LAUC Executive Board Meeting Minutes

Monday, April 17, 2023

10:00 AM – 12:00 PM

Attendees: Mary-Michelle Moore, UCSB (President); Danielle Kane, UCI (President Elect & R&PD); Rachel Green, UCLA (Past President); Marlayna Christensen, UCSD (Secretary); Dean Rowan, UCB (Parliamentarian); Amy Roberts, UCR (Parliamentarian); Jesse Silva, UCB (Chair); Stacy Brinkman, UCI (Chair); David Cappoli, UCLA (Chair); Jim Dooley, UCM (Chair); Rachel Starry, UCR (Chair); Xi Chen, UCSD (Chair); Anneliese Taylor, UCSF (Chair); Martha Stuit, UCSC (Chair); Sylvia Page, UCLA (Co-Webmaster, Communication); Reid Otsuji, UCSD (Co-Webmaster); Xaviera Flores, UCLA (Diversity); Cynthia Johnson, UCI (DOC); Catherine Busselen, UCSB (SLFB)

Delegates: David Eifler (B); Lisa Ngo (B); Tim Vollmer (B); Ruth Gustafson (D); Mitchell Brown (I); Caitlin Hunter (LA); Katherine Kapsidelis (LA); Renee Romero (LA, Vice-Chair); Elizabeth McMunn-Tetangco (M); Andrea Hoff (R); Kymberly Goodson (SD); Stephanie Labou (SD, Vice-Chair); Edith Escobedo (SF, Vice-Chair); Catherine Busselen (SB); Natalee Bell (SB); Annette Marines (Delegate, Vice-Chair)

Absent: Michelle Polchow, UCD (Chair); Chizu Morihara, UCSB (Chair); Sarah Buck Kachaluba, UCSD (CPG); Allegra Swift, UCSD (SLASIAC); Lisa Spagnolo, UCD (SCLG)

Guests:
- *Berkeley*: Misha Coleman; Mohamed Hamed; Julia Larson; Chan Li
- *Davis*: Refugio Acker-Ramirez; Sheena Campbell; Jared Campbell; Matt Conner (CPG Vice-Chair); Melinda Livas; Elisa Rodrigues
- *Irvine*: Rikke Ogawa
- *Los Angeles*: Ruby Bell-Gam; Jennifer Garafolo; Miki Goral; Simon Lee; Sherry Leysen; Francesca Marineo Munk; Brian Raphael; Matthew Vest
- *Riverside*: Britt Foster
- *San Diego*: Crystal Goldman; Lisa Martin; Elizabeth Miraglia; Alanna Aiko Moore; Annelise Sklar; Amy Work
- *San Francisco*: Leia Casey; Nora Franco; Josephine Tan
- *Santa Barbara*: Matt Stahl; gary colmenar
- *Santa Cruz*: Marcia Barrett; Elizabeth Cowell, Kate Dundon; Kristy Golubiewski-Davis; Sarah Lindsey; Sheila Garcia Mazari; Alix Norton; Sue Chesley Perry; Katharin Peter; Kerry Scott; Daniel Story; Wynn Tranfield; Jess Waggoner

Called to order by M. Moore at 10:02 am

1. Roll Call (M. Christensen)

2. Secretary's Report (M. Christensen)
    A. March 13, 2023 minutes were approved.

3. Old/Continuing Business

    A. Task Force on Academic Status Update (M. Moore)
        i. The task force continues to meet and gathering information anticipating to propose changes to the [Contract and Grant Manual](#). The committee charge and resource materials will be added on a forthcoming section on the LAUC website.

    B. Nominating Committee (R. Green)
        i. The committee has identified two candidates for secretary but still seeking a candidate for Vice-President/President-Elect.
        ii. Rachel proposed a motion to suspend the standing rule [600.1, Subsection B.](#) which restricts officers from the same campus.
        iii. Motion passed and the rule is suspended for this election.

    C. Assembly Planning (M. Stuit)
        i. Welcome all to the assembly. Thank you, planning committee!

4. Committee Reports

    A. Committee on Research & Professional Development (D. Kane)
        i. The total amount of grant awards for represented (Unit 17) librarians is $18,950 and $1,130 for unrepresented librarians. This amount is covered by the $24,300 that is budgeted to LAUC through the Unit 17 Librarian MOU.
        ii. Awarded in Fall 2022 – 4 research grants, 1 mini grant, and 4 presentation grants for a total of $16,650.
        iii. Awarded in Spring 2023 – 1 mini grant and 5 presentation grants for a total of $3,430.
        iv. Fall grants are now listed on the grants table; the Spring grants will be posted soon.

    B. Committee on Professional Governance (M. Connor for S. Buck-Kachaluba)
        i. Committee is reviewing the proposed changes to the LAUC-R bylaws. When the review is complete, it will be shared with the Executive Board and the division.
        ii. The group has also been reviewing the matters of principal investigator status in the UC campus libraries; the Diversity, Equity, and Inclusion policy for librarians; and LAUC's role in consulting in the university. Sarah's presentation in the afternoon session will cover these issues more directly.

    C. Committee on Diversity, Equity, and Inclusion (X. Flores)
        i. The committee serves as a consultation body on DEI issues and has worked specifically this year on questions with CPG and the Task Force on Academic Status.
        ii. Have also been developing a DEI resources page on the LAUC website, to serve as a one-stop shop for related information across the UC campuses.
        iii. They are also developing a survey to update demographic information, and looking at rank equity and how rank is decided on each campus.

