

LIBRARIANS AND ARCHIVISTS STEWARDS COMMITTEE MEETING AGENDA

18 August 2021, 9:30 – 11:00 a.m. ZOOM

Present: Matthew Barry, Cindy Cossar-Jones (for Lina R.), Shawn Hendrikx, Brian McMillan (notes), Leslie Thomas, Courtney Waugh

Regrets: Denise H., Lina R.

Approval of Agenda: Approved

Approved Approval of Notes: Waiting for notes[?]

Approved Business Arising from Previous Meeting: None

Standing Agenda Items:

1. **User Experience and Student Engagement (Matt):** no report
2. **Teaching and Learning (Denise):** no report
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):** Questions from Unit Members concerning the revised ARR process:
 - a. Several have written their reports already and have met with Tom. Will they have to rewrite? Brian responded that the Joint Working Group on the ARR process has not yet met, so the amount of revision needed can only be speculation at the moment. However, the ARR report is not changing; the Faculty APE Joint Working Group proposed only adding 4 checklists (one directed to each of the 3 areas of position responsibilities – Teaching, Research, and Service – as well as an “Overall” checklist). Education for completing the checklists and evaluating them will be provided. Assuming the ARR Joint Working Group recommends a parallel process, UWOFALA Members who have already completed their forms will want to revise some elements after receiving the education; likewise for Supervisors who have completed their evaluations.
 - b. Will there be consultation with some of the units? Brian responds that this question came up at a pre-meeting among the members of the UWOFALA half of the ARR Joint Working Group. The members recognize that they are not familiar with all aspects of work done by Members in all units, so they plan to do some consultation.
 - c. When will the SLT response be distributed? Please not right before Christmas! Brian took the point and will raise it in the ARR Joint Working Group meetings.
 - d. Will education be provided to both members and supervisors? It’s important for Members to know how their COVID-related reporting will be evaluated. Brian responds that this is a concern of the UWOFALA members of the ARR Joint Working Group. This seems like a no-brainer for the sake of transparency.
6. **Members Services Officer & Professional Officer’s Report (Cindy on behalf of Lina):** No news to provide. An arbitration is ongoing.
7. **Senate Report: (Roxanne):** Roxanne has put her name forward to submit this report. She will submit an email report each month as necessary starting in September.

8. **Joint Committee Report (Brian):** No meeting since last LASC meeting. The ARR Joint Working Group will begin its work this week.
9. **Board of Directors Report (Shawn & Brian):** BoD invited to attend a conversation of the OA Policy. Shawn took part. UWOFA President Nig Narain will bring forward the policy to the full board for discussion with the hopes to promote it

New Business:

1. Working from Home and Expectations (Shawn)

Recap of developments.

Cindy offered the following insights:

- (1) If anyone has concerns about personal health, they should go through Wellness for accommodations.
- (2) If anyone has general concerns about health/pandemic-related (family members), UWOFA is waiting to hear from OFR about who to contact. This is covered by family status legislation.
- (3) if they are just “general concerns,” it’s not quite so clear. (E.g., “I’m not comfortable returning to campus...,” but no personal or family-specific health concerns.) The issue is being handled in different ways by various chairs. Cindy encourages Members to demand reasonable flexibility in working on site because Members have worked very effectively for the past 18 months off campus. If Members have such concerns, they should communicate first with their supervisors (in general, there has been flexibility on the part of Western administration in the face of COVID). If this discussion doesn’t reach a satisfactory conclusion, direct questions to Cindy Cossar-Jones in Lina’s absence.

Next Meeting: Wednesday, September 15th, 2021. 9:30 a.m.

Notes Rotation

Matthew Barry
Denise Horoky
Brian McMillan
Leslie Thomas
Courtney Waugh