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Faculty Governance Committees

Faculty Advisory Council

Serves as a vehicle through which the Dean and the Executive Committee consult the faculty on matters of planning, policy and other items of general interest. It meets the requirement in Faculty Rule 3335-3-35, https://trustees.osu.edu/bylaws-and-rules/3335-3, that the Dean have a means to consult with the faculty on significant decisions. It also provides a mechanism for communicating to the Dean the sentiments and advice of the faculty.

There shall be seven elected members, with a minimum of four tenured and two untenured, serving terms of three years. Terms are staggered and no faculty member may serve more than two consecutive terms. The chair shall be a tenured faculty member and will be selected by the full membership of the committee. The Faculty Secretary serves as an ex officio, non-voting member of the committee.

Membership: https://library.osu.edu/committees/fac

Committee on Appointment, Promotion, and Tenure (AP&T)

Assists the eligible faculty in managing personnel and promotion and tenure issues. The committee consists of twelve elected members, with a minimum of two professors. The committee’s membership is elected; the chair is determined by the committee. The term of service is three years. A faculty member can be re-elected after a period of one year off the committee. Terms are staggered.

Membership: https://library.osu.edu/committees/apt

Committee on Faculty Benefits, Responsibilities, and Research (CFBRR)

The committee promotes research activities by library faculty. It administers faculty travel and development funds and reviews Special Assignment and Faculty Professional Leave applications. It advises those engaged in research and considers issues related to faculty benefits, obligations and status. This committee is composed of seven members, a minimum of four of whom are tenured and two untenured. The chair is tenured and members are elected to three-year terms.

Membership: https://library.osu.edu/cfbrr

Faculty Hearing Committee

The Faculty Hearing Committee reviews complaints filed against faculty and acts in accordance with Faculty Rule 3335-5-04, https://trustees.osu.edu/bylaws-and-rules/3335-5. The committee consists of five members and five alternates elected from all tenured faculty, except current members of the Hearing Committee. The membership is elected to terms of four years.

Membership: https://library.osu.edu/committees/fhc
Faculty Review Board

The Faculty Review Board performs an ombudsman function for members of the faculty by providing informal and formal (if needed) appeals procedures for differences which cannot be settled through normal administrative channels. The work of the board is advisory and to provide a disinterested review of specific problems in a manner that is free from interference, restraints, or reprisal. The committee consists of five elected members of the faculty serving two-year staggered terms. The committee acts in accordance with Faculty Rule 3335-5-05, https://trustees.osu.edu/bylaws-and-rules/3335-5.

Membership: https://library.osu.edu/committees/frb

Staff Governance

Staff Advisory Council

The Staff Advisory Council (SAC) serves as an advisory and consultative body on behalf of Libraries Administrative and Professional (A&P) and Classified Civil Service (CCS) staff to The Ohio State University Libraries administration, facilitates communication to and from the library staff, and contributes to planning, policy and other decisions affecting staff throughout the Libraries.

The SAC shall be composed of seven Staff Advocates, elected at large and representative of The Ohio State University Libraries Human Resources as ex officio. University Libraries A&P and CCS staff elect Staff Advocates at large to a two-year term, with a staggered complement of four members standing for election one year and three members the following year. Elected Advocates may serve no more than two consecutive terms; however, there is no limit on the total number of terms that may be served. Each Staff Advocate has one vote, while the ex officio representatives are non-voting members. The SAC elects its own officers.

Current membership: https://library.osu.edu/about/sac

Standing Committees

Standing Committees are established by approval of a charge by the Executive Committee. Membership and method of selection or election is specified in the charge. Some standing committees are charged with fulfilling University requirements. POA VII.C.3

Bibliographic Description Steering Committee (BDSC)

The activities of this committee advance the strategic direction of enriching the user experience, particularly centering the user experience to make decisions about bibliographic description to provide seamless discovery, access, and delivery. The committee oversees policy development and implementation for bibliographic description across all University Libraries discovery systems.
Executive Committee

The Libraries' senior leadership team provides the leadership, vision and facilitation of efforts that advance Libraries' values, vision and mission. The Executive Committee is dedicated to developing and modeling shared leadership, process-oriented communications and participatory decision-making.