    D. Nominating (R. Green)
        i. In addition to what was stated earlier in the meeting, Rachel thanked committee members, Melissa Beuoy (UCI) and Angela Chikowero (UCSB) for their efforts to secure candidates for the upcoming election.

E. Communications Committee (S. Page)
    i.   Sylvia and Reid Otsuji met with Mary-Michelle and Danielle to discuss the proposal from FivePaths (host of LAUC website) and a funding request for system updates and support for the coming year.
    ii. The webmasters have also been collaborating with CPG, DEI, and R&PD to add new content.
    iii. Feel free to [join LAUC Slack](#)! There is a #lauc2023 channel for assembly discussion.
    iv. Reminder to all campuses: please inform Sylvia and Reid about any new hires and/or departures so they can update the LAUC directory on the website.

5. Reports from Committee Representatives

    A. SLASIAC - Systemwide Library and Scholarly Information Advisory Committee (A. Swift)
        i.   Next Meeting will be held at the end of May.
        ii. Mary-Michelle read a letter from SLASIAC acknowledging and thanking Allegra for her service on the committee. Allegra's 3-year term will conclude at the end of August.
        iii. Anyone interested in serving as LAUC representative to SLASIAC should submit an application to Mary-Michelle by EOD of June 9.

        ACTION: MM WILL SEND CALL FOR APPLICATIONS FOR LAUC REPRESENTATIVE TO SLASIAC.

    B. UCOLASC - University Committee on Library and Scholarly Communication (M. Moore)
        i.   No meeting has been held since the last report. The next meeting with be at the end of May.

    C. SCLG – Shared Content Leadership Group (L. Spagnolo – absent)
        i.   No report.

    D. SLFB – Shared Library Facilities Board (C. Busselen)
        i.   SLFB meets quarterly. The next meeting is TBD, likely June 2023. Also held one ad hoc meeting on March 27, 2023.
        ii. The [2023 Uniform Fee Schedule for Non-UC Deposits](#) was approved and became effective January 2023. This replaces the 2008 Fee Schedule. The new schedule includes increased fees for remote borrowing, remote copying/scan, onsite borrowing and accession/UC exceptional Deposit.
        iii. The RLF mission/vision was updated in January 2023.
        iv. Provost Brown charged the Project to Analyze Regional Library Facility (RLF) Operations Funding Phase 1 Team in February 2023. The team's report was finalized on April 12, 2023. The project team is meeting with UCOP Vice Provost and Provost to discuss the report today, April 17, 2023.
        v.   The Board charged the UC Heads of Special Collections to provide updated storage projections for special collections and archives at the RLFs. It has been noted that alternative storage beyond the RLFs should be considered for items that do not require 24- to 48-hour access. UCLA/SRLF is exploring Iron Mountain for 1-2 large collections, their findings will be shared soon. The RLF directors will consider how the existing facilities might better support special collections and how these expanding deposit needs intersect with broader RLF staffing and capacity questions.
        vi. The SLFB Steering Committee has been charged with developing a process for establishing and documenting annual and long-term SLFB priorities.

E. DOC – Direction and Oversight Committee (C. Johnson)
    i. March 21st meeting notes:
        a. Discussed feedback from the leadership groups reporting to DOC in response to the request that they consider a report created by DOC in 2020 about Shared Services, which was written in anticipation of the SILS project's completion. The three leadership groups (Digital Preservation Leadership Group, Shared Collections Leadership Group, and SILS Leadership Group) all had very different responses. DPLG didn't find much alignment between the 2020 report and their activities; SCLG saw many opportunities, SILS-LG expressed concern with staffing challenges across the campuses as well as the impact and complexities of the Alma implementation. DOC has taken the feedback regarding ALMA-exhaustion to heart and will discuss if there are non-SILS opportunities for shared services.
    ii. April 4th meeting notes:
        a. Continued the discussion around Shared Services, seeking to define what a Shared Service is. Possibly DOC will form a group Outlining some ways to expand new services or prioritize services

    ACTION: MM WILL SEND CALL FOR APPLICATIONS FOR LAUC REPRESENTATIVE TO DOC.

F. CoUL (M. Moore)
    i. As LAUC President and Vice-President, Mary-Michelle and Danielle began meeting quarterly with the current CoUL Chair, Kirstin Antelman to help improve communications between LAUC and CoUL.
    ii. During the recent meeting they shared information about the Task Force on Academic Status, and specifically discussed PI status (reiterating that each campus has discretion on who they grant PI status to) and the potential for updates to the UC Contract and Grant manual.
    iii. Mary-Michelle also shared trends, coming out of the round robin reports during the executive board meeting, about concerns of large workloads and being stretched thin.
    iv. Danielle reported an increase in research grants awarded this year, and asking for OA funds to cover publishing fees. (Reminder: ScholComm funds are also available to librarians.)
    v. CPG has been gathering documentation of the UC Libraries shared governance system. CoUL does not report to anyone and does not have a central charge, but they are developing a charter (to be finalized this summer) that will help with continuity within the group. There is no LAUC representative to CoUL.
    vi. Next meeting will be held in June. Send discussion topics to Mary-Michelle.

6. New Business (M. Moore)

A. LAUC Documents transferred from Box to the Archives (M. Christensen)
    i. Committee and Task Force Chairs & Liaisons should begin to clean up and organize their Box folder and documents held in other shared document tools. Documents in shared workspaces should be transferred documents to their committee folder in Box so they are ready to transfer at the end of your term.
    ii. Documents from previous years will be moved to the archives during the summer. Active documents and those from the past 3 years will remain accessible for reference access.
    iii. Information about the LAUC Archives is available on the website, including What to Collect.

