

Name:	Library Committee (LC)				
Purpose:	The Library Committee (LC) of UA-PTC exists to provide guidance to the college administration and board of trustees, through the Student and Academic Affairs Council and the College Council, on elements of library activities, including resources, services, and facilities.				
Sponsor:	Provost				
Chair:	Elected from membership				
Recorder:	Elected from membership				
Membership:	Members (By Title or Constituency)	Member Type	Division/ Department	Voting (Y or N)	Other Notes
	Library Director	Permanent	Library	Y	
	Librarian	Permanent	Library	Y	
	PR and Marketing Representative	Permanent	PR and Marketing	Y	
	2 Staff	At large		Y	
	6 Faculty	Representative	2 faculty from each school	Y	
	1 Student	At-large		Y	
Membership Totals:	12, all voting				
Resources:	AHECB Policy Manual; ADHE				
Meeting Schedule:	September, November, February, and April 1 st Friday of the month at 12:00 p.m. via Zoom				

Duties: (Reviewed Annually)	<ul style="list-style-type: none">• Review/make recommendations regarding standards, policies, and procedures within the library area to support the college mission and institutional strategic objectives.• Prepare regular reports for the Student and Academic Affairs Council.• Prepare regular reports concerning shared governance repository for the College Council.• Submit recommendations to the Student and Academic Affairs Council, as needed.• Review/make recommendations regarding library events and programs.• Review/make recommendations regarding library assessment plan.• Receive and review work delegated by Student and Academic Affairs and College Council, providing feedback within timeline specified.• Review/make recommendations regarding appropriate technologies for student use.
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HLC Alignment:

2.D. The institution is committed to freedom of expression and the pursuit of truth in teaching and learning.

2.E. The institution's policies and procedures call for responsible acquisition, discovery and application of knowledge by its faculty, students, and staff.

1. The institution provides effective oversight and support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff, and students.
2. Students are offered guidance in the ethical use of information resources.
3. The institution has and enforces policies on academic honesty and integrity.

3.B. The institution demonstrates that the exercise of intellectual inquiry and the acquisition, application, and integration of broad learning and skills are integral to its educational programs.

3. Every degree program offered by the institution engages students in collecting, analyzing, and communicating information; in mastering modes of inquiry or creative work; and in developing skills adaptable to changing environments.

3.C. The institution has the faculty and staff needed for effective, high-quality programs and student services.

4. The institution has processes and resources for assuring that instructors are current in their disciplines and adept in their teaching roles; it supports their professional development.
6. Staff members providing student support services, such as tutoring, financial aid advising, academic advising, and co-curricular activities, are appropriately qualified, trained, and supported in their professional development.

3.D. The institution provides support for student learning and effective teaching.

1. The institution provides student support services suited to the needs of its student populations.
2. The institution provides for learning support and preparatory instruction to address the academic needs of its students. It has a process for directing entering students to courses and programs for which the students are adequately prepared.
3. The institution provides to students and instructors the infrastructure and resources necessary to support effective teaching and learning (technological infrastructure, scientific laboratories, libraries, performance spaces, clinical practice sites, museum collections, as appropriate to the institution's offerings).
4. The institution provides to students guidance in the effective use of research and information resources.

3.E. The institution fulfills the claims it makes for an enriched educational environment.

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| | <p>2. The institution demonstrates any claims it makes about contributions to its students' educational experience by virtue of aspects of its mission, such as</p> |
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	<p>research, community engagement, service learning, religious or spiritual purpose, and economic development.</p> <p><i>4.A. The institution demonstrates responsibility for the quality of its educational programs.</i></p> <p>4. The institution maintains and exercises authority over the prerequisites for courses, rigor of courses, expectations for student learning, access to learning resources, and faculty qualifications for all its programs, including dual credit programs. It assures that its dual credit courses or programs for high school students are equivalent in learning outcomes and levels of achievement to its higher education curriculum.</p>
<p>Boundaries:</p>	<ul style="list-style-type: none"> • Committee input is related to the defined purpose and may be strategic, operational or improvement focused in nature. • The Chancellor and Board of Trustees are the final authority for matters involving the strategic plan, board policy, and budget. • The Chancellor reserves final decision-making authority for operational matters. • Recommendations should not be counter to any accreditation standards or other external compliance or regulatory expectations. • Recommendations for changes or additions to any formally adopted policies and procedures will go through the appropriate review and approval structures.

