

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

ACADEMIC SENATE

ELECTIONS AND PROCEDURES COMMITTEE

REPORT TO

THE ACADEMIC SENATE

EP-001-189

**Update Provisions for Library Advisory Council to Reflect Semester Instead of
Quarter**

Elections and Procedures Committee

Date: 05/06/2019

**Executive Committee
Received and Forwarded**

Date: 05/15/2018

Academic Senate

**Date: 08/14/2019
First Reading**

Academic Senate

**Date: 10/23/2019
Second Reading**

BACKGROUND:

The Academic Senate Office is currently recruiting faculty members for the Library Advisory Council and the current provisions, AS-2392-112-EP, state that the "...council shall meet no more than quarterly..." Needs to be updated to reflect "term" or "semester".

RESOURCES CONSULTED:

1) Individuals and Organizations

- a) Emma Gibson, Interim Dean, Cal Poly Pomona Library
- b) Julie Shen, Senator, Cal Poly Pomona Library
- c) Library Advisory Council, Cal Poly Pomona
- d) Executive Committee, Academic Senate, Cal Poly Pomona

2) Documents

- a) Elections and Procedures report of the 2011-12 academic year on this issue, EP-001-112
- b) Cal Poly Pomona academic calendar for the academic year 2018-2019

DISCUSSION:

The Library Advisory Council (LAC) was originally established to facilitate dialogue between the Cal Poly Pomona (CPP) Library and the rest of the CPP faculty and to act as an advocate for the library faculty and staff on campus in circumstances where the latter might not be an invited participant. The CPP Academic Senate selects one faculty member per college to serve on the LAC for two-year terms. The Dean of the CPP Library is a non-voting member of the LAC.

Originally, the LAC was prohibited from meeting more than once per quarter, unless the committee membership consented:

The Council shall meet no more than quarterly unless needed and agreed to by its members.

These are the only written regulations for how often the LAC schedules meetings, i.e., there is no minimum number of meetings. The Dean of the Library is amenable to changing the language to be

The Council shall meet once a semester unless needed and agreed to by its members.

In addition to the new meeting requirements, Dean of the Library is interested in resuscitating the LAC which is currently somewhat moribund. The proposal is to include more campus stakeholders (students, staff, and administrators) in the Council. We are not opposed to the idea, but it is our understanding that the Academic Senate can only appoint faculty members of the LAC. Included in our recommendation is a mechanism whereby non-faculty members can be admitted to the Council as voting members.

RECOMMENDATION:

The Academic Senate approval of EP-001-189 to supersede AS-2392-112/EP "Library Advisory Council," with the following provisions

1. A Library Advisory Council shall be established as a university-wide committee with representation from the Unit-3 faculty, the staff, the students, and the administration of the university.
2. The charge of the Council shall be to:
 - a) serve as a liaison between faculty, administration, students, and staff and the Library (facilitate communication);
 - b) act as advocates for the Library in university-wide decision-making groups; and
 - c) act in an advisory capacity to the Dean in addressing the information needs and issues of users.
3. The Academic Senate shall appoint one faculty representative from each College to serve on the Council.
4. Members shall serve for two-years; the first appointments shall be staggered, consisting of one- and two-year appointments to assure continuity.
5. A Council chair shall be elected by and from among these appointed faculty members to a term of one year.
6. The Dean of the Library serves as a non-voting member of the Council.
7. The LAC Chair and the Dean may appoint up to one staff member, two students, and one administrator to serve as voting members of the LAC. These appointments are subject to confirmation by the Unit-3 faculty members of the Council.
8. The Council shall meet once a semester unless needed and agreed to by its members.