B. Mid-Year LAUC Committee and Representative Reports
   i. Reports are due now. Please submit if you haven't already.

C. UCOLASC Memo RE: Proposed DEI changes to the APM.
   i. Mary-Michelle received from the UCOLASC chair a letter of support about the proposed modifications to the APM 210 regarding DEI activities. The proposed changes were not included in the letter and not shared with Mary-Michelle.
   ii. The letter acknowledges the importance of librarians doing research.
   iii. These changes likely mirror the changes that occurred in the faculty section of the APM.
   iv. LAUC was not consulted in this process, though there will be an open discussion period available before the APM changes are approved.

ACTION: MM WILL ASK FOR THE BACKGROUND AND PROPOSED REVISIONS TO THE APM.

7. Round Robin: Highlights and issues from the campuses

A. UCB (J. Silva)
   i. The library's space plan was issued, which recommends closing a few libraries, starting with the anthropology library. The recommendation was met with a lot of pushback.
   ii. The library received a $1.7 MILLION cut in the collection budget, resulting in cuts to a lot of serial subscriptions.
   iii. There are a few positions still in recruitment and will be doing interviews in the next few months.
   iv. Due to people feeling overextended, LAUC-B decided to scale back on their event, which generally occurs around the time of Assembly.

B. UCD (M. Livas for M. Polchow)
   i. University Librarian and Vice Provost of Digital Scholarship position posted. Mackenzie Smith is retiring.
   ii. STEM Librarian for Physical Sciences recently hired and starting May 1.
   iii. Welcome new Diversity Fellow, Ezekiel McGee, as a member of the Content Support Services department and participate in metadata creation and the department's DEI efforts, effective May 1, 2023.
   iv. Congratulate Nicole Capdarest-Arest as the new Associate University Librarian for Research and Learning effective April 1, 2023.
   v. Bruce Abbott, Health Sciences Librarian at the Blaisdell Medical Library (BML), is stepping in as Interim Head of BML effective April 1, 2023.
   vi. Refugio Acker-Ramirez, new Research Law Librarian at Mabie Law Library.
   vii. Hosted webinar and watch party, "Building Bridges Through Community-Driven Librarianship" with speaker, T-Kay Sangwand.

C. UCI (S. Brinkman)
   i. Recently concluded a recruitment for Digital Humanities, which should be announced soon.
   ii. Other active recruitments include positions for Biological Sciences and Health Sciences in the main library and four positions in the law library.
   iii. Spring membership meeting will be held on May 16.

D. UCLA (D. Cappoli)
   i. University Librarian Virginia Steel has announced that she will retire in December 2023 after 10 years at UCLA. LAUC-LA will be requesting that a UCLA librarian serve on the search committee for her replacement
   ii. Will be drafting a process for unfunded and funded grants for the UL to review as we try to make progress towards automatic PI status
   iii. Spring Membership Meeting to be held April 25 with Librarian of the Year award presentations
   iv. Results of the 2022 ClimateQual Survey have been released. There was a lower-than-expected response rate, and the next steps are to ask management council and cabinet to focus of 2-4 survey areas over the next few months in order to come up with a plan to address the problem areas
   v. Will be having a discussion with our Committee on Professional Governance to discuss LAUC-LA's standing rules and bylaws with the possibility of moving content from bylaws to standing rules to make us more nimble
   vi. Two positions posted for applications: [University Archivist](#) and [Director of Sciences User Engagement](#)
   vii. Much appreciation to those LAUC division chairs who have responded to my call for information regarding union work that librarians undertake and 1) if they include it in their review documentation, and 2) if their UL takes it into account when assessing their documentation

E. UCM (J. Dooley)
   i. Completed interviews for the Head of Research/Learning Services.

F. UCR (R. Starry)
   i. As UCR undergoes strategic planning, the library has drafted a Strategic Plan Matrix which was shared in March; library staff has had the opportunity to discuss and comment on the strategic goals and objectives in this document, which will be shared publicly on the UCR Strategic Plan website soon
   ii. Many thanks to the CPG for their review of the proposed bylaws amendments submitted to them; we look forward to receiving systemwide feedback and moving the amendments to a vote this year
   iii. Save the date: LAUC-R's DEIA committee is currently planning an event tentatively scheduled for May 18, titled "Another Half of a Eulogy: Incorporating Anti-Racist Frameworks into LibGuides," a webinar following up on conversations begun here in 2020-2021 that will be open to all LAUC members; additional details will be shared when available
   iv. We welcome a new LAUC-R member in Darren Furey, our new Director of Metadata and Technical Services
   v. Open librarian searches:
       a. [STEM Teaching Librarian](#)
       b. [Metadata Librarian](#)
       c. [Instructional Design Librarian](#)
       d. [Director of Research Services](#)

G. UCSD (X. Chen)
   i. Hiring
       a. Life and Health Sciences Strategist/Liaison has been hired. Her name is Zemirah Ngow.
       b. A&H strategist's hiring is ongoing. We have had 2 interviews.

