

**AGENDA**  
**UNIVERSITY LIBRARY COMMITTEE**  
**Friday, September 9, 2011**

**APPROVE MINUTES: April 23, 2011**

**November 12, 2010, January 21, 2011, March 21, 2011:**

**BUSINESS:**

- 1. Information Literacy Class—Jardine:**
- 2. Introduction of new members--**
- 3. Review of charge—**
- 4. ULC future--**
- 5. Budget update—Shropshire**

**Dates for meetings this year:**

**October 14**  
**November 11**  
**December 9**  
**January 13**  
**February 10**  
**March 9**  
**April 13**

**PLEASE SEND ELECTRONIC COPIES OF YOUR HANDOUTS TO**  
**Sue Roth at [rothsusa@isu.edu](mailto:rothsusa@isu.edu).**

# University Library Committee Minutes

Sept 9, 2011 in Oboler Library B32

Chair Neil Tocher called the meeting to order at 3:35PM with the following in attendance: Glenda Carr (via distance), Josephine Garibaldi, Cathy Gray, Vitit Kantabutra, Kathleen McCulloch, Sandra Shropshire, Jean Thomas and Rick Williams. Linda Leeuwrik was excused. Spencer Jardine, Coordinator of Library Instruction attended as a guest.

Sandra Shropshire suggested that Spencer Jardine be allowed to present his information first about the Information Research class, ACAD 1199. He distributed a flyer that has been posted to promote the course which is geared to undergraduate students. The one-credit course has a cap of 24 students, has 12 enrolled as of today, and will be held the last eight weeks, beginning October 18.

The next item on the agenda was to review minutes from previous meetings, and to correct them based on comments from Curriculum Council. The November 12 minutes were revised to read "course was discussed". January 21 minutes corrected the percent of cuts proposed to be "2, 4, 5, 6 percent", and to correct Dr. Olsen's name. The March 11 minutes were changed to reflect the "suspension" of the Faculty Senate, rather than "dissolution". The April 23 minutes were reviewed, and Rick moved that all minutes be approved, Jean Thomas seconded the motion and all were approved.

## Introduction of New Members

Neil Tocher introduced himself as chair, although everyone present was a member last year. There were several members whose terms expired last spring, and new representatives have not been named for Health Professions/Physical & Occupational Therapy, Physical Sciences/Math/ Chemistry, graduate student, undergraduate student, and staff council. Library Administrative Assistant Sue Roth is in contact with those responsible and hopes to have names for the next meeting.

Questions arose if there were enough in attendance for a quorum, and it was decided that eight members should be adequate, considering that twelve members have been named. Glenda Carr said her term ended last spring also, and hopefully the College of Pharmacy will be naming someone new.

## Review of Charge

There was some discussion about the status of the ULC, and whether the group should report to the Faculty Senate, Provost or other university body. Jean Thomas made a motion to continue meeting as an advisory committee to Library Dean Sandra Shropshire, and minutes will be submitted to the Provost for informational purposes.

As the Provisional Faculty Senate sole function is to develop a faculty constitution & by-laws, minutes do not need to be approved by them. It was suggested minutes be sent to them for informational purposes as well.

## Review of Budget Status

A copy of this year's budget report was distributed via e-mail and print copies were distributed to members for discussion. Sandra Shropshire reviewed the cuts made last year, and that she met with the Provost Dr. Adamcik. Dr. Adamcik stated that the cuts were too drastic to be able to maintain

research status, and that the research overhead should be raised to five percent. This has been proposed to Dr. Vailas, and is being considered. Meanwhile, Dr. Adamcik is trying to acquire an additional \$250,000 to retain journal packages for 2012. Most journals have cancellation dates of December, so if they are to be cancelled, the notices need to be sent by October 1 or we have to pay for them. Meanwhile, *Web of Science* is being kept.

Sandra noted that there were salary funds remaining from vacant positions last year, and was given approval at the Dean's Council to transfer these to capital funds for collection development. These funds were used to purchase electronic resources which are considered essential for many programs, and will be available remotely.

With no further business, Kathleen McCulloch moved to adjourn. With no dissent, the meeting adjourned at 4:55pm.

