

LIBRARIANS AND ARCHIVISTS' STEWARDS COMMITTEE MEETING

November 19, 2025, 9:30-11 am Weldon Room M22 and Zoom

To connect to the meeting use the following link:
<https://westernuniversity.zoom.us/j/97397554759>

Or Dial: 1-647-558-0588

Meeting ID: 973 9755 4759

Press pound (#) when asked for the participant ID

Present: Courtney, Yasmeen, Tolga, Kristi, Alie, Jennifer, Katie, Christy, Zach, Leslie

Note Taker: Katie

Notes: [October 15, 2025](#)

Guests:

Regrets: Bethany

Approval of Agenda: Approved

Approval of Notes: Approved

Business Arising from Previous Meeting:

1. Membership Outreach (Courtney)

- a. Grievance session scheduled for Monday, December 15th from 12:00 to 1:30pm.

2. Job Descriptions Check-In

- a. RSC discussing job description.
- b. T&L waiting on a meeting with LLT.
- c. CCS has completed revisions; waiting to hear back from LLT for final approval.
- d. UX met with LLT and have made revisions.
- e. Leadership expressed a preference that units develop a single, standardized job description. Concerns were raised about this level of standardization not reflecting the uniqueness of distinct roles. Discussed the possibility of creating a template job description, to meet administrative expectations while still reflecting the specific needs of individual units.

Standing Agenda Items:

Units Summary

- a. Digital Strategies Librarian search

- A member asked why the recent search was unsuccessful. Discussion around what constitutes a fair reason for a failed search and what steps could be taken to prevent similar occurrences in the future. It was suggested that the issue be brought to Joint Committee and the LA Forum.
 - Action: LASC will request a report outlining the reasons the search was not successful.
- b. WELC closure
- Discussion that Western Continuing Studies recently closed the Western English Language Centre (WELC). Speculation on the relationship of this closure to Navitas. Questions brought forward about the implications for UWOFA members and potential further job loss.
 - Action: Item to be brought forward to Senate and raised with OCUFA.
- c. Interim Absence Reporting system
- A member requested an update on the status of the interim absence reporting form and raised concerns about the accuracy of vacation-day tracking.
 - Action: LASC to follow up with Kathleen and Brenda.

1. User Experience and Student Engagement (Jennifer):

2. Teaching and Learning (Katie):

3. Research and Scholarly Communications and FIMS (Kristi):

4. Collections Management, Discovery and Access (Alie):

5. Archives and Special Collections (Zack):

6. Members Services Officer Report (Lina & Tolga):

- a. Promotion and Continuing status
- A member with Associate rank and a Probationary appointment expressed interest in applying concurrently for Continuing status and promotion to Senior rank. Although this was initially declined, it has now been resolved that the member may apply for both simultaneously. The employer's concern was procedural, as the committee would need to assess two questions: whether the file meets expectations for Continuing status and whether it meets expectations for promotion to Senior Librarian. It was clarified that an unsuccessful promotion to Senior does not affect eligibility for Continuing status. UWOFA indicated they are not concerned about procedural risk.
- b. Account shared of grievances at the Board of Directors meeting that have recently been handled. Cases shared related to intellectual property; discrimination and harassment; former Brescia member's contract, in relation to the MOA signed at integration.
- 7. Senate Observer (Elizabeth):** Report was sent out on Tuesday, November 18th.
- 8. Joint Committee Report (Shawn/Leslie):** Meeting on Monday, November 24th. Library Directors' on-call schedule being determined by the Office of Faculty Relations (OFR).

Discussion on Navitas; new program starting in September 2026. Allocations for international students cut by 65%, which will impact the undergraduate cohort.

- 9. Board of Directors (Courtney):** Board meeting last week. Stephen Spong joined the Nominating Committee as the UWOFA-LA member. Heather Campbell joined the Childcare Committee as the UWOFA-LA representative. A survey will be distributed to faculty to assess bargaining priorities, with the exception of pension and retirement matters, which will also be sent to UWOFA-LA in January. UWOFA Meeting of Members on November 26th.
- 10. Communications Officer (Bethany):** Shared on behalf of Bethany. University Pension Plan (UPP) information will continue to be provided until next year.
- 11. Mobilization Report (Christy):** The faculty stewards are meeting this week for the first time as a full group. Chief Steward is Laurel Shire and the Deputy Chief Steward is Ruth Ann Strickland.
- 12. Librarians & Archivists Forum (All):** Next meeting on November 26th. Reviewed questions that will be raised as an in-camera item at the LA Forum.

New Business:

1. Library Directors & Heads - Acting Roles

- A trend has been noted in which Acting appointments are being used in place of filling Director and Head positions on a permanent basis. In some cases, the reasons for not filling a position permanently are unclear.
- There was a request to provide the rationale for current plans and recent changes to Director and Head roles. Concerns were raised about carrying responsibilities from a prior role into a new position.
- Action: This matter is being referred to Joint Committee.

Next meeting: December 17, 2025

Note-taking roster for upcoming meetings:

Kristi Thompson –
Zack MacDonald –
Katie Holmes –
Jennifer Robinson – December
Alie Visser - January 2026