

## **Professional Issues Committee 2015-16 Annual Report**

During this last year, the Exec board gave us 2 charges. One regarded coming up with a plan for a LAUC-D mentoring program and the other was regarding by-law revisions to make sure that our local by-laws were in line with statewide by-laws. The PIC committee met in person once and via email constantly throughout the year.

*Mentoring Program Charge:* Our mentoring program proposal is attached to this report. It was developed and then presented in front of the LAUC-D membership at a general meeting. Input was taken from the Executive Board and the general membership and the proposal was revised. The proposal will be implemented in the 2016-17 year.

*By-laws revisions:* We reviewed statewide by-law revisions to make sure that our local by-laws are in line with the changes made during the last year. We created a draft of the needed by-laws revisions that was submitted to the Executive Board and obtained feedback. The specific bylaws revisions we are proposing are revisions to APM-360, recommendations for smaller committee sizes and PEARLS MOU full career review. These changes need to be presented to the membership, voted on and if accepted, given to the UL.

Attached are our proposals.

2015-16 Roster

Jeremy Spencer, Chair

Ruth Gustafson, Vice Chair/Chair Elect

Elaine Franco

Jared Campbell

# Proposal for LAUC-D Peer Mentoring Program

by 2015/16 LAUC-D Professional Issues Committee

Jeremy Spencer (Chair), Ruth Gustafson (Vice-Chair), Elaine Franco, Jared Campbell

In response to a charge from the LAUC-D Executive Board in January 2016, we, the Professional Issues Committee submit the following proposal for a LAUC-D peer mentoring program. With this proposal we have recommended specific guidelines in many instances while still leaving options for the Executive Board to be able to decide the path of the mentoring program.

**We propose that LAUC-D develop a flexible mentorship program that not only helps new LAUC-D members acclimate to the local UC Davis setting, but also allows current and future LAUC-D members to share with each other expertise, experience and knowledge on a regular basis or when needed.**

We recognize that mentorship relationships already exist between many LAUC-D members, supervisors (RI's) and others in the library. This proposal is meant to focus on topics and issues that are outside of primary job description duties. As well, all program participants should be aware of possible conflict of interests or confidentiality issues related to possible mentorship topics and issues and act accordingly (example: merit reviews).

**Mentorship** – a relationship in which a more experienced or more knowledgeable person helps to guide a less experienced or less knowledgeable person. A learning and development partnership between someone with experience and someone who wants to learn.<sup>1</sup>

**I. Program Model** – a blended mentorship program taking aspects from the following mentoring models:

- *Primary Care Physician model* – the base of the program comes from this model. We envision a mentorship program with “specialists” or in our case LAUC-D members. Each participating member would have a profile highlighting their areas of expertise, experience, knowledge, etc.
- *Need Driven On-demand model* – the mentor profiles would be available at any time allowing LAUC-D members to access them when needed and contact a mentor when necessary.
- *Reverse Mentoring model* – we recognize the fact that while recently hired UCD librarians may be new to campus and LAUC-D, they often arrive on campus with unique and valuable insights relevant to existing LAUC-D members. Enabling a recently hired LAUC-D member to share their knowledge, skills and perspective with existing LAUC-D members will enrich LAUC-D and help to get more LAUC-D members actively involved.

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<sup>1</sup> Definition modified from Wikipedia entry on Mentorship. Retrieved 3/4/16.  
<https://en.wikipedia.org/wiki/Mentorship>

## II. Program Logistics – an online/digitally based mentorship program that allows LAUC-D members to create/update/edit their mentorship profiles in a timely manner.

- The mentoring profiles would consist of a LAUC-D member's title; department within library; contact info; and areas which the LAUC-D member would be willing to be a mentor for, such as: areas of expertise, experience and knowledge; any other relevant research or activities; areas of specialization for collaboration, LAUC-D committee service history.
- All LAUC-D members would have the ability to browse profiles at any time within the program and contact a potential mentor with formal and informal queries and questions.