# University Library Committee

Meeting Minutes: January 21, 2011

Revision approved by ULC 4/23/2011

Revision requested by Curriculum Council approved by ULC 9/9/11

The meeting was called to order at 3:35 by Chair Kathleen McCulloch, in B7 of the library. Others in attendance were Glenda Carr (in Meridian via distance learning system), Nancy Devine, Josephine Garibaldi, Cathy Gray, Andrew Holland, Vitit Kantabutra, Linda Leeuwrik, Bill MacLachlan, Sandra Shropshire, Jean Thomas, and AUL Jim Teliha. Martine Beachboard, Neil Tocher and Spencer Wagner were excused.

The first item of business was to review the minutes, the spelling of Kathleen McCulloch's name was incorrect. Jean Thomas moved to approve the December minutes with the correction; Linda Leeuwrik second the motion, which passed unanimously.

## New Business

### 1. Budget

Sandra Shropshire presented the budget proposal that she has been working on for Dr Vailas. The PowerPoint presentation detailed the impact of cuts at two, four, five, and six percent. In the **staff** category, there is a full-time classified staff member retiring at the end of February, and her duties will be distributed to others and the position will not be filled, so there will be savings there. In the **travel, communications, media, supplies** category, these have already been cut as much as possible. The biggest impact will be for the **collection** budget, especially the journals.

There are two reasons for this. The first is that FY06/07 was the last year that the legislature provided a permanent increase to base to state four-year academic libraries' collection budgets specifically to offset inflation. In FY 07/08 and 08/09, ISU administration provided funding for this purpose, although it was one-time funding. In FY 09/10 and 10/11, the Library used reserve funds to offset inflation, but in July 2010, the Library's reserve was reallocated. This series of events means that the Library will have to recoup \$ 250,000.00 in journals expenditures, i.e., to implement a 20% cut to all journals in order to get back to its FY 06/07 level of purchasing power.

The second reason for the extensive journals cut lies in the state-mandated cuts of two, four, five and six percent.

Overall, services will not be cut, but due to less student workers, Sandra anticipates services will slow down. She also anticipates that interlibrary loans will need to expand, due to the decrease in the collection. Most of the budget cuts will be in the area of supplies, no matter what percent is cut, either two, four, five or six percent.

Sandra also assumes there will be a greater emphasis on fund raising for the library. As for increasing the overhead funds from research grants, Phil Homan suggested Kathleen contact the current chair of the Research Council, as he is on sabbatical this semester.

Sandra asked what other points should be added to the presentation, and Jim suggested a list of budget levels in the various categories from our peer institutions for comparison. Nancy Devine suggested there be some information about how these cuts might affect those departments that are being reviewed for accreditation, and several members said they would send Sandra the self-evaluation document for their departments accreditation review.

## **2. Revision of the By-Laws**

Linda Leeuwrik revised the by-laws with the current template required by Faculty Senate, and they were distributed via e-mail to the members. Several changes, as required by Faculty Senate were discussed, such as the recall procedure and attendance requirements. In addition, the colleges nominate and elect their representatives, the Faculty Senate approves them, and then the ULC can meet. There are several colleges that do this less promptly than others, so it is important for the membership to be chosen in the spring so the ULC can get started with the first meeting of the session in September. Also, Faculty Senate can over-ride the by-laws, and has limited the terms a person can serve to two consecutive three-year terms; a year break must be taken before returning to the ULC. Currently, Vitit Kantabutra is serving his third term, although he should be able to finish serving his term. The other main adjustment is that the membership is listed by college, and specifies representation from the different program areas.

Kathleen called for a vote on the by-laws, and Andrew mentioned that the by-laws cannot be voted on in the same meeting the changes were presented. Kathleen suggested a vote by e-mail, to take place next week\* and presented to Curriculum Council on Thursday.

## **3. Library Course**

Sandra reported that the General Education requirements under review include information literacy requirement, and three library faculty have been included in discussions to offer an eight-week one credit course through the ACAD programs, which includes First Year Seminar, College Learning Strategies, among others. They are also looking at a template to present to faculty about information literacy instruction and the elements to be included. Linda has additional information from Ken Trimmer, chair of the committee reviewing the General Education requirements, which have been shared with library faculty working on this project.

