

University of Washington
Faculty Council on University Libraries
November 11th, 2016
2:30 p.m. – 4:00 p.m.
Suzzallo 5th Floor Conference Room East

Meeting Synopsis:

1. Call to order
 2. Welcome and Introductions
 3. Review of the minutes from April 6th, 2016 & May 11th, 2016
 4. Council orientation (Burgess)
 5. 2016-2017 council charge letter
 6. Good of the order
 7. Adjourn
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1) Call to order

Hill called the meeting to order at 2:30 p.m.

2) Welcome and Introductions

Members and guests of the council introduced themselves. There two new faculty members on the council: Laurianne Mullinax (Laboratory Medicine), and Richard Furman (UW Tacoma, Social Work).

3) Review of the minutes from April 6th, 2016 & May 11th, 2016

The minutes from April 6th, 2016 were approved as written; the minutes from May 11th, 2016 were approved as written.

4) Council orientation (Burgess) (Exhibit 1)

Burgess (Council Support Analyst, Faculty Senate & Governance) gave an orientation to the council on its function and role within the faculty senate and the larger university. He used a PowerPoint as part of his presentation (Exhibit 1).

5) 2016-2017 council charge letter (Exhibit 2)

The council's 2016-2017 charge letter forwarded by faculty senate leadership was reviewed and discussed by members. After some discussion, some changes were made to the document mostly based in grammatical accuracy (Exhibit 2).

A member asked if other items can be addressed by the council outside of the goals listed in the charge letter; the response was that other items may certainly be addressed. The charge letter is mostly

designed to indicate which council activities relate to the goals of senate leadership for the academic year.

Open access

After a question about expected activities concerning open access, Wilson provided some back background on the initiative. She noted the UW has had a longstanding interest in making scholarship widely available to the public. A Class C resolution (forwarded jointly by FCUL and the Faculty Council on Research) was approved by the Faculty Senate in April 2015, and encouraged that certain steps be taken to bolster open access university-wide. After ratification of the resolution by the senate, a UW Libraries-driven initiative began, which included a plan to draft an open access policy, as well as evaluate the current UW Open Access Repository (*Researchworks*). She noted several groups inside and outside of the UW Libraries have been developing and vetting elements of the initiative since that time, including distributing campus surveys, a comprehensive FAQ sheet, and other elements.

There was some discussion of the Open Access Policy as it stands currently; a member explained the policy is modeled after similar policies at other universities, such as Harvard and University of California. The policy itself is brief – barely longer than a single page, and generally states that faculty grant limited rights to the university to allow the libraries to house their scholarly works in a repository. A sophisticated Research Information Management System, titled “Elements” (by Symplectic) focuses on automating data capture, and was also recommended to be incorporated into the repository base software. Wilson explained that elements of the initiative were approved by the Provost and Faculty Senate leadership.

Wilson noted it is not yet clear how the open access policy should be implemented at the university. There has been some discussion of ratification via the Faculty Senate legislative process, though the type of legislation to be used remains unclear. O’Neill added that in order for the open access policy to be legally binding, it must be housed in a legally binding policy.

Wilson explained Symplectic Elements would cost approximately \$100,000 to maintain.

Members of the council requested the full Open Access Report disseminated over the summer be sent to them after the meeting.

Open textbooks

Fugate explained open textbooks is a national initiative involving textbooks being licensed under an open copyright license, and made available at little or no cost (and potentially modified) to other faculty members and students. The Open Textbook Network (OTN) helps higher education institutions and systems advance the use of open textbooks and practices on their campuses, and includes dozens of member institutions, including UW.

Fugate explained the UW Libraries have supplied some seed money for UW faculty to develop their own textbooks. Additionally, a number of peer institutions have developed sophisticated programs to develop open textbooks.

Libraries Masterplan

Wilson provided the council with some information on the Libraries Masterplan. The plan spans 15 years into the future, and will be used to drive fiscal planning, among other things. She explained the report is not yet fully developed, but it is clear that the #1 recommendation will be for additional off-site shelving.

There was a question of if the digitization of materials might substitute for off-site shelving. It was explained that five million volumes would need to be digitized, and the staff and hours required to do so exceeds current resources. There was some more discussion of digitization of library volumes. It was noted there is additional shelving space at Sandpoint in Northeast Seattle, however, it is currently at maximum capacity.

