University Libraries Management Team
March 19, 2013

Present: Culshaw, Larsen, Knievel, Majors, Austin, Maness, Wakimoto, Fong, Montgomery

In these minutes:
- Email action items
- Updates
- Faculty Evaluation Task Force
- Save the date: All Libraries Meeting
- Program Review update
- Future of Library Advisory Board (LAB)
- Visual org chart
- Report from Council of Deans

E-mail action items
The Management Team had no email action items since their last meeting.

Updates
Outcome of Sierra open session
MT continued the conversation about the ongoing Sierra issues. MT appreciates the feedback resulting from the open session and looks forward to continuing communication on this issue. Rice will hold another Sierra open session on April 8 from 1:30-2:30 in N410, and all are invited and encouraged to attend. Rice hopes to focus on what the current major issues with Sierra are at the session.

Faculty Evaluation TF – need MT member
Jack Maness will be the Management Team representative on the Faculty Evaluation Task Force. TF Members: Barb Losoff, Charlene Kellsey, Jack Maness, Laurie Sampsel, and Natalia Tingle.

Please read below for information about the task force:

Evaluation of Librarianship Task Force
The Task Force shall be comprised of 5 to 7 members with 1 member appointed by the Faculty Personnel Committee, 1 member appointed by the Management Team, and 3-5 members elected by the faculty.

Charge:
The Task Force has been charged with exploring the process of evaluating librarianship. The Task Force shall consider the following items and provide a recommendation or report at the June 2013 faculty meeting.
- Is there a need to change the existing process and criteria for evaluation of librarianship?
- Do the Libraries need to effect more differentiation in librarianship evaluation scores? (The task force shall enquire about the Provost’s position on differentiation in evaluation scores.)
- How shall the considerations of librarianship evaluation align with the shared vision of the Strategic Planning Process and/or shall the task force provide recommendations for the Strategic Planning Process?
- The task force shall conduct an analysis (literature review and data collection) of best practices on librarianship evaluation. They may also suggest what are some criteria and process for librarianship evaluation?

**All Libraries Meeting**
Management Team invites everyone to the All Libraries Meeting on April 25 from 9-11 in CBIS.

**Program Review Update**
Last week Jim, Suzanne, and John had a meeting with Jeff Cox for a pre-kickoff for the Libraries’ program review in 2013-14. They discussed steps in the process and what we will be going through next year.

The process has changed since our last program review. The last review, 2002, resulted in the blue ribbon panel. A lot of things that have shaped us in the past decade were brought about by the program review. The new process involves a self-study (due by the end of the calendar year), an internal panel (campus reviewers), and external panel (from other institutions), and a final review and report by ARPAC. The whole process will take approximately 18 months.

Please find more information about program review below:

The review cycle can be viewed here: [http://www.colorado.edu/pba/depts/arp/](http://www.colorado.edu/pba/depts/arp/) Click on “get list.” The Libraries is scheduled for the 2013-2014 cycle along with the professional schools/colleges, library, continuing ed, and special programs” classification which covers ATLAS, Continuing Ed, Engineering Mgt Program, Honors, Interdisciplinary Telecommunications, Libraries, Program in Journalism and Mass Communication, RAPS, School of Business, School of Education, School of Law, and the Museum of Natural History.

The “unit profiles” (same location on web page) are pdf files that are read along with the self-studies, internal and external review reports, and past program reviews. This documentation is used to assess the current state of the school/college/department/unit/institute.

**Future of Library Advisory Board/LAB**
MT had a robust discussion about the current state of LAB and possible future options. Department Directors will consult with their departments between now and the next MT meeting when the future of LAB will be discussed. Please look for communication from your department director on this issue in the near future.

**Visual Org Chart model**
MT reviewed and discussed a draft visual organization chart of the University Libraries (designed by Jack). The chart combines a visual representation of how the Libraries work post-reorg along with some of the goals/strategic vision of the organization included. Jack will continue to work on this project and MT will discuss it at their next meeting.

**Report from Council of Deans**
Jim had no update from the Council of Deans.

**Upcoming meetings**
April 2 (Possible agenda item: Meet with Collections and Access WG?; The Future of LAB; Visual Org Chart)
April 16

Management team minutes are available online:  http://ucblibraries.colorado.edu/adminservices/management/index.htm

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