

LIBRARIANS AND ARCHIVISTS STEWARDS COMMITTEE MEETING
17 October 2018, 9:30-10:30 a.m.
DBW M15

Present: Kristin Hoffmann (recorder), Denise Horoky, Roxanne Isard, Lina Rodriguez, John Sadler, Christina Zoricic

Approval of Agenda: accepted with edit to the title of item 4

Approval of Notes: will be approved at the next meeting

Business Arising from Previous Meeting:

- 1. Site update and review of documents on UWOFA Website: Member resources pages and guides.**
We agreed that as questions come up, we will bring them to LASC meetings and record them in the notes. When there are sufficient questions to compile into an FAQ or other guide, that can be created.

This led to a related discussion about file storage for LASC. Minutes and other relevant documents are publicly available on the UWOFA website; other documents for LASC (such as meeting agendas) will be shared by email.

- 2. News Stories: A news story on ORI for upcoming issue of Faculty Times?**
Roxanne contacted Vanessa Brown about the best way to communicate UWOFA-LA issues with the broader membership; she is waiting to hear back.
- 3. Concern that some messages intended for all members are not being sent to members outside of Western Libraries:**
Roxanne emailed Catherine Steeves to make mention that Promotions and Continuing Appointments announcements were only going to wlstaff and requested that the email also be forwarded to the Librarian and Archivist email alias so that our FIMS colleagues would receive them as well.
Action: Kristin will check in with FIMS colleagues to ensure they are receiving messages.
- 4. Joint Committee Report:**
John reported by email that he heard back from Jeff Tennant, and the Letter of Understanding – Career Trajectory Fund will be on the agenda of the first Joint Committee meeting of the academic year.

Standing Agenda Items:

5. Stewards' Reports:

User Experience and Student Engagement (John S): nothing to report

Teaching and Learning (Denise): nothing to report

FIMS and Research and Scholarly Communications (Kristin): John Fracasso has retired, as of October 1. A party is being planned for November 15 at the Grad Club.

Action: Kristin will ask Marni if there is any update on a replacement.

Content Management, Discovery and Access (Christina): nothing to report

Archives and Special Collections (Anne): nothing to report

6. Members Services Officer & Professional Officer's Report:

Lina reported that she and Cindy will start coordinating messages to be sent from UWOFA (likely the UWOFA President) to new Members. Stewards are asked to let them know about new Members so that they can ensure to contact them. John S. also suggested that new Members be welcomed and introduced at the first bargaining unit meeting that takes place after they start at Western.

7. Senate Report:

Tom reported by email that The Ad Hoc Committee on Free Expression has met, and includes 4 UWOFA appointed members. The Committee has produced a draft policy (https://provost.uwo.ca/freedomofexpression/foe_policy_draft_10_15.pdf). It refers to provisions of the UWOFA collective agreement (singular) when it could have referred to both (i.e. including librarians and archivists).

8. Joint Committee Report:

See item 4 above.

New Business:

9. Organization Renewal Initiative (ORI) and its effects on Members' workload:

John S. raised concerns that Members may not be focusing on Academic Activity and that Service opportunities may be fewer now that Western Libraries committee structure has changed. When he brought this to the Transition Leadership Working Group, the suggestion came back from a member of Senior Leadership Team (SLT) that Members can request Alternative Workloads. Another member of SLT suggested in a Teaching & Learning unit meeting that Members could be more active in university committees or professional associations nationally or internationally.

We agreed that we want to be pro-active in letting Members know about Alternative Workload options, including raising awareness that several colleagues have or are planning to request Alternative Workloads, suggesting that Stewards could help with these requests, and reminding Members that Lina and Cindy are available to support them as well.

We agreed to host a panel session where panelists will talk about Service opportunities other than Western Libraries committees, including what those opportunities could be and what would be involved. We will approach WL administrators about participating in this session.

We also discussed the workload planning process and concerns that stewards are seeing there.

Action: John S. will arrange a panel session about Service opportunities.

Action: Kristin will check with the LARSN Steering Group about the timing of their proposed panel on Academic Activity so that we can coordinate timing of the two panel sessions.

Action: Roxanne will send a message to Members about the upcoming Annual Review deadline, which will include a reminder about Alternative Workload and Workload Review options.

10. Update on Librarians and Archivists Collective Bargaining Committee (LA-CBC):

Kristin discussed the upcoming bargaining focus groups (announced in Dan Belliveau's email from October 17). We should all encourage people in our units to attend and give input to inform the bargaining process.

Next Meeting: Wednesday, November 21, 2018. 9:30 a.m. (Recorder: Denise)