University of Arkansas Libraries, Fayetteville, Arkansas
Faculty Monthly Meeting with the Dean
Friday, December 19, 2014
Present: Amy Allen, Carolyn Allen, Jeff Banks, Molly Boyd, Cheryl Conway, Donna Daniels, Jason Dean, Angela Fritz, Judy Ganson, Michelle Gibeault, Mary Gilbertson, Tess Gibson, Phil Jones, Beth Juhl, Mikey King, Lora Lennertz-Jetton, Elizabeth McKee, Martha Parker, Janet Parsch, Marilyn Rogers, Sarah Spiegel, and Tim Zou.

Staffing Proposals for the Annual Budget Review

Jeff Banks described two handouts: one the position request from February 2014 and one dated December 2014. The three positions approved this year were: Instruction and Outreach Librarian, Research Commons / User Experience Librarian, and Audiovisual Archivist.

Banks explained which position requests had been carried over to the revised list and which had been dropped because of other staffing changes. The Assessment Librarian position had been dropped as many of those duties have fallen to Director for Administrative Services. The Reference librarian function is being performed now by a librarian in a clinical line. The two positions requested for PAM have been rethought as staffing is now adequate to perform those functions.

Remaining, then, are two graduate assistant positions to cover areas where there is not a GA presently, including the College of Business, life sciences, and various humanities fields. A serials / special projects cataloger at the associate level also remains on the list as do three temporary positions for digital services.

At the Faculty Department Heads meeting on 12/18, it was agreed that the Cataloging position is a top priority, followed by the GA positions.

Institutional Repository Update

The faculty task force has begun its work, and at their latest meeting approved a definition of the institutional repository, its benefits, and content. The next step is to talk to faculty and determine their specific needs for an institutional repository. Amy Allen or Luti Salisbury will be in contact with library faculty and report back to the Task Force.

Judy Ganson reported that the bepress design process of the institutional repository page has been completed, now bepress staff are building the back end of the repository, which could take up to three weeks to complete. The goal is to build a model with some materials to showcase the institutional repository to faculty.

Beth Juhl asked if the long-tabled project for building faculty profiles should be diverted to the bepress profile page. There are a couple of directory projections on campus; Walton College of Business uses a product called Digital Initiatives, which Jim Rankin, Vice Provost for Research and Economic Development, encouraged other schools to adopt, and the College of Engineering is, but University Relations is working on another product. So groups are not talking to one another on campus.

The Institutional Repository includes a proposal for three positions, one faculty and two staff. These will be requested in the annual budget cycle, but it is not decided where those positions will report; they are
not currently library positions nor are they research and economic development positions. That will be determined by the campus administration.

**Sexual Assault Policy**
The campus sexual assault policy is being revised to include the new stipulation that anyone who works on campus must report any report of assault, in other words, if a faculty member is told by a staff member or a student that an assault occurred, it must be reported and the person describing or revealing the assault must be informed immediately that a report must be made and confidentiality cannot be guaranteed. Withholding information about a crime makes the University liable; everyone on campus is regarded as an “agent” of the university. Carolyn Allen asked for any suggestions to improve communication about this issue. The university is working hard to take seriously any reports of assault. They must have immediate and accurate reporting, so that counselors and UAPD can effectively handle these incidents. The new policy is not yet changed on the Web.

**Reports and Updates**
Parking and Transit will be conducting a study in January, there will be public forms for feedback, which will be announced in Newswire. The state highway department project extended from Garland to Meadow. Work on the railway overpass bridges on Maple and Lafayette may not conclude until 2016. 40 parking spaces will be taken from the Stadium parking lot to widen Maple. Next fall, a new parking policy will allow anyone with a UA permit to park in any colored lot on campus; however, every vehicle parking on a UA lot must have a UA permit displayed. This will create problems with community members, campus visitors, and those who attend evening performances. Visitors will be directed to park in the Garland Garage with paid parking spaces.

Beth Juhl and Kalli Vimr are working to update information on visitor parking on the Libraries’ web page. The Parking web site is not clear.

Judy Ganson will report on the budget at the next meeting, when numbers have been compiled for the first six months.

Jeff Banks noted that the position for the Vice Chancellor for Finance will close on January 7. They have a good pool of candidates, but they are still actively seeking high quality candidates. He asked if any faculty member knew of a qualified candidate to contact him directly.

The Discovery Analysis Task Force held a forum on Wednesday for feedback and discussion. The Task Force will review the Innovative discovery product today, and the Proquest Summon discovery product in early January. Their deadline is to have their report complete by mid January.

**Service Award**
Dean Carolyn Allen presented Elizabeth McKee with a forty-year-service recognition certificate. Patricia Kirkwood, not present, was also recognized for ten years of service.