      c. [Electronic Resources and Serials Librarian](#) – Apply by February 27th, 2023 - We are planning to bring 3 candidates for full-day interviews

      d. [World History and Cultures Librarian](#) – Apply by March 20th, 2023 - we are at the screening stage

      e. [Engineering Librarian](#) – Apply by May 1st, 2023

      f. [Head of Music and Media Metadata Librarian](#) – Apply by May 7th, 2023

      g. [Music & Media Librarian](#) – Apply by May 23rd, 2023

  ii. LAUC-SD exec is discussing a suggestion to HR/hiring committees to host on-site interviews and wants to hear about other campuses' practices and future plans.

  iii. LAUC-SD chair represents LAUC-SD on the Library's Inclusive Recruitment steering committee. Currently, the committee is engaging in a Premortem discussion. In March, Library staff participated in the first library-wide training webinar facilitated by DeEtta Jones. It was the first training of the EDI in Action series.

  iv. A working group of LAUC-SD has started to work on the LAUC-SD research initiative to Identify and document the evolution of Librarian positions in the past 10-15 years. The goal is to create a corpus of all Librarian series current job descriptions to identify skills/expertise gaps and help craft new Librarian job descriptions.

      a) Currently, the working group has gotten all Librarian job postings for 2013-present. They are looking at hiring trends and what position gets filled/gets dropped.

      b. The group has collected ACRL stats.

      c. Looking into engaging membership in the process in the next phase.

  v. LAUC-SD social is scheduled on May 2. Librarians have lunch at a pizza place on campus. It's a good opportunity to mingle and catch up. May 19 is our next LAUC SD membership meeting.

  vi. Mentoring committee is organizing the Career Chats. Currently, MLS students are meeting with librarians online through May. The committee also launched a librarian profile page project that highlights our librarians' educational and professional experience and shares their advice with future librarians who aspire to work in an academic library. https://library.ucsd.edu/about/lauc-sd/5_committees/mentoring/2_mentee/

  vii. R&PD is accepting research grant applications on a rolling basis. They have been hosting guest speakers for LAUC-SD and are currently planning the PI exception training in spring.

H. UCSF (A. Taylor)

  i. We are hiring two positions:

      a. [University Records Archivist](#)

      b. [Director of Education and Clinical Research Services](#)

  ii. Reorganization is underway in several units of the library to align with the [strategic plan.](#)

  iii. Our division held meetings with our University Librarian, Chris Shaffer, in February and earlier this month, and we'll be having another social meeting at the ZSFG Library in May.

  iv. Our Digital Health Humanities pilot project released a [research guide on Archives as Data.](#)

  v. The Data Science Initiative created a new online resource, the [Data Science Education and Training Portal,](#) that allows UCSF students, faculty, and staff to find data science courses, workshops, and other data-related training resources offered at UCSF.

I. UCSB (M. Stahl for C. Morihara)

  i. UCSB has a number of librarian positions open and in progress: Director of Special Research Collections (on site interviews concluded), Open Access Collection Strategist (on site interviews

concluded), Director of Collection Strategist (on site interviews scheduled), [Assistant Director of ReADS](#) (open), East Asian Studies Librarian (reviewing applications).

  ii. Implementation phase of our 3-year strategic plan is ongoing with upcoming brainstorming workshops for all library to participate.

J. UCSC (M. Stuit)

  i. Two new archivists are joining us in May and June, and we are excited to welcome a new Processing Archivist and a new University Archivist, respectively. We will be searching for a new instruction and exhibits archivist coming up (not yet posted) to fill a vacancy.

  ii. Our vacancy on the Committee on Professional Governance is being filled in an interim capacity by our Secretary Wynn Tranfield, and many thanks to her. We will run an election for a new CPG rep this spring within our annual election, and that person will start in September in the new service year.

  iii. The local LAUC-SC Election Committee for this year has formed and includes Rebecca Hernandez, Annette Marines, and Wynn Tranfield.

  iv. With wrapping up our work planning the LAUC Spring Assembly, we will turn our attention to other matters including our spring meeting, election, R&PD, and communication.

Adjourned at 11:58 am

LAUC ASSEMBLY – APRIL 17, 2023

AFTERNOON SESSIONS

COMMITTEE SHOWCASE

CPG – SLIDES

DEI – SLIDES

R&PD – SLIDES

USER RESEARCH PRESENTATION

AFTERNOON ATTENDEES

- Mary-Michelle Moore (SB, President)
- Danielle Kane (I, Vice-President)
- Rachel Green (LA, Past-President)
- Marlayna Christensen (SD, Secretary)
- Amy Work (SD)
- Caitlin Hunter (LA)
- David Cappoli (LA)
- Elisa Rodrigues
- Elizabeth McNunn-Tetangco
- Jess Waggoner (SC)
- Jared Campbell
- Jennifer Garafolo
- Jesse Silva (B)
- Jim Dooley (M)
- Josephine Tan (SF)
- Kris Kasianovitz (B)
- Kristy GD (SC)
- Lisa Martin (SD)
- Lisa Ngo
- Marcia Barrett
- Martha Stuit (SC)
- Matt Conner
- Melinda Livas (D)
- Miki Goral (LA)
- Mitchell Brown (I, Member-at-large)
- Mohamed Hamed
- Natalie Tagge (SD)
- Rachel Starry (R)
- Rikke Ogawa
- Ruby Bell-Gam
- Sheila Garcia Mazari
- Stephanie Labou (SD)
- Sylvia Page (LA)
- Wynn Tranfield
- Xaviera Flores (LA)
- Xi Chen (SD)
- Anneliese Taylor (SF)
- Dean Rowan (B)