- Ways to set up online/digitally based program:

*Option 1:* We could use an outside program such as Trello or Slack to manage the mentorship program. Potential advantages to doing this are that it would be private, meaning only LAUC-D members could view profiles. Also everyone could manage their own profile and update whenever and however they want. Potential disadvantage is having one more software/website (in addition to the many password/user names that most people already have for their email, UCD log in, etc...) to have to log in to in order to participate in the mentorship program.

*Option 2:* We could have the profiles hosted on the LAUC-D website and have a homepage linking to each person's profile, subject area, etc... Potential advantages to doing this are there would be no extra log in to view profiles. Potential disadvantages would include that info would not be private, it would be open and freely accessible to anyone with a web browser (but most likely this info would all be professional in nature). Also web manager would be responsible for updating/editing profiles (member would send info to web manager).

~~*Option 3:* Request to Library Administration to assist with developing and/or hosting the digital platform for our mentorship program. If that is not possible, then request that Library Administration provide funds for any future mentorship software or license fees if needed. Potential disadvantages: we would have to rely too much on library systems and admin for updates and edits to the profiles.~~

- We recommend that LAUC adopt either option 1 or 2 above.
- The current Professional Issues Committee Chair will be in charge of the mentoring program, with the PIC Vice-chair acting as backup. Duties might include: sending out regular reminders (email) to LAUC-D members to update their mentorship profiles; working with Program Committee to plan brown bag lunch(es) on a semi-annual/quarterly basis regarding mentorship topics or featuring mentors on a certain relevant topic; coordinating introductions for newly hired LAUC-D members to the mentorship program, receiving feedback about the program from LAUC-D members, etc.

- Participation in the mentoring program should be recognized as Professional Development. Since it will be an official LAUC-D sanctioned program, it should count the same as other LAUC-D service. (Are there LAUC-D administrative functions that need to be done for this to happen?)

**III. New LAUC-D Members** – the mentorship program can help familiarize new LAUC-D members with the UC campus, LAUC-D and the resources provided by the mentorship program. The Professional Issues Committee will:

- Need to recognize that new librarians will have unique insights and experience to share (see Reverse Mentoring model comments above). And that there is a time limit when a new librarian's insights and suggestions will no longer be relevant. PIC members need to approach new hires with the intent of gathering information/suggestions in line with aspects of the Reverse mentoring model in a timely manner.
- Develop a brochure or webpage (on the LAUC-D website) introducing the mentoring program, explaining its purpose and how to participate. Also to provide guidance for setting up individual profiles and navigating within the mentorship program logistically.
- Identify LAUC-D members willing to help with the following: contacting new LAUC-D members for tours of resources and libraries on campus; organizing a no-host welcome lunch for new LAUC-D members with existing LAUC-D members; explaining LAUC-D policies and procedures (e.g., how the merit review system works, LAUC-D committee structure, etc.).
- Re-instate the casual quarterly LAUC-D no-host lunches so that new librarians have more time to meet and chat informally with their colleagues.
- Receive regular feedback about the mentorship program from LAUC-D members regarding how to improve the program as it matures.
- Include an analysis of the program in the PIC annual report and make any recommendations or suggestions for future years.

***Proposal to Revise Local LAUC-D Bylaws***  
by 2015/16 LAUC-D Professional Issues Committee

In response to a charge from the LAUC-D Executive board dated 6/10/2016, the Professional Issues Committee recommends the following revisions to our local LAUC-D bylaws.

1. The following revisions will bring our local LAUC-D bylaws in line with LAUC statewide bylaws that were revised and went into effect April 2016. The current LAUC-D local language was last revised in 09/2014.

- ***Article III. Membership. Section 1 – what has changed?***

The academic titles eligible for membership in LAUC are revised by additional language to indicate that “titles” means title codes and associated payroll titles. “University Librarian” is omitted here because it has a unique status different from the other title codes and is included separately in Article III, Section 1.b). “Deputy University Librarian” is deleted; it is a working title with no academic title or payroll code that in many instances is held by a staff appointee instead of an academic appointee.