There was a question of how far away from the UW Seattle campus volumes might be stored. Currently, the UW retrieves materials twice a day from its off-site storage, leading to staffing, transportation, and operational costs to be considered when selecting new sites.

After discussion subsided, the council approved 2016-2017 charge letter as amended (Exhibit 2).

6) Good of the order

It was requested that the Open Textbook Initiative be discussed at the next meeting.

7) Adjourn

Hill adjourned the meeting at 4:00 p.m.

Minutes by Joey Burgess, jmbg@uw.edu, council support analyst

Present: **Faculty:** Lauro Flores, Trent Hill (chair), Kristin Gustafson, Betty Bekemeier, Laurianne Mullinax
Ex-officio reps: Susanne Redalje, Alanna McAuley, Ellen Barker, Kate O'Neill
President's designee: Betsy Wilson
Guests: Cynthia Fugate, Tom Helleburg

Absent: **Faculty:** Randall Leveque, Jevin West, Richard Furman
Ex-officio reps: Anshumaan Mohan

Exhibits

Exhibit 1 – Orientation to University Faculty Councils.pdf

Exhibit 2 – fcul_chargeletter_2016-2017.pdf

Orientation to university faculty councils

JOEY BURGESS, UW FACULTY SENATE OFFICE

Welcome to the Faculty Senate

- ❖ Zoe Barsness, Faculty Senate Chair
- ❖ Thaisa Way, Faculty Senate Vice Chair
- ❖ Paul Hopkins, Chair, Senate Committee on Planning and Budgeting
- ❖ Mike Townsend, Secretary of the Faculty
- ❖ JoAnn Taricani, Faculty Legislative Representative
- ❖ George Sandison, Deputy Faculty Legislative Representative
- ❖ Nancy Bradshaw, Assistant to the Chair
- ❖ Jordan Smith, Assistant to the Secretary
- ❖ Joey Burgess, Council Support Analyst

Faculty councils

- ❖ Address issues of the faculty as a whole for the general welfare of the university
- ❖ Standing committees appointed by the Senate Executive Committee and confirmed by the Faculty Senate
- ❖ Advise both the provost and the Senate Executive Committee on issues of faculty and university concerns
- ❖ Roles include:
 - ❖ Prepare legislation and resolutions to the Senate Executive Committee
 - ❖ Submit reports to the senate chair
 - ❖ Receive and make recommendations on behalf of university faculty
 - ❖ Request information/assistance and appoints ad hoc committees to address university concerns
 - ❖ Receive reports from university administrators and provides recommendations/feedback
 - ❖ Represent faculty through service on university-wide committees

Faculty councils and subcommittees

- ❖ Academic standards
 - ❖ Admissions and programs (SCAP)
 - ❖ Admissions and graduations
 - ❖ Honors
- ❖ Benefits and retirement
- ❖ Faculty affairs
- ❖ Multicultural affairs
- ❖ Research
 - ❖ Classified/restricted research
- ❖ Student affairs
- ❖ Teaching and learning
 - ❖ Tri-campus policy
 - ❖ Tri-campus review
 - ❖ University facilities and services
 - ❖ University libraries
 - ❖ Women in academia

Council membership

- ❖ Voting members of the university faculty (3-year terms)
 - ❖ Appointed by the Senate Executive Committee
- ❖ President's designees (1-year terms)
 - ❖ Appointed by the president
- ❖ Ex officio members (1-year terms)
 - ❖ Associated Students of the University of Washington (ASUW)
 - ❖ Graduate and Professional Student Senate (GPSS)
 - ❖ Association of Librarians of the University of Washington (ALUW)
 - ❖ Professional Staff Organization (PSO)

Faculty council chairs

- ❖ Provide leadership of council activities and meetings
- ❖ Represent university faculty and their concerns to stakeholders across UW
- ❖ Work closely with Faculty Senate leadership to pass legislation/resolutions
- ❖ Work with other council chairs on issues that impact multiple stakeholder groups
- ❖ Serve as ex officio voting members of the Faculty Senate

Meetings

- ❖ Meetings last 1.5 hours
- ❖ Quorum is 50% of all voting members
- ❖ When quorum is met councils can take official actions (approve minutes/legislation/etc.)
- ❖ When quorum is not met councils can still meet, but not take official action on agenda items
- ❖ Please raise your hand if your name is: (you are a voting member)