USER RESEARCH PRESENTATION

- Mary-Michelle Moore (SB, President)
- Daneille Kane (I, Vice-President)
- Rachel Green (LA, Past-President)
- Marlayna Christensen (SD, Secretary)
- Sheila Garcia Mazari
- Jess Waggoner
- Annette Doss
- Alix Norton (SC)
- Becca Rapp
- Brian Raphael (LA)
- Wynn Tranfield (SC)
- David Cappoli (LA)
- Elizabeth Cowell (SC)
- Elizabeth McMunn-Tetangco
- Gillian Keleher
- Jared Campbell
- Jennifer Garafolo
- Josephine Tan (SF)
- Jess Waggoner
- Jim Dooley (M)
- Kate Donovan
- Kerry Scott
- Kris Kasianovitz
- Lisa Ngo
- Marcia Barrett
- Martha Stuit (SC)
- Melinda Livas (D)
- Miki Goral (LA)
- Mitchell Brown (I, member-at-large)
- Natalie Tagge (SD)
- Rikke Ogawa
- Ruby Bell-Gam
- Ruth Gustafson
- Stephanie Labou (SD)
- Xi Chen (SD)

Specific CPG Charge 2022-2023:

Review the LAUC Bylaws, APM, and other relevant documentation to create a reference guide for UC Librarians to the UC Libraries' governance organization.

The guide may include:

- acronyms and abbreviations
- other relevant vocabulary and information
- an index to aid in locating sections of guiding documentation (such as the Bylaws and APM) on common themes related to LAUC's charges and work

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CPG Standing Charge:

1. Advise the President and the Executive Board on issues that affect librarians, peer review, and other professional governance issues.

2. Serve as a review body for Divisions who may request evaluation of local peer review procedures.

3. Serve as a Bylaws review committee for proposed changes to the LAUC Bylaws and Standing Rules. Be available to review the Divisions' Bylaws for consistency with the LAUC Bylaws and Standing Rules, and to consult with Divisions on request.

4. Address other subjects at the request of the President and consider and develop recommendations on matters of librarian professional governance.

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WHY? Motivations for Project:

General: Through CPG service, I learned that local and statewide procedures and documentation do **<u>not</u>** precisely mimic one another in word or practice, which reflects intentionally preservation of governance autonomy for specific campus libraries.

Two Specific Projects Addressed by LAUC in the 2021-2022 Year:

1. **Procedures** for Librarians **to serve as Primary Investigators (PIs),** which could justify merit in any of the four sections of librarians' academic reviews:

   A: Projects related to one's core job
   B: Collaborative projects with researchers in other units on any UC campus
   C: Collaborative projects with researchers beyond the UC
   D: Research and Creative Work

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(Why? 2nd Motivation for Project: 2 Specific Issues Addressed by LAUC 2021-2022, cont.)

1. (**Librarians' Opportunity to serve as Primary Investigators**)

- aimed to document the process by which librarians sought and were approved or denied PI status on each campus, and to possibly identify a common procedure for librarians to **seek exceptions** from the general rule that they may **not** be automatically granted PI Status

- LAUC Statewide's Research and Professional Development (R&PD) survey found that knowledge and procedures for librarians requesting PI status varied widely

  On some campuses, PI status was automatically granted, while at others authorization of an exception was granted – often by AULs or ULs

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(Why? 2nd Motivation for Project: 2 Specific Issues Addressed by LAUC 2021-2022, cont.)

2. **Creation** of a **project team** to **identify** and **suggest changes** to the **Academic Personnel Manual (APM)** to **"formally include Diversity, Equity and Inclusion (DEI) activities in the academic review process for librarians."**

- CoUL asked LAUC to suggest project team members; LAUC recommended three *UC-AFT* <u>represented</u> librarians; CoUL wanted <u>**non-represented**</u> librarians too

- The distinction between represented and non-represented librarians **raised additional questions** about **relevant governance documentation** because **CoUL suggested** that**:** (1) the **APM and the [*UC-AFT*] Memorandum of Agreement (MOU) both have language on this issue**, yet (2) **LAUC Bylaws & APM prevent LAUC from advising on matters covered by the MOU**

- LAUC responded that it has historically been involved in discussions regarding changes to the APM, even if APM and MOU language coincide

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Initial Questions about UC Library Governance

1. Did the intentional autonomy of **local/divisional LAUC** entities vis a vis one another and statewide LAUC preclude effective procedures for librarians:

- to serve as PIs, providing professional development opportunities
- to be adequately recognized and rewarded for DEI work

2. What differences exist in the professional **expectations, roles** and **responsibilities** to which **Represented** vs. **Non-Represented Librarians** are **held accountable** via **academic reviews** and in their professional development **opportunities**?

3. Do **LAUC, Union,** or **University governance documents offer guidance?**
- What do they say about librarians' academic status and reviews? Do they offer clarification on professional achievements that could be recognized in librarians' reviews?
- In these discussions, do they distinguish between Represented and Non-Represented Librarians?