Operating Guidelines:

1. Annually review charter.
2. Annually staff and train members on effective and efficient meeting practices using quality tools.
3. Annually select chair and recorder.
4. Review work delegated by Council and assign work (with deadlines) to appropriate committees and/or members.
5. Receive and review reports on a monthly basis.
6. Submit recommendations to appropriate Council.
7. Prepare monthly reports for appropriate Council.
8. Review data sets assigned to the group for analysis, make recommendations that support data-based decision making, establish deadlines for recommendations, and develop strategies for sharing results college-wide.

Committee/Council Business

1. All procedures, rules for program proposals, and channels for submission will be determined by vote of the committee. All changes to procedures and forms will be submitted to constituencies for review and approval before implementation.
2. Agenda items and related material may be submitted by group members and non-group members to the chair/liaison for consideration. They should be submitted one week prior to the meeting by 5 PM.
3. Meeting notices and tentative agenda will be distributed at least five (5) days in advance of the meeting.
4. Minutes of proceedings--Minutes will be recorded for each meeting and provided in advance of the next meeting. Minutes will be reviewed for

accuracy and completeness. Approved minutes will be posted to the portal in a timely manner.

5. All action items must be completed in a timely manner; preferably by the established deadline.

Meetings

1. Regular Meetings— Meetings will occur twice a semester.
2. Special Meetings—As needed and defined/called by the chair.
3. The first meeting of the academic year will be dedicated to orienting members.
4. Attendance at meetings—Attendance is an expectation of appointment and will be recorded at each meeting.
 - It is the responsibility of the group member to notify the committee chair when he/she will not be able to attend a scheduled meeting.
 - If a member of the group has one absence in one semester, the chair will notify that member and his/her supervisor or constituency about the absences.
 - The chair will submit a request for a replacement to the supervisor or constituency when a member has two absences in one semester.
 - If a member is unable to attend, s/he may send a proxy. Proxys are permitted to engage in questions and debate but are only entitled to vote on items ready for a vote on the agenda at the beginning of the meeting (Old Business). Proxys may not introduce new business. Proxys are used to determine a quorum at the initiation of the meeting, but proxies may not constitute more than half of the attending members at any meeting. On votes other than Old Business they are not counted in determining majorities but their presence shall continue to count toward the required quorum for the vote. No member may have more than one proxy in a semester.
5. Meetings will be open to all represented persons, although privileges may be limited.
6. Begin and end meetings on time: use cell phones as universal time
7. Quorum will be 50% plus one of the total current membership.
8. The group will conduct meetings and decision-making processes according to the latest edition of Robert's Rules of Order. The chair may appoint a parliamentarian to assist the chair.
9. Decisions will be made based on a majority vote of those present.

Member Conduct/Ground Rules

1. Come prepared; Read all materials prior to meeting.
2. The meeting environment is a safe zone; there is no rank in the room.
3. Members of the group will be collaborative, engage in collegial discussions, be respectful of other members and presenters and their different points of

	<p>view, and consider the college and community as a whole, not just the constituent group that the member represents.</p>
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	<ol style="list-style-type: none"> 4. One speaker at a time. 5. Agree only if it makes sense to do so. 6. Support decisions made on consensus. 7. Keep comments on target with topics/tasks at hand. 8. Be respectful of one another. 9. All ringers on cell phones/electronic devices should be turned off or set on vibrate. <p><u>Annual Evaluation Process</u></p> <ol style="list-style-type: none"> A. Past Year’s Accomplishments of Goals B. Committee/Council Self-Evaluation
Subcommittees:	None
Versions:	<ul style="list-style-type: none"> • Charter Drafted: Fall 2018 □ Charter Adopted: • Revised: • Revised: • Revised: