance. The \_\_\_\_\_ Council forwards accepted minutes to the Faculty Senate for its review and approval/acceptance.**

- All **minutes, bylaws revisions, documents generated, and recommendations** from Subcommittees are submitted to the parent Council, which reviews and approves/accepts them, after which the Council forwards them to the Faculty Senate for its review and approval/acceptance.

- Councils forward their documents directly to the Faculty Senate for review and approval/acceptance.
- This information reporting chain keeps everyone informed of Council and committee activities, and ensures that recommendations and action items are followed through to completion or resolution.

Who is responsible for taking minutes?

- Some Councils have a permanent secretary for the year (or more); some allow for a chair-appointed one for each meeting.

Is there a time limit on forwarding the committee's approved policy recommendations or documents to the parent Council or Faculty Senate?

How many voting members are needed to constitute a quorum?

Are absentee or proxy votes allowed?

Are email ballots allowed?

How many votes are needed for a motion to pass?

Do absentions count as votes? (usually not, in most current bylaws)

What happens with tie votes?

Do Chairs have the right to vote? Or do they vote only to break a tie?

Meetings shall be held in accordance with *Roberts Rules of Order, Newly Revised edition*, which shall be the authority in all matters not covered by the bylaws and/or approved operating procedures.

#### **ARTICLE 6: STANDING SUBCOMMITTEES**

List the subcommittees under the auspices of the Council or committee, if any

Include a statement that the Council reviews and approves/accepts the minutes of the subcommittees

Include the following statement when appropriate:

**A record of the members, their term dates, and the bylaws of each of the subcommittees is maintained by the Council and by the Faculty Senate.**

Does the Council or subcommittee have the right to form ad hoc committees or new subcommittees if it deems necessary?

May the Council discontinue or disband a subcommittee?

- Any such discontinuance would require the consent of the Faculty Senate.

Should the Council determine the membership and purpose of the standing subcommittees it establishes?

#### **ARTICLE 7: BYLAWS AMENDMENT PROCESS**

No amendment to the bylaws may be introduced and voted upon in the same meeting.

How many votes are required to amend the bylaws?

Include the statement that the Faculty Senate may override Council and subcommittee bylaw changes in accordance with the Faculty Senate Bylaws (Article VII, Section II).

#### **ARTICLE 8: BUSINESS ITEMS**

What happens to items or policies not completed by the end of the academic year? Are they to be continued the next academic year?

- Refer to the Faculty Professional Policies Council bylaws for one idea on how these items could be addressed.

Who initiates new business for the Council or committee to work on?



# BYLAWS OF THE UNIVERSITY LIBRARY COMMITTEE (ULC), IDAHO STATE UNIVERSITY

April 2, 1984

Revised and Approved: January 18, 2008

## **Name, Role and Mission**

The name of this group is the University Library Committee. Its role and mission is as follows:

1. Approve distribution of book budgets for all campus units and provide recommendations.
2. Encourage timely expenditures for books.
3. Discuss and make recommendations concerning policy for reduction or expansion of Library budgets for all campus units.
4. Discuss and make recommendations concerning policy for setting Library departmental budgets for books.
5. Discuss and make recommendations concerning policy for periodical purchase and review of use.
6. Act as University Library Committee policy reporters to departments and colleges. Establish contact with departmental liaisons and report to committee on suggestions or problems.
7. Establish communication with departments and help engender positive attitudes toward the Library. Help explain internal workings of the Library to departments.
8. Support Library and Library staff in working for budget increases and other matters of mutual concern.
9. Act as an advisory group for the University Librarian

## **Membership**

The committee is composed of eighteen (18) voting members from the following constituencies:

Business (1), Education (1), Engineering (1), Health Related Professions (1), Humanities (2), Natural Science (1), Pharmacy (1), Physical Sciences (1), Research Centers (1), Social Sciences (2), College of Technology (1), Library Faculty (1), Undergraduate Student (1), Graduate Student (1), Council of Professional Employees (1), Classified Employees Council (1).

A constituency is defined as the permanent members of the unit or organization.

The University Librarian is an ex-officio, non-voting member.

Faculty members are elected or appointed by the faculties of the designated constituencies during the spring semester. The length of a faculty member's term is three (3) years. Since terms are staggered among the membership, approximately 1/3 of the members retire each year. In constituencies with multiple representation, only one member of a department may serve at any one time. Mid-term vacancies will be filled by appointment of the Dean for the remainder of the unexpired term. Such appointments are to be made from the faculty of the constituency suffering the vacancy.