Key Features of Main Governance Documents for UC Librarians

- **LAUC Bylaws** focus on defining LAUC's governance roles; do not discuss represented vs. non-represented librarians; only mention of academic reviews pertains to the CPG's role reviewing local procedures *upon request*

- **UC-AFT MOU** provides only descriptive definitions of the types of Personnel Review **Actions** and **Reviews**

- **APM –** foundational document defining Status of **all** UC Academic Staff, includes four-page section: "Instructions to Review Committees" (for librarians) which extensively discusses criteria upon which librarians are evaluated, but does not differentiate between represented and non-represented librarians
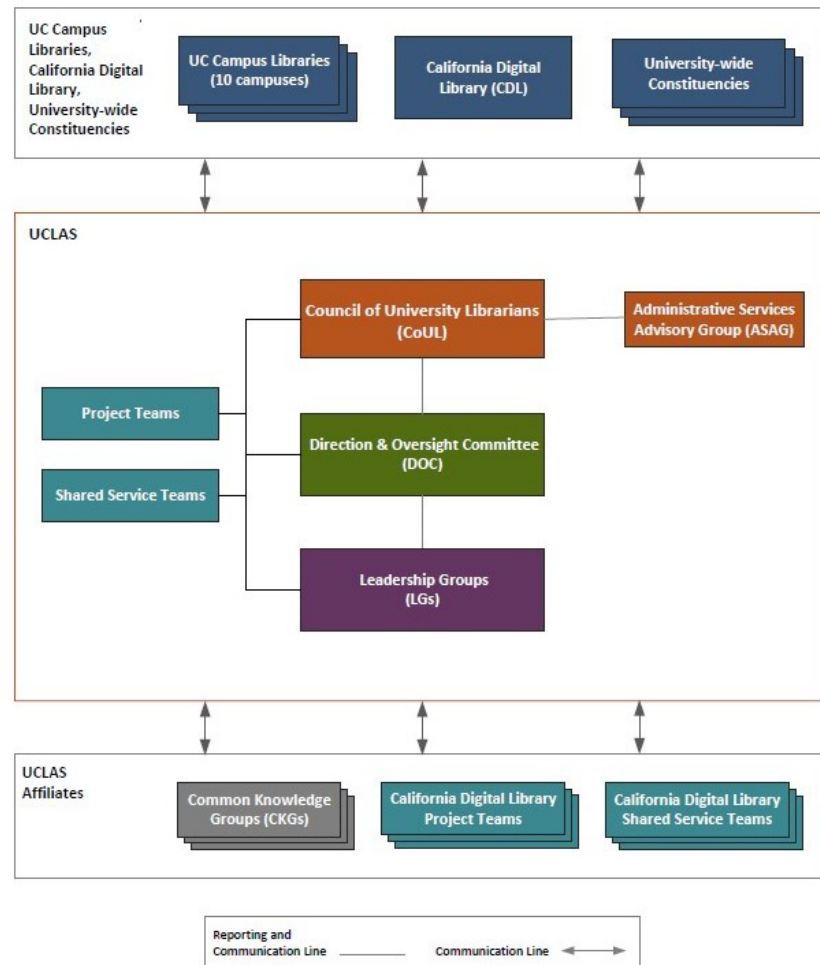
Thus, the **APM** provides the **most** guidance on the procedures and implications of Academic Reviews. Deeper analysis and consideration of **adding** language distinguishing between represented and non-represented librarians, merits conversations involving LAUC, CoUL and likely additional UC administrators.

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HOW (the project is done): Because of the complexities and differences in governance documents, CPG members have focused on mapping and describing the UC Libraries governance system, beginning with an existing visualization of the UC Libraries Advisory Structure (UCLAS)
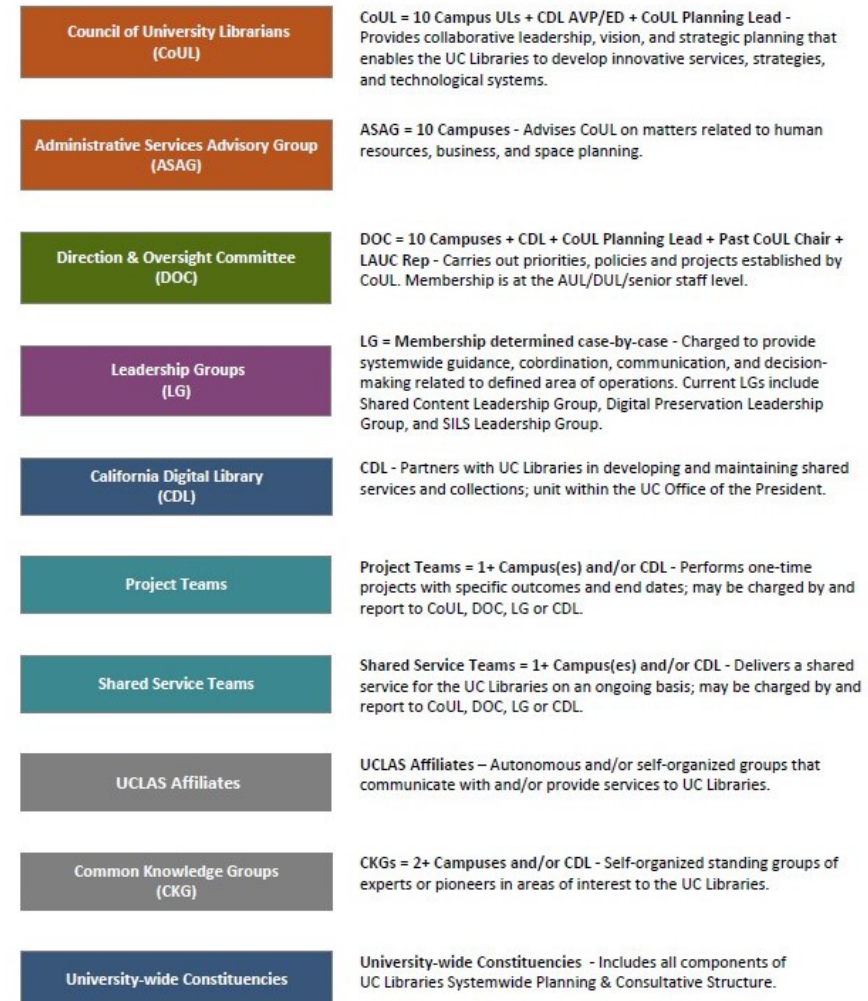
We then gathered information on entities included and excluded from the visualization; notably LAUC is missing from the UCLAS chart. The entities on our list fell into a few groups:

