

LIBRARIANS AND ARCHIVISTS STEWARDS COMMITTEE MEETING NOTES

19 January 2022, 9:30 – 11:00 a.m. ZOOM

Present: Matt Barry, Cindy Cossar-Jones, Shawn Hendrikx, Denise Horoky, Brian McMillan (notes), Lina Rodriguez, Leslie Thomas

Regrets: Courtney Waugh, Vanessa Frank

Approval of Agenda: Approved

Approval of Notes: Approved

Business Arising from Previous Meeting:

1. **PAI Score Errors:** Shawn checked with those affected. The matter is now resolved.
2. **ARR & COVID checklist concern:** Brian and Shawn met with a Supervisor to clarify the use of COVID checklists in Member-Supervisor meetings. The COVID checklists do not have to be reviewed explicitly in the Member-Supervisor meeting for concerns of privacy. If a Member raises it, the Supervisor can enter into a conversation. The point of the checklists was simply to document the fact of COVID impacts on Member performance. It was not to be questioned by the Supervisor. It comes into use to provide context to Member's ARR when SLT determines merit. No further action to come out of the question now. There is, however, concern for future application of the COVID checklists: Can there be more clarification or standardization for supervisors in their use of the checklists? How will "Long COVID" be acknowledged?

Standing Agenda Items:

1. **User Experience and Student Engagement (Matt):**
 - a. A Member asked for the sum of all PAI scores across L & As in order to be able to determine her/his share of salary points. Cindy and Lina shared a report submitted annually to UWOFA in accordance with ARR clause 12, though they were unsure whether this report offered enough information to meet the Member's need.
ACTION: Matt will forward the relevant information from this report (Grand Total and Means) to the Member and will await feedback concerning the information's usefulness.
 - b. UWOFA-LA Member aliases – Email list (uwofa-la@uwo.ca) needs to be updated with new members. L&A stewards "own" this email list and are therefore responsible for updating it. Shawn proposes making the Chief Steward accountable for these updates.
ACTION: Shawn will get a current Member list from Helen Danilov (Administrative Assistant to Vice Provost & Chief Librarian) and update the uwofa-la@uwo.ca list.
ACTION: In future LASC meetings, stewards will report Member changes (e.g., new hires and departures) in their areas.
2. **Teaching and Learning (Denise):**
 - a. Members have expressed their need for proper masks, i.e., N95 masks. Brian reported that, in yesterday's UWOFA Board meeting, Nig and Hiran reported that all instructors would receive N95 masks from the University. After the meeting, Brian wrote to determine whether L&As would receive the same. Hiran confirmed that Jane O'Brien is touring libraries today and promises more information on this point for Thursday. It was pointed out that not just UXSE staff need masks; T&L librarians and other WL staff who

lead instruction and interact in other ways with the public deserve the same protections as instructors.

- b. Need for access to Rapid Antigen Tests: More investigation is needed.
3. **Research and Scholarly Communications and FIMS (Courtney):** No report
4. **Collections Management, Discovery and Access (Shawn):** No report
5. **Archives and Special Collections (Leslie):** No report
6. **Members Services Officer & Professional Officer's Report:** No report from Cindy. Lina was contacted by a Member seeking an Employer's report of the 2019-2020 distribution of the performance categorizations for all Members (e.g., the number of Members assigned each performance categorization as outlined in Clause 11 for each of Professional Practice, Academic Activity and Service). Lina provided the report for the Member. This 2020-2021 report is due for distribution on January 31, 2022.
7. **Faculty Times Article Ideas (Vanessa):** Shawn will connect with Vanessa's maternity replacement shortly after her appointment.
8. **Senate Report: (Roxanne):** No report. Senate meets on Friday.
9. **Joint Committee Report (Brian):**
 - a. MAPP 7.0, Academic Integrity in Research Activities (September 24, 2013) is undergoing revision. The proposed draft was shared at Joint Committee (and by Jeff Tennant at yesterday's UWOFA Board meeting). UWOFA will prepare a formal response by Feb. 18th. This policy is referenced in the UWOFA-LA Collective Agreement: Article on "Academic Fraud and Misconduct."
ACTION: Brian will share this draft with LASC members.
 - b. Development of guidelines for taking into account effects of COVID-related circumstances in Librarians and Archivists Annual Report and Review (2021-2022). Jeff Tennant has proposed an LOU to strike a Joint Working Group (members to be chosen by Joint Committee) to recommend a strategy to account for the ongoing impact of COVID-19 on the performance of UWOFA-LA Members in the ARR process. The Joint Working Group would review the report of last year's ARR Joint Working Group and the 2020-2021 ARR cycle as part of its preparation of recommendations for the 2021-2022 ARR process.
 - c. Training for Promotion and Continuing Appointment (P&CA) Committees in consideration of COVID-19 impacts. Last week, Jeff Tennant sent an email to Catherine Steeves, Ella Forbes-Chilibeck, Connie Zrini (OFR), and Brian McMillan proposing a joint working group to develop training for P&CA Committees analogous to that developed for SLT and WL Supervisors for the ARR process. More news to come...
 - d. UWOFA / UWOFA-LA amalgamation: The Employer has officially removed the offer to delay this year's Faculty collective bargaining, so the prospect of a UWOFA/UWOFA-LA merger is dimmer. Still, it would be good to have a conversation with the Membership to explore the pros and cons of amalgamation since the UWOFA Board seems keen on the prospect while the issue is less clear among Librarians and Archivists. Cindy suggests reaching out in 6-8 weeks to people such as Jeff Tennant, Johanna Weststar, Kristin Hoffman, and UWOFA President/Past-President/President-Elect to arrange a brown bag lunch and learn discussion. It might be a useful conversation to have before UWOFA-LA begins preparing for collective bargaining. This would also be an excellent topic of

conversation at the Collective Bargaining Committee in the fall.

ACTION: Add Amalgamation discussion as a Standing Agenda Item. Shawn can reach out to our Chief Negotiator and Deputy Chief Negotiator (once established) to determine when might be the best time for this conversation.

- 10. Board of Directors (Shawn & Brian):** Pertinent issues covered under preceding business. **HR updates** (announced in the UWOFA Board Meeting yesterday): In addition to Vanessa's parental leave, Jane Laforge is retiring. Conan Masterson will move into that position, so her present Administrative Assistant position also needs to be filled.

New Business:

1. It was reported that one supervisor submitted 2020-2021 ARR's directly to Catherine, not back to Members to submit themselves. This was simply a procedural hiccup, which was corrected. This incident was raised simply "for the record."
2. The committee noted Marg Sloan's passing. To help the UWOFA Office maintain up-to-date records, it was decided the Chief Steward will forward any death notices of past and present UWOFA-LA Members to the Member Services Officer.

Next Meeting: Wednesday, February 16th, 9:30 am

Notes Rotation:

Matthew Barry
Denise Horoky
Brian McMillan
Leslie Thomas
Courtney Waugh (next)