

## UNIVERSITY LIBRARY COMMITTEE (ULC) MINUTES

4/24/09; 4:00 – 5:30 p.m.

### PRESENT:

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

Guests: Sandra Shropshire, Library's AUL for Technical Services; Leonard Hitchcock, Emeritus AUL for Collection Development.

Excused: C. Whitaker (A. Johnson sent as substitute).

### APPROVAL OF MINUTES:

It was moved and seconded to approve the minutes of the April 10, 2009 ULC meeting, with an amendment. Motion approved by unanimous vote.

### BUSINESS:

#### ULC BYLAWS REVISION:

Not enough members voted via email, so it was moved and seconded that a revote should take place. Discussion of the proposed Bylaws revision ensued. Although the vote was ostensibly to be on the new format and its suitability regarding the new requirements for campus Bylaws, this revision could not be approved at this time. One member insisted that the voting membership of the committee be reassessed, as there are too many non-faculty on the committee. Committee felt that to reconfigure the membership at this time would not be the best use of the time left; the issue has been shelved for the new committee to address as it sees fit.

#### ELECTION OF CHAIR FOR FY 2010:

It was moved and seconded that S. Christelow be the chair for the ULC's FY10. Carried by unanimous vote. Congratulations to S. Christelow, next year's chair; and thanks to C. Baxter for his service during FY09.

#### ALLOCATIONS/BUDGET:

Discussion continued from previous meeting regarding the potential reallocation of subject-based library funds was led by Flowers and Shropshire, who presented information pertinent to the library's attempt to create an equitable and logical formula; this included a table of sample journal results using a potential reallocation formula, projected on-screen. Much discussion revolved around attempts to scale or weight the numbers in order to flatten curves. This was seen as a worthy first step towards a new plan; library staff will continue refining it and formulate a working model during the summer, with the assistance of some of the ULC

members who volunteered their expertise in this capacity; guidance of the University Statistician will be sought.  
Shropshire thanked the committee for their work during this particularly difficult year.

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 4/24/2009; minutes from 4/10/09 for approval. Bylaws as revised and reformatted by N. Devine. “Underlying Assumptions – Journals allocations for Research Element” from S. Shropshire.

**BYLAWS OF THE UNIVERSITY LIBRARY COMMITTEE (ULC)  
IDAHO STATE UNIVERSITY**

April 2, 1984

Revised and Approved: **DATE**

**ARTICLE 1: NAME AND REPORTING CHAIN**

The official name of this committee is the "University Library Committee."

This committee is a subcommittee of the Curriculum Council, which is a Council of the Faculty Senate.

**ARTICLE 2: PURPOSE**

The functions of this committee include the following:

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

**ARTICLE 3: MEMBERSHIP, SELECTION, AND RECALL**

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.

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

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 term of office for the Chair is 1 year.

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.

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

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 Curriculum Council for review and approval/acceptance. The Curriculum Council forwards accepted minutes to the Faculty Senate for its review and approval/acceptance. The Secretary (library staff member) keeps records and circulates minutes and notices of meetings.

A quorum consists of 10 voting members. Only informational meetings shall be held without a quorum. Members must be present to vote; absentee or proxy votes will not be accepted. E-mail voting may be implemented for some topics if deemed necessary and appropriate by the Chair.

A majority vote is required for passing a motion.

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

None

**ARTICLE 7: BYLAWS AMENDMENT PROCESS**

These bylaws may be amended by a majority vote of the voting membership. No amendment to the bylaws may be introduced and voted upon in the same meeting. At least 10 votes are needed to amend the bylaws. The Faculty Senate may override Curriculum Council and University Library Committee bylaw changes in accordance with the Faculty Senate Bylaws (Article VII, Section II).

**ARTICLE 8: BUSINESS ITEMS**

The membership initiates new business for the committee. Items and or policies not completed by the end of the academic year will be evaluated by the Chair of the committee to determine if they will be continued the subsequent year.

## **Underlying Assumptions—Journals allocations for Research Element**

Journals only

Three significant factors

- Faculty/Graduate population
- Journal Dependency of the Field
- Journal Cost

Scaled to Flatten curves

Faculty/Graduate

- No Clinical Faculty included
- Tenure/Tenure-track Faculty=1
- Doctoral student=.5
- Masters student=.25

Pharm.D.=4 yr. program (2 ug, 2 grad years)=.25

Separate Arts & Sciences from Professional Schools

Work within existing funds available—Not an idealized universe

Journals Counts—From Ulrich's Periodicals Directory

- Except for English, Foreign Languages, all counts based on English-only
- Refereed
- Active
- No monographic series
- Academic/Scholarly
- Journals can be counted more than once

Faculty counts--2008 figures from Institutional Research

Journals Prices—Library Journal periodicals price survey. 4-15-08

Journals Allocations—2008/2009 figures before cancellations

2009/2010 allocations based on 2008/2009 end-of-year expenditures

<b>Faculty Graduate population</b>		<b>Weight</b>
Small	1-9	4
Medium	10-19	3
Large	20-29	2
Very Large	30+	1

<b>Journal Dependency</b>		
0-300	Low	1
300-500	Moderate	2
500-1000	High	3
1000+	Very High	4

<b>Journal Cost</b>		
0-500	Low	4
500-1000	Moderate	3
1000-2000	High	2
2000-3500	Very High	1