Sponsor: Vice Provost and Dean of University Libraries, Damon Jaggars

Membership: Associate Dean for Research and Education (Alison Armstrong), Assistant Dean for Administration and Chief Administrative Officer (Lisa Patton-Glinski), Vice Provost and Dean of University Libraries (Damon Jaggars), Associate Dean for Content & Access (Karla Strieb), Associate Dean for Distinctive Collections and Digital Programs (Jennifer Vinopal)

IDEAS - Inclusivity, Diversity, Equity, Accessibility and Social Justice Committee

The IDEAS Committee (formerly the Diversity and Inclusion Committee) serves as the advisory and catalyst group on matters related to inclusivity, diversity, equity, accessibility and social justice. The committee partners with the Executive and Management Committees to advance the Libraries' values, vision and mission as outlined in our strategic directions, in support of the university’s land-grant mission.

Sponsor: Lisa Patton-Glinski

Chair: Elaine Pritchard

Charge: https://library.osu.edu/portal/confluence/pages/viewpage.action?pageId=31754352

Membership: https://library.osu.edu/portal/confluence/pages/viewpage.action?pageId=31754352

Management Committee

This group engages in shared leadership to model and promote behaviors that advance a dynamic learning organization, integrate shared mission and values into organizational activities, provide ongoing alignment of individual and collective efforts with Libraries and university strategic objectives and priorities, serve as a platform for discussing strategic priorities, capacities, opportunities and resource and learning needs to inform managerial decision-making, serve as a conduit for multi-directional communication to proactively provide input from organizational stakeholders to inform
decision-making and share outcomes from committee discussions with the broader organization.

Management Committee includes all members of Executive Committee; their direct reports who have substantial personnel, budgetary and/or programming responsibilities; and the Chairs of Faculty Advisory Council (FAC), Staff Advisory Council (SAC) and the IDEAS Committee. Representatives from Health Sciences, Law and the regional campus libraries will be included as appropriate, given the topics under discussion.

Sponsor: Vice Provost and Dean of University Libraries, Damon Jaggars

Charge: Same as description above.
https://library.osu.edu/portal/confluence/display/libraries/Management+Committee?preview=/31753136/33916054/MC%20Charge_asof121918.docx

Membership:
https://library.osu.edu/portal/confluence/display/libraries/Management+Committee

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Professional Development & Organizational Learning (PDOL) Committee

Launched in 2021, the Professional Development & Organizational Learning Committee grew from the re-envisioned Training Committee. PDOL will be fundamental to advancing the Libraries’ strategic directions and supporting the professional development of our employees.

Sponsor: Assistant Dean for Administration, Lisa Patton-Glinski

Charge: The Professional Development & Organizational Learning (PDOL) committee will serve as a central resource to identify, develop and coordinate learning and professional development activities in support University Libraries strategic plan and core mission for all employees, faculty and staff. This committee guides employees to understand their connectedness to University Libraries as well as embed University Libraries mission, vision and values into their work. The committee will be forward-thinking and willing to try fresh ideas, experiment with new practices and embrace transformational change.

Membership:
https://library.osu.edu/portal/confluence/pages/viewpage.action?pageId=69828625

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Teaching & Learning Committee

The Teaching & Learning Committee leads the Libraries’ strategic efforts to advance transformative teaching and learning by engaging with faculty and support units to integrate library resources and services throughout the educational continuum. The committee increases the overall alignment of teaching and learning activities with the Libraries’ articulated strategic focus areas. The committee develops and steers resources and programs to promote more effective teaching and learning in the University Libraries through organized professional development programs and special
projects that connect information literacy with larger teaching and learning discussions and initiatives at the campus level.

Sponsor: Associate Dean for Research and Education, Alison Armstrong

Charge: [https://library.osu.edu/document-registry/docs/327](https://library.osu.edu/document-registry/docs/327)

Membership: Craig Gibson, Amanda Folk, Beth Black, Jane Hammons, Jen Schnabel, Mara Frazier, Pamela Espinosa de los Moneros, Danny Dotson, Kerry Dhakal and Zach Walton

### Working Groups

The Libraries’ working groups are appointed (or self-appointed) groups that are formed to study, report on and make recommendations to answer a question, address a need or approach a project/Initiative. Some working groups work on an ad hoc, short-term basis while others’ work is more ongoing.