Due to time constraints, no other business was discussed. The meeting closed at 4:54pm.

\*The vote on the by-laws was conducted via e-mail on Monday, January 24 and January 25, with 13 responses, with no dissensions. The vote to approve the by-laws will be presented to Curriculum Council on January 27, 2011.

Submitted,  
Catherine Gray  
University Library Center Librarian

# University Library Committee

Meeting Minutes: January 21, 2011

The meeting was called to order at 3:35 by Chair Kathleen McCulloch, in B7 of the library. Others in attendance were Glenda Carr (in Meridian via distance learning system), Nancy Devine, Josephine Garibaldi, Cathy Gray, Andrew Holland, Vitit Kantabutra, Linda Leeuwrik, Bill MacLachlan, Sandra Shropshire, Jean Thomas, and AUL Jim Teliha. Martine Beachboard, Neil Tocher and Spencer Wagner were excused.

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Overall, services will not be cut, but due to less student workers, Sandra anticipates services will slow down. She also anticipates that interlibrary loans will need to expand, due to the decrease in the collection. Most of the budget cuts will be in the area of supplies, no matter what percent is cut, either two, four or six percent.

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Submitted,  
Catherine Gray  
University Library Center Librarian

# University Library Committee

Minutes: March 11, 2011

The University Library Committee meeting was called to order at 3:05pm in B7 of the library by Chair Kathleen “Casey” McCulloch. The following members were also present: Glenda Carr in Meridian, Martine Beachboard, Nancy Devine, Rishika Haynes, Andrew Holland, Linda Leeuwrik, Bill MacLachlan, Jean Thomas, and Spencer Wagner.

Josephine Garibaldi, Cathy Gray, Janet Loxterman, Neil Tocher and Interim Library Dean Sandra Shropshire were excused.

Associate University Librarian Jim Teliha also attended, and took notes in Cathy Gray’s place.

The first item was the approval of the minutes from the February 11<sup>th</sup> meeting. Martine moved the minutes be approved, Rishika seconded the motion, and they were approved.

## Old Business

### 1. By-Laws

With the ~~dissolution~~ suspension of the Faculty Senate, further work on the bylaws, specifically regarding the size and membership of the committee, was postponed indefinitely, until such time as the new governance structure was revealed. The committee in its present form would continue to meet, and as of this meeting, there have been no resignations from the committee. Which led to a discussion of:

#### 1. A. Do we exist?

The University Library Committee reports to the Curriculum Council, which is still in existence, so by extension, the ULC will continue to meet until such time as they are told they no longer exist. Again, as of this meeting, there have been no resignations of members. AUL Teliha also outlined how the library worked with each department throughout the University through each department’s library contact and the library’s subject liaisons.

### 2. Adopt a journal

Martine is continuing to work on language for brochure – will send out the draft version for comment later this month.

### 3. Discussion of upcoming journal cuts.

AUL Teliha was asked to discuss the upcoming journal cuts, which were to go out to departments the following week (week of Mar 14). He explained the difference between the 26% cuts and 31% cuts, and answered questions.

### 4. April Meeting

The annual April meeting/retreat will be held on either Saturday April 16<sup>th</sup> or 23<sup>rd</sup>, 9 am to noon, at Elmer’s Restaurant on S. 5<sup>th</sup> Ave. E-mail with arrangements to follow later this month.

**Adjourned** at 3:45pm.



**Bylaws of the University Library Committee (ULC)**  
**Idaho State University**

**ARTICLE 1: NAME AND REPORTING CHAIN**

- A. The official name of this group 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**

- A. The purpose, function, and mission of this committee are 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 ULC 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**

- A. The committee is composed of seventeen (17) voting members from the following constituencies:
1. Four (4) faculty representatives from the College of Arts and Letters (two each from fine arts/ humanities and social sciences).
  2. One (1) faculty representative from the College of Business.
  3. One (1) faculty representative from the College of Education.
  4. Three (3) faculty representatives from the College of Science and Engineering (one each from natural and physical sciences and one from engineering).
  5. Two (2) faculty representatives from the Division of Health Sciences (one from Health Sciences and one from Pharmacy).
  6. One (1) faculty representative from the College of Technology.
  7. One (1) faculty representative from the Library.
  8. One (1) faculty representative from the Research Centers.
  9. One (1) graduate student representative.

