

Planning and Policy Committee

MINUTES May 2, 2002

Present: Lucy Caswell, Nena Couch, Jane Duffy, Gerry Greenberg, Betty Sawyers

Absent: Tamar Chute

1. Meeting Moratorium Week--The April P&P Minutes reflected a decision to no longer observe a Meeting Moratorium Week during the first full week of each Quarter. In response to a concern from a Faculty member, this subject will be placed on the Agenda of the June Faculty Meeting for discussion by the Faculty before a final decision is reached.

2. Faculty Information on the Web--It was generally agreed that it would be a good idea to have information about Libraries' Faculty on the Web--profiles to include contact information, position, areas of procedural or subject expertise, etc. The Faculty Secretary seems logical as the individual to see that the information is gathered and made available on the Web. It was suggested that this effort be coordinated with ACR's project to develop a database of Libraries' Faculty publications. The topic will be placed on the Agenda for the joint meeting with the Executive Committee on May 9.

3. Time Change for June Faculty and P&P Meetings--The June Faculty meeting will be moved from June 13 to June 6 due to scheduling conflicts. The June P&P meeting will be held preceding the Faculty Meeting.

4. Committee Elections--In order to have election results for Faculty committees available to announce at the June Faculty Meeting, the ballots will need to be distributed by May 15. Requests for nominations to AP&T, P&P, and Faculty Review Board will be sent out on May 2 with a deadline of May 14. Faculty are urged to nominate themselves or others for eligible positions. The requirement that members of AP&T be Associate Professors or above limits the number of Faculty who are eligible to serve. A discussion of the need to encourage tenured Faculty at the Assistant Professor level to seek promotion will be put on the Agenda for the joint meeting with the Executive Committee on May 9.

Nominations are not required for the Faculty Hearing Committee, as all tenured Faculty who are not members of the Executive Committee are eligible for election. The *Operational Guidelines for the Faculty Hearing Committee* were briefly discussed, and the Faculty Secretary will be sending out a revised document for Faculty review.

5. Agenda for June Faculty Meeting--The June Faculty Meeting will feature reports from the Faculty Governance Committees--AP&T, P&P, ACR, and CFBPR. There will be no reports from the Faculty Hearing Committee and the Faculty Review Board, as those two committees have had no activities during the past year.

Betty Sawyers
Faculty Secretary

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Send comments or questions to [Betty Sawyers](#)

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