1. Governing organizations: UC Office of the President (**UCOP**), Council of University Librarians (**CoUL**), Librarians Association of the UC (**LAUC**)

2. Key Operational Committees and Groups: California Digital Library (**CDL**), Systemwide Library and Scholarly Information Advisory Committee (**SLASIAC**) – both with a direct communication line between the University Administration and Library Advisory Structure

3. Sub-committees/working groups under the Governing Organizations or Operational Committees and groups: **CoUL** > **Direction and Oversight Committee (DOC)** > **Common Knowledge Groups (CKGs)**

4. Key documents: **LAUC Bylaws**; **APM**; and UC-AFT **MOU** (to explain their authority in the governance system as pertaining to certain issues, processes, functions, groups)

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For each entity, CPG members created brief (ideally 1-page) overviews with the entity's:
- Name (Acronym)
- URL (for more information)
- Composition (who makes up/belongs to) or Who it Applies to (especially in the case of governance documents
- Structure (how power is distributed)
- Functions
- Advisory/Consultative/Reporting lines between entities
- And if relevant, additional information: Notes, Subgroups, Sample Projects, etc.

We are also creating a new visualization of the governance structure reflecting our findings and clarifying, to the extent possible, LAUC's Governance Roles

Finally, we have been Outlining and Writing our Guide, which will include:
- Introduction: Key Questions, Goals and Evolution of the Project
- Visualization Charts of the UC Libraries Governance System
- Summarizations/Overviews of Governance Entities
- Conclusion: Primary Observations, Findings, and Recommendations

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WHAT? FINDINGS & CLARIFICATIONS

LAUC's absence from the UCLAS chart led us to:

- Ask whether LAUC actually has an advisory role, and if so, what is it?

- Create our own visualization of the governance system

- Discover the "UC Libraries Systemwide Planning and Consultative Structure chart," which, unlike the UCLAS chart, does include LAUC
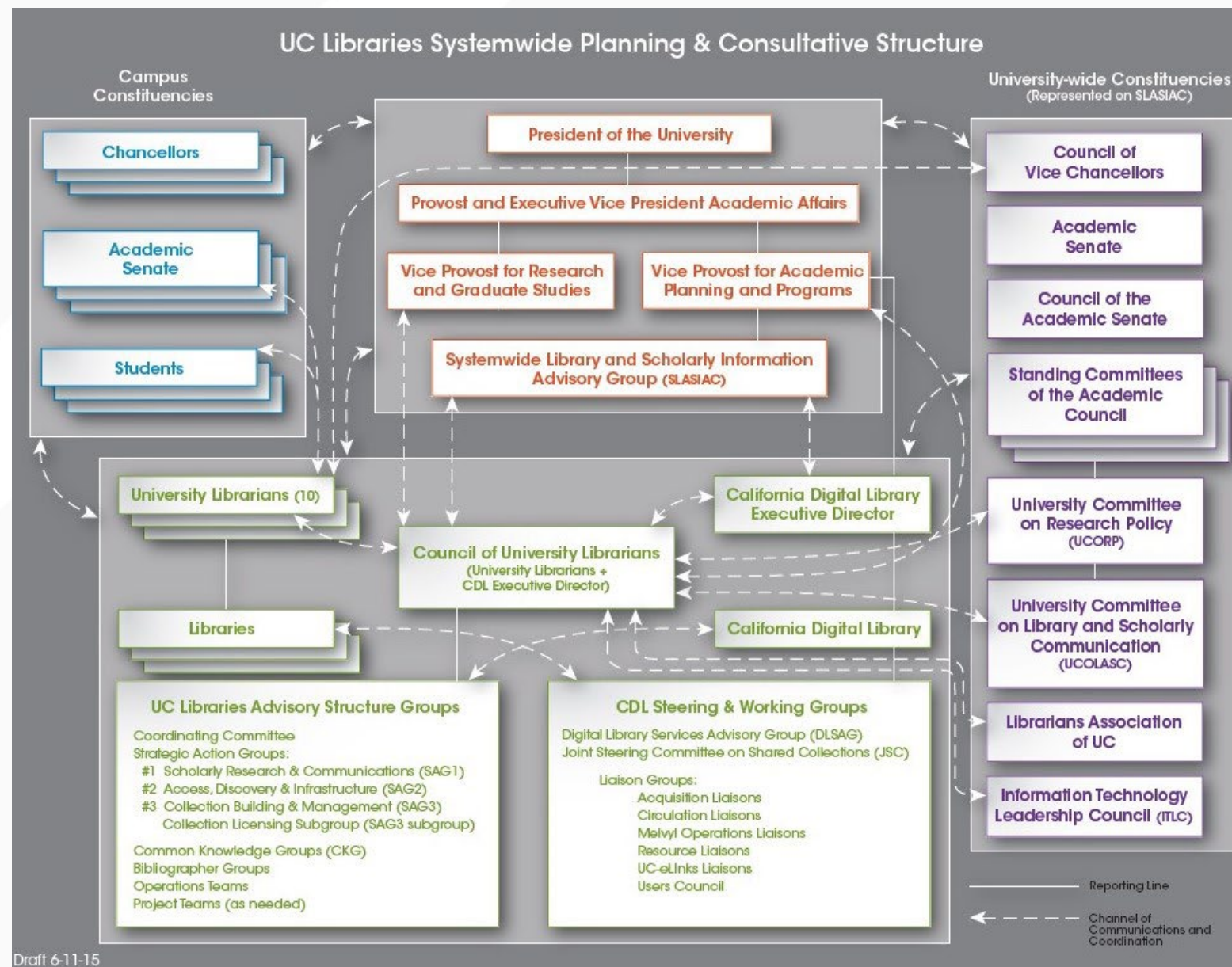
Our work also pointed to the **need to define the term "<u>governance</u>"** and preparing this presentation has given me an opportunity to advance on that front.