***Current LAUC-D local bylaw:***

Section 1. Membership in LAUC-D shall consist of all persons holding appointment half-time or more in the librarian series at the University of California, Davis, or in any one of the following titles: University Librarian, Associate University Librarian, Assistant University Librarian, Law Librarian, Associate Law Librarian, Assistant Law Librarian, or in the same series or titles in an acting capacity.

***Will be revised to:***

Section 1.

- a. Membership in LAUC-D shall consist of all persons holding appointment half-time or more in the librarian series at the University of California, Davis, or in any one of the following academic titles in conjunction with their respective academic title codes: Associate University Librarian, Assistant University Librarian, Law Librarian, Associate Law Librarian, Assistant Law Librarian, or in the same series or titles in an acting capacity.
- b. Each University Librarian or the same in an acting capacity.

- ***Article III. Membership. Section 3 – what has changed?***

Affiliate membership. New language gives discretion to the divisions to expand their affiliate membership, thereby enabling increased participation in LAUC functions by non-members to incorporate additional expertise for LAUC’s advisory function.

***Current LAUC-D local bylaw:***

Section 3. Persons employed as librarians at the University of California, Davis on less than half-time appointments and retired LAUC members shall have affiliate membership.

Affiliate members may participate in divisional meetings and general meetings of the Assembly, but may not make motions, nominate candidates, become officers, or vote.

***Will be revised to:***

Section 3. Persons employed as librarians at the University of California, Davis on less than half-time appointments and retired LAUC members shall have affiliate membership. Affiliate members may participate in divisional meetings and general meetings of the assembly, but may not make motions, nominate candidates, become officers, serve on committees, be eligible for research and professional development funds, or vote.

Divisions have the option to extend membership of the affiliate category on their respective campuses via their Bylaws.

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Not part of statewide or smaller committee sizes revision – clean up of errors noted while reviewing bylaws:

- ***Article X. Amendments. Section 3 – what has changed?***

Section 3 has an (a) and a (c) but no (b). Revising so that (c) is (b) but not changing any language.

***Current LAUC-D local bylaw:***

Section 3. Approval of changes in the Bylaws shall be by:

a. A two-thirds (2/3) vote of the members present at a meeting, provided written notice shall have been sent to all members as prescribed in the preceding section of the Bylaws.

c. A mail ballot in which there is a two-thirds (2/3) affirmative vote in valid ballots.

***Will be revised to:***

Section 3. Approval of changes in the Bylaws shall be by:

a. A two-thirds (2/3) vote of the members present at a meeting, provided written notice shall have been sent to all members as prescribed in the preceding section of the Bylaws.

b. A mail ballot in which there is a two-thirds (2/3) affirmative vote in valid ballots.

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2. The following revisions will update our local LAUC-D bylaws so that they reflect the new LAUC-D committee sizes as already approved by the LAUC-D General membership at the 03/10/16 general membership meeting.

***Article VII. COMMITTEES. Section 7***

- ***Current LAUC-D local bylaw:***
  - b. Professional Issues Committee

(1) The Committee shall consist of five (5) members: a Chair; a Vice-Chair (Chair-Elect) to be elected by the membership and to succeed to the office of Chair in the second year of a two-year term; the Vice-Chair of LAUC-D; one (1) member to be elected at-large; and one (1) member to be appointed by the Executive Board in consultation with the Chair. Terms of office shall be for staggered two-year terms.

***Will be revised to:***

b. Professional Issues Committee

(1) The Committee shall consist of a minimum of four (4) members: a Chair; a Vice-Chair (Chair-Elect) to be elected by the membership and to succeed to the office of Chair in the second year of a two-year term; the Vice-Chair of LAUC-D serves ex officio; one (1) member to be appointed by the Executive Board in consultation with the Chair. Terms of office shall be for staggered two-year terms.