A formally selected faculty member may serve a second term. Additional terms are permissible once the faculty member is off the committee for a minimum of one year. Exceptions can be made at the college level.

The Council of Professional Employees (COPE) and the Classified Employees Council (CEC) representatives are appointed by those organizations to serve one-year terms with eligibility to serve a second term. The Graduate and Undergraduate representatives are chosen annually by the ASISU Student Senate.

Regular attendance at meetings is strongly encouraged. Excessive absences may subject a member to recall.

### **Officers and Their Duties**

A Chair is elected annually in the last meeting of the spring semester. The previous Chair conducts the election of officers in the last meeting of the spring. The duties of the Chair are to prepare agendas, to call meetings and to conduct the business of the committee between meetings. The Secretary (library staff member) keeps records and circulates minutes and notices of meetings.

### **Meetings**

A minimum of two (2) meetings is to be held each year, one in the fall for evaluation of expenditure of the departmental book budgets, the other in the spring for approval of departmental book budgets and election of the new chair. Additional meetings are held when appropriate. Any two (2) members may request a meeting within 15 working days of the request unless the 15<sup>th</sup> day falls during a regularly scheduled break for summer session or Christmas holidays. Then the next regularly scheduled meeting must consider the substance of the request.

A quorum consists of one-half of the voting membership. Only informational meetings shall be held without a quorum.

### **Amendment of Bylaws**

These bylaws may be amended by a majority vote of the voting membership.

Feb. 20, 2009

Dear Department Chair and Library Liaison:

The Library expects that a 20% cut to the periodicals budget for the 09/10 fiscal year will be required to meet current budget limitations.

Our estimates are based on the unfortunate conflation of three independent and unavoidable factors:

- All university units have been asked to cut 12% from next year's budget
- For the second consecutive year, the library received no ongoing funding to offset hyper-inflationary increases in the periodicals budget
- The library anticipates a 10% inflation rate for its 2010 subscriptions

The Library has reviewed its portion of the capital budget and has made significant cuts totaling 32% of the money supporting the general collection. The remainder, unfortunately, must come from the subject-specific allocations.

To make responsible cuts to periodicals, we need your assistance. Attached to this message or delivered personally by your Library Bibliographer are cost data, alternate electronic availability data, and additional resource cost information for your department's journals subscriptions list. We must ask your department to rank these journals in order of preference for a 20% cut. The Library must receive your recommendations by April 10, 2009. The ranking will allow us to implement a smaller cut if future developments at the state level permit, and the April deadline will allow adequate time for any challenges and subsequent negotiations to occur before the semester ends.

Your Library Bibliographer has been asked to meet with you during your March departmental meeting to go over the details of the decision-making process.

You should know that our projection estimates have been reviewed by faculty in the College of Business, have been presented to the University Library Committee and have been presented to the Special Budget Review Group.

Thank you for your understanding as we work through this difficult economic time.

Kay Flowers  
University Librarian & Dean

Sandra Shropshire  
Associate University Librarian for Collections and Technical Services

Please submit recommendations by April 10, 2009 to Cheryl Sebold at [sebocher@isu.edu](mailto:sebocher@isu.edu) or at Box 8089

2-20-09

Proposed method for calculating subject allocations for books

Utilize existing reviewing sources, taking advantage of their rating schemes and level assignments, and applying average book prices.

Choice.

- Rating service of the American Library Association.
- Reviewers must be academics—librarians or teaching faculty
- Academic books considered
- Structured rating scheme: Essential, Highly Recommended, Recommended, Optional, Not Recommended
- Levels: Professional/Practitioner, Two-Year Technical Program Students, Researchers/Faculty, Graduate Students, Upper-division Undergraduates, Lower – division Undergraduates ☐
- Compiles annual list of Outstanding Academic Titles
- Uses locally-derived subject assignment system
- Probably not suitable for health sciences subjects

Doody's

- Similar in concept to Choice
- Accepted among health sciences librarians

Example: Biology for 2008

Outstanding Academic Titles 2008=28

Lower-division Undergraduates+Upper-division Undergraduates+ Essential=21

Lower-division Undergraduates+Upper-division Undergraduates+Essential+Highly Recommended =111

Lower-division Undergraduates+Upper-division Undergraduates+Essential+Highly Recommended+Recommended=256

Graduate Students+ Researchers/Faculty+Essential=22

Graduate Students+ Researchers/Faculty+Essential+Highly Recommended=114

Graduate Students+Researches/Faculty+Essential+Highly Recommended+Recommended=276