To do so, I keyword searched the overviews CPG members have written on governance entities, using the term "govern." The only entities using "govern" or "governance" were:

  1. UCOP (Identifying its departments of: (1) Federal and (2) State Governmental Relations, within the division of External Relations & Communications)

  2. Systemwide Integrated Library System (SILS): In a linked PDF of the SILS Governance Structure

  3. LAUC: In its formal objectives to "advise the University on professional and <u>governance</u> matters … concerning the UC librarians' rights, privileges and obligations, and to promote full use of UC librarians' professional abilities

LAUC's use of the term governance in its bylaws and the title of the CPG contrast significantly with online information about CoUL.

In sharing the LAUC Bylaws and language on CoUL's webpage, I've highlighted action verbs (to show the kinds of action these organizations are authorized to take) and the objects of these actions (who or what they are authorized to affect).

LAUC Bylaws:

1. Indicate that its governance role is to:

- advise and consult on the operations and policies of the libraries
- recommend and promote particular policies, procedures, language, and ideas/understandings regarding librarians' professional roles (including as leaders and in governance), responsibilities, and privileges

2. Explicitly state who LAUC will advise, consult with, and recommend and promote to: UCOP, the campus administration, and the library administration

CoUL's Webpage indicates that it provides leadership, develops strategies, and carries out strategic planning for the UC Libraries.

The action verbs used by CoUL suggest that it has more decision-making or authorization power than LAUC, but CoUL does not explain which entities it leads or those with whom it communicates in an advisory or consultative capacity.

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In spite of the limitations of official UC Libraries Governance Documentation, one can conclude that where explicitly stated or by implication, in the UC Library System, "governance" generally means "Advising," "Consulting," "Planning" and "Recommending."

Related to this and other observations, Guide Recommendations include:

- Explicitly define and use the term "governance" to describe the roles of various entities/groups/committees within the UC Libraries' Administrative Structure

- Carry out a more nuanced discussion of whether this is a "shared governance" model

- Provide more integrated textual and visual materials describing and demonstrating the governance structure

- Further consider and clarify the relationship(s) and roles of local campus/divisional and statewide LAUCs, particularly as related to academic reviews

- Evaluate existing and consider new language in the APM to provide guidance on the different professional roles of Represented and Non-Represented Librarians and their different implications in reviews.

THANK YOU! and QUESTIONS?

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LAUC R&PD

April 17, 2023

Local R&PD

- Share information from LAUC R&PD Chair such as calls and submission dates.

- Identify areas for questions, clarifications, or additions to submitted proposals.

- Ensure that all documentation is included in the grant before sending to LAUC R&PD Chair.

- If you have any questions, ask the LAUC R&PD Chair.

LAUC R&PD Committee…

- Reviews proposals for Research Grants and Mini-Grants/Presentation Grants and provides recommendations.

- 3 meetings per year (minimum) - an initial meeting at the start of the year and then 1 each for Fall and Spring call.

- Communicate with Chair/committee and issues that need addressing.

LAUC R&PD Chair

- Send out Fall and Spring calls for grant proposals
- Schedule meetings for committee
- Transmit committee decisions on grant proposal
- Create and submit reports to LAUC and UCOP
- Ensure Grant's table is updated

Research Grants

Appendix B -- Evaluation Checklist

The LAUC Research and Professional Development Committee will review your proposal with the following categories and questions in mind. While not every question will apply in each case, applicants are encouraged to construct their proposal to address all that are relevant.

Part 1: Cover Sheet

Part 2: Need for the Research Proposed

Part 3: Design and Methodology

Part 4: Budget

Part 5: Supplemental Budget Information Form

Part 6: Personnel

Part 7: Timetable for Completion

Mini and Presentation Grants

Application and Review Procedures

Mini-Grants and Presentation Grants do not require the formal application that Research Grants do. However, applicants are urged to review the application guidelines for the types of information generally supplied. The LAUC R&PD Committee requires the following information in order to evaluate applications for Mini-Grants and Presentation Grants:

Summary and current status of the research project/activity

Description of and timetable for the activities to be funded by the Mini-Grant or Presentation Grant. If release time is required, please provide a simple signed memo from your department head or supervisor.

Summary of the budget. There should be one line for each item in the budget.

Indicate whether the applicant is a member of the bargaining unit represented by the UC-AFT (applicant may be a member of the bargaining unit and not a member of the union) or a non-represented

Questions?

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