Google drive

- ❖ Used to host council meeting materials and facilitate council collaboration
- ❖ No securities on folders, all are accessible via a hyperlink sent in meeting announcements

Senate legislative process – class A

- ❖ “All changes to the Faculty Code”
- ❖ Begins with a faculty council
- ❖ Approved by the Senate Executive Committee (1st round)
- ❖ Approved by the Senate (1st round)
- ❖ Reviewed by the code cops and the president
- ❖ Approved by the Senate Executive Committee (2nd round)
- ❖ Approved by the Senate (2nd round)
- ❖ Approved by a full faculty vote
- ❖ Approved by the president

Senate legislative process – class A

- ❖ Professor of Practice
- ❖ Updates to the Faculty Code
- ❖ Academic Freedom and Responsibility
- ❖ Modifying Procedures and Promotions

Senate legislative process – class B

- ❖ “Legislation that is not class A”
- ❖ Begins with a faculty council
- ❖ Approved by the Senate Executive Committee
- ❖ Approved by the Senate
- ❖ Approved by the president
- ❖ Legislation is sent to the full faculty for feedback
- ❖ If less than 5% of voting members object, the legislation is approved
- ❖ If 5% or more object, the legislation returns to the senate to consider feedback

Senate legislative process – class B

- ❖ Updates to Scholastic Regulations Chapters 101-117
- ❖ Revisions of Scholastic Regulations to create a diversity graduation requirement for undergraduates.
- ❖ Revisions related to Scholastic Regulations.
- ❖ Procedures related to Honorary Degrees.

Senate legislative process – class C

- ❖ Senate resolutions, not legislation
- ❖ Begins with a faculty council
- ❖ Approved by the Senate Executive Committee
- ❖ Approved by the Faculty Senate
- ❖ Announced to the entire voting faculty
- ❖ Non-binding; therefore used sparingly to support specific policy actions or garner awareness on exceptional issues
- ❖ Alternatives to Class C's:
 - ❖ Collaborating with other councils
 - ❖ Consulting with Senate Leadership to find the most effective way to address the issue

Senate legislative process – class C

- ❖ Resolution Concerning Transgender Coverage
- ❖ Resolution Concerning University of Washington International & English Language Programs Extension Lecturers
- ❖ Resolution Addressing Faculty Demographic Concerns
- ❖ Resolution Concerning Repairing Shared Governance and the Faculty Salary Policy
- ❖ Resolution Concerning the Provost Search Process
- ❖ Resolution Concerning the Faculty Fund for Library Excellence

September 16, 2016

Trent Hill
Chair, Faculty Council on University Libraries

Dear Professor Hill:

The Faculty Council on University Libraries is charged with responsibility “for all matters of policy relating to libraries such as, but not limited to, collection development; services to students, faculty, and others; the system of libraries, including branch libraries; space needs; and budgetary requirements” (Faculty Code, Sec 42-4). Activities historically performed include receiving regular updates on library news and logistics from appropriate administrators, with members reporting substantive updates back to constituents, as well as providing faculty and student feedback to the Vice Provost for Digital Initiatives and Dean of Universities Libraries on specific topics of interest, offering guidance and prioritization of concerns where warranted.

Our recommendation is that the council identify 3 specific goals that can be accomplished by the end of the 2016-17 academic year.

The Senate office did a background review to help identify goals for your council. This included review of minutes from last year’s meetings, review of discussions at Faculty Senate meetings, and selected outreach for topics. Recommended goals and / or topics for discussion include:

- Support the development and review of a new policy on digital scholarship - an initiative being led by the Dean of University Libraries.
- Continue to offer feedback and support on the Open Access initiative spearheaded by the Dean of University Libraries and prompted by a FCUL/FCR Class C resolution on Open Access. The initiative includes a draft university-wide Open Access Policy, as well as an adjoining FAQ sheet relating to faculty submission of scholarly articles to an open access repository, copyright, and other facets of the initiative itself. Pay special attention to issues of tri-campus awareness relating to the initiative.
- Continue to offer feedback and support for the Open Textbooks initiative at the UW.
- Continue to offer feedback on the draft Libraries Masterplan.

After your first council meeting we will be available to discuss the goals your council identified. Thereafter, we will post your council’s goals on the Faculty Senate Website to communicate the important work you are doing on their behalf.

Sincerely,

Zoe Barsness
Faculty Senate Chair
Associate Professor of Business