

LIBRARIANS AND ARCHIVISTS COMMITTEE MEETING

18 December 2013, 9:00-10:30 a.m.

M-18, The D.B. Weldon Library

MINUTES

Present: Elizabeth Mantz (Chair), Fran Gray, Marni Harrington, John Sadler, Meagan Stanley

Regrets: Leanne Olson

Ex-Officio: Cindy Cossar-Jones,

Guest: Robin Keirstead

Recorder: Fran

1. Approval of Agenda: The order of the agenda was modified so that item 6 (b) (i.e. Workplace Climate Member-driven writing sessions) could be addressed first to accommodate Robin's schedule. The agenda was otherwise approved as written.

2. Approval of Minutes of 20 November 2013: Clarification was requested about the second bullet in the report of the Professional Officer. Cindy confirmed that it is the collective agreement, not the PER form, that needs updating to reflect the online process. This is a housekeeping matter that could be addressed by the Joint Committee. Liz will revise the minutes to make sure that this point is clear.

3. Stewards' Reports: No reports.

4. Professional Officer's Report: Cindy reported that arbitrations for RSS TAY and DBW, Resource Co-ordinator positions are ongoing.

5. Business Arising:

a. Terms of Reference for LAC: Further discussion of feedback received from UWOFA Policy & Governance that was initially distributed at 20 November 2013 meeting. **Deferred.**

b. Criteria and Supporting Evidence document ([here](#)): Liz confirmed that all of the non-WL Members of UWOFA-LA have access to this document, which is current for 2012-13.

c. Date for Building Stronger Associations workshop: This CAUT workshop for UWOFA-LA Stewards and Faculty Representatives will be rescheduled to 2014 when a more convenient date can be arranged.

d. January 2014 date for GM or defer: Liz asked the members if they felt we should go ahead with a UWOFA-LA General Meeting in January, or it if would be advisable to defer it to March. Members agreed that March would be better, especially considering that we are planning a session related to ARRs in January.

e. Linda Dunn and January 22 LAC meeting: Linda Dunn, who is the UWOFA-LA representative on the Joint Committee, will be joining us at our next meeting to talk about the activities of that group.

6. New Business:

a. Pay Equity update: Liz reported that all Members should have received responses reflecting their non-Association supervisor's comments. The rating team will begin its work in January 2014. No further action from Members is required at this time.

b. Workplace Climate Member-driven writing sessions: Members have expressed concerns related to writing ARRs, including writing goals and objectives. While it is acknowledged that in the long term UWOFA and the Employer need to move toward a shared vocabulary for defining and describing our work in the UWOFA-LA collective agreement, Stewards feel that in the short term it would benefit Members to build familiarity and a greater comfort level with the existing process through an informal Member-driven information session.

At the 20 November LAC meeting, Stewards proposed that prior to the February 2014 ARR deadline, 2 informal sessions for Members be held, in which Stewards would facilitate an informal discussion of ARR-related tools (e.g. Criteria and Supporting Evidence document; key clauses of the Annual Report and Review Article), with a view to familiarizing Members with the ARR process, and providing an opportunity for collegial sharing of strategies and tips.

Robin noted his support of this proposal; however, he emphasized that the intent of the informal sessions is to facilitate a greater understanding of the ARR process, rather than become "how to" sessions.

John Sadler noted that it is also important for supervisors to be aware of mentoring Members throughout the ARR process.

Cindy suggested that the Librarians and Archivists Committee could propose that a Letter of Understanding be written to address some of the acknowledged problems with the current ARR article.

Action: At the 20 November 2013 LAC meeting, Meagan mentioned that Debbie Meert-Williston had provided an orientation to the ARR process for Taylor librarians. Liz will contact Debbie to invite her to participate in the January sessions planned for all Members. Meagan and Fran agreed to set up the sessions, and will meet early in January to plan. Tentative dates of January 23 and 24 for session were proposed. Liz will investigate booking a TSC classroom.

7. Announcements: none

8. Questions: none

9. Items on Hold: none

10. Next Meeting:

22 January 2014, 9:00 a.m. - 10:30 p.m.

DBW M18

Recorder: Leanne Olson