10. One (1) undergraduate student representative.

11. One (1) Staff Council representative.

- B. A constituency is defined as the permanent members of the unit or organization.
- C. The Dean of University Libraries is an ex-officio, non-voting member.
- D. Faculty members are elected or appointed by the faculties of the designated constituencies during the spring semester; however, Faculty Senate makes the formal appointments of faculty members who are elected to the committee. The length of a faculty member's term is three (3) years. Since terms are staggered among the membership, approximately one third of the members retire each year. In constituencies with multiple representation, only one member of a department may serve at any one time. Midterm 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.
- E. 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.
- F. The Staff Council representative is appointed by that organization to serve a one-year term with eligibility to serve a second term. Graduate and undergraduate representatives are chosen annually by the ASISU Student Senate.
- G. Regular attendance at meetings is strongly encouraged and excessive absences may subject a member to recall by this committee or his/her appointing constituency. A member may be recalled by two-thirds approval of voting members of this committee or the appointing constituency, but must be allowed an opportunity to appear before the committee or appointing constituency to explain his/her absences. If a member cannot attend a meeting, he or she must notify the recording secretary or the Committee Chair in advance to be considered excused. A member may send a non-voting substitute in his/her place.

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

- A. 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.
- B. The secretary (library staff member) keeps records and circulates minutes and notices of meetings.
- C. A minimum of two (2) meetings must 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.

- D. 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, fall, spring, or holidays. Then the next regularly scheduled meeting must consider the substance of the request.

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

- A. Minutes are kept by the recording secretary (library staff member) for each meeting, prepared in accordance with the format set by the Faculty Senate, and submitted in a timely manner to the Curriculum Council for review and approval/acceptance. They are then included with the Curriculum Council minutes for review and approval/acceptance by the Faculty Senate.
- B. A quorum consists of one-half of the voting membership. Only informational meetings shall be held without a quorum.
- C. A motion is passed with it receives a majority of the votes cast.
  - 1. Abstentions do not count as votes.
  - 2. Tie votes fail.
  - 3. The chair has a right to vote on all motions.
  - 4. No proxy or absentee votes are allowed. Electronic ballots are allowed with the approval of the chair.

## **ARTICLE 6: STANDING SUBCOMMITTEES**

- A. This committee has no standing subcommittees.

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

- A. No amendment may be both introduced and passed at the same meeting.
- B. These bylaws may be amended by a majority vote of the voting committee membership.
- C. Faculty Senate may override Council and subcommittee bylaw changes in accordance with the Faculty Senate Bylaws (Article VII, Section II).

## **ARTICLE 8: BUSINESS ITEMS**

- A. Items or policy not completed in one academic year should be considered old or continuing business to be completed by the ULC in the next academic year.

- B. New business may be initiated by the committee by any of the following means: business referred to the ULC by the Curriculum Council or the Faculty Senate, items brought in by a member of the ULC, or items referred by the library faculty/staff or the university community.

Approved by University Library Committee: April 2, 1984

Revised and Approved by University Library Committee: April 17, 2010

Revised and Approved by University Library Committee: January 21, 2011

Approved by Curriculum Council:

Approved by Faculty Senate:

# ACAD 1199: Information Research (1 credit)

Course is designed to fulfill the following objective:

“Locate relevant sources and use them critically and responsibly.”

Ever wanted a class that would help you learn how to conduct better research and find credible sources for your research projects? This course is designed to help you develop life-long strategies for recognizing when you need information, locating it, evaluating it, and using it effectively and ethically. Come explore a variety of tools and formats in order to find sources worth using and citing in support of your academic projects. Learn how to create an annotated bibliography.

Class begins October 18th and runs for eight weeks.

One credit. Must have computer account.



Sponsored by

Eli M. Oboler Library  
**Idaho State**  
UNIVERSITY



## Questions?

Contact Spencer Jardine  
(208) 282-5609  
jardspen@isu.edu

This class is currently available in the Fall 2011 class schedule.  
Register in Bengalweb today.

## Class details:

**Oct. 18—Dec. 16**  
**Fall 2011**  
**TR 3:00-3:50**  
**REND 213**