• ***Current LAUC-D local by-law:***

c. Program Committee

(1) The Program Committee shall consist of four (4) members: a Chair; a Vice-Chair (Chair-Elect) to be elected by the membership and to succeed to the office of Chair in the second year of a two-year term; and two (2) other members to be appointed to one-year terms by the Chair in consultation with the Executive Board.

***Will be revised to:***

c. Program Committee

(1) The Program Committee shall consist of a minimum of three (3) members: a Chair; a Vice-Chair (Chair-Elect) to be elected by the membership and to succeed to the office of Chair in the second year of a two-year term; and one (1) other member to be appointed to a one-year term by the Chair in consultation with the Executive Board.

• ***Current LAUC-D local by-law:***

d. Research and Professional Activities Committee

(1) The Research and Professional Activities Committee shall consist of five (5) members: a Chair (a two-year term); a Vice-Chair (Chair-Elect) to be elected by the membership and to succeed to the office of Chair in the third year of a four-year term; two members who serve staggered two year terms elected by the membership; and one member to serve a one year term selected by the Executive Board.

***Will be revised to:***

d. Research and Professional Activities Committee

(1) The Research and Professional Activities Committee shall consist of a minimum of three (3) members: a Chair (a two-year term); a Vice-Chair (Chair-Elect) to be elected by the membership and to succeed to the office of Chair in the third year of a four-year term; and one (1) other member to be appointed to a one year term by the Chair in consultation with the Executive Board.

***Article VIII. Elections. Sections 1 & 3***

- **Current LAUC-D local by-law:**

Section 1. The following offices shall be filled by election:

- a. Chair, at such time as the office of Vice-Chair is held by appointment.
- b. Vice-Chair (Chair-Elect).
- c. Secretary.
- d. Vice-Chairs of the Standing Committees (excludes the Nominations and Elections Committee, which is not a standing committee but a part of the elections process).
- e. One (1) member-at-large of the Professional Issues Committee.
- f. Professional Activities Registrar-Elect
- g. Two (2) members-at-large of the Nominations and Elections Committee.

**Will be revised to:**

Section 1. The following offices shall be filled by election:

- a. Chair, at such time as the office of Vice-Chair is held by appointment.
- b. Vice-Chair (Chair-Elect).
- c. Secretary.
- d. Vice-Chairs of the Standing Committees.
- e. Two (2) members-at-large of the Nominations and Elections Committee.

- **Current LAUC-D local by-law:**

Section 3. Nominations and Elections Committee.

- a. The Nominations and Elections Committee shall consist of three (3) members: two (2) members elected at-large; and one (1) member selected by a majority vote of the Executive Board from among its members. In case of a tie, the Executive Board shall determine the Chair by lot.
- b. The member-at-large who receives the largest number of votes shall be Chair of the committee.
- c. The Committee shall:

(1) Prepare a slate of candidates for the elective offices of the Division and conduct the local election.

(2) ~~Prepare a slate of candidates for the elective offices of the Division and conduct the local election.~~

Conduct the annual statewide election for the Division in accordance with LAUC Bylaws, Article IX, Sections 1-7.

**Will be revised to:**

Section 3. Nominations and Elections Committee.

- a. The Nominations and Elections Committee shall consist of a minimum of three (3) members: a Chair defined as the LAUC-D past chair and two (2) members elected at-large.
- b. The Committee shall:

(1) Prepare a slate of candidates for the elective offices of the Division and conduct the local election.

**Comment [CC1]:** This sentence is repeated in both C(1) and C(2): "Prepare a slate of candidates for the elective offices of the Division and conduct the local election." I expect it is an error that is repeated in C(2) and it should be deleted from C(2).



(2) ~~Prepare a slate of candidates for the elective offices of the Division and conduct the local election.~~

Conduct the annual statewide election for the Division in accordance with LAUC Bylaws, Article IX, Sections 1-7.

**Comment [CC2]:** This sentence is repeated in both C(1) and C(2): "Prepare a slate of candidates for the elective offices of the Division and conduct the local election." I expect it is an error that is repeated in C(2) and it should be deleted from C(2).