

Planning and Policy Committee

March 1, 2005

MINUTES

Present: Tschera Connell, Nena Couch, Karen Diaz, Beth Russell, Betty Sawyers

Absent: Lucy Caswell

1. Conflict of Interest/Commitment--No answer has been received from a memo sent to Todd Guttman in OAA. Tamar Chute as a member of University Senate forwarded a set of questions concerning the proposed Conflict of Commitment document to the Secretary of the University Senate; Nena Couch will follow up with Tamar to see if any action has been taken. [The topic was not discussed at the February meeting and is not on the agenda for March.]

2. Follow Up on Time Keeping--The original membership of the Task Force on Time Keeping did not include any Faculty members as participants; Faculty membership is being sought, and once the full membership is in place, the Task Force membership will be announced. P&P members affirmed that Faculty participation is important.

3. Review of the Pattern of Administration--The Office of Academic Affairs has indicated that it is time for a review of the Libraries' primary governance documents. AP&T will be conducting a review of *Appointment, Promotion, and Tenure: Criteria and Procedures*, and P&P will be reviewing the *Pattern of Administration*. P&P will also review the other documents for which it is responsible--*Operational Guidelines for the Faculty Review Board*, *Faculty Salary Appeal Process*, and *Faculty Hearing Committee Guidelines*. Lucy Caswell will send a message to libfac asking for input for this review process. The Faculty Secretary will be responsible for updating the information in Appendix I: Standing Committees and will be contacting Committee Chairs to verify their information. The intent is to have document(s) ready for discussion at the June Faculty meeting. P&P members will review the document(s) prior to the April P&P meeting for discussion at that time.

There was some preliminary discussion of paragraph VI.E concerning the purpose for, and handling of, Committee and other reports at Faculty Meetings.

4. Agenda for Joint Meeting with the Executive Committee--The agenda topics suggested by P&P for the Joint Meeting with the Executive Committee are the conflict of interest/commitment issue, impact of the construction delay on renovation and reorganization, and ways to encourage nominations for the Director's Award. In Lucy's absence, Karen will send these agenda topics to the Director and solicit additional topics which he may wish to have addressed.

Betty Sawyers
Faculty Secretary

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Send questions or comments to [Betty Sawyers](mailto:Betty.Sawyers@osu.edu)
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