#### Accessibility Work Group

The Accessibility Services Group (ASG) is charged with ensuring that University Libraries is responsive to our communities’ needs for accommodation and that our policies, services, and resources reflect those needs and are in compliance with the University’s policy and procedures.

Sponsors: Alison Armstrong, Jennifer Vinopal

Convener: Lila Andersen

Membership: Lila Andersen, Kevin Bauer, Miriam Centeno, Aaron Heil, Michelle Henley, Tony Maniaci, Diana Ramey, Beth Snapp

#### Advancing Social Justice through University Libraries Collections: Defining Our Terms Working Group

The IDEAS committee has draft definitions of social justice under discussion. Working with these, the work of this workgroup will be twofold: 1. Identify the range of collections work that should be in scope for consideration in this ongoing initiative, and 2. Create a values statement summarizing our organizational commitment to social justice in collections work.

Sponsors: Associate Dean for Content & Access (Karla Strieb) and Associate Dean for Distinctive Collections and Digital Programs (Jennifer Vinopal)

Convener: Karla Strieb

Membership: Nena Couch, Mara Frazier, Kevlin Haire, Jane Hammons, Eric Johnson, Beth Kattelman
Advancing Social Justice through University Libraries Collections: Survey the Landscape Working Group

This workgroup will identify models for potential work in areas such as: evaluating existing collections, assessing arrangement practices, description work and discovery support. The summer conversations allowed the Libraries to identify a range of other organizations and communities that are focused on social justice and collections and have done work that we can learn from.

Sponsors: Associate Dean for Content & Access (Karla Strieb) and Associate Dean for Distinctive Collections and Digital Programs (Jennifer Vinopal)

Convener: Hilary Bussell

Membership: Jolie Braun, Hilary Bussell, Miriam Centeno, Tamar Chute, Alyssa Cruz, Courtney Hunt, Moon Kim, Stephanie Porrata, Cate Putirskis

Advancing Social Justice through University Libraries Collections: Inventory Our Work Working Group

This workgroup will do an inventory, keeping in mind that collections work includes not just collecting but also licensing and purchasing, digitization and digital preservation, access and accessibility, description, etc. From summer conversations participants made clear that there is already a lot of interest and work being done within the Libraries, but we don’t have shared knowledge of that work across the organization.

Sponsors: Associate Dean for Content & Access (Karla Strieb) and Associate Dean for Distinctive Collections and Digital Programs (Jennifer Vinopal)

Convener: Maureen Walsh

Membership: Morag Boyd, Dana DeRose, Johanna Meetz, Alicia Perkins, Cyndi Preston, Jenny Robb, Jennifer Schnabel, Gene Springs, Rocki Strader, Maureen Walsh

Affordable Learning Working Group

This working group brings together stakeholders from across the organization with an interest in the affordability work happening at the Libraries. Current goals are information sharing, defining shared language, creating workflow models and creating a resource statement.

Convener: Amanda Larson

Membership: Danny Dotson, Amanda Folk, Deidra Herring, Moon Kim, Tony Maniaci, Johanna Meetz, Aaron Olivera, Diana Ramey, Maria Scheid, Tina Schneider

Business Continuity
This working group was formed during the spring of 2020, at the beginning of the COVID-19 pandemic, to implement continuity strategies for the provision of services for our stakeholders while supporting the mission of University Libraries and the university.

Conveners: Associate Dean for Research and Education (Alison Armstrong), Assistant Dean for Administration (Lisa Patton-Glinski), Associate Dean for Content & Access (Karla Strieb), Associate Dean for Distinctive Collections and Digital Programs (Jennifer Vinopal)

Membership: Lila Andersen, Quanetta Batts, Kathryn Beach, Morag Boyd, Miriam Centeno, Nancy Colvin, Aaron Heil, Jason Kohlhepp, Brent Lewis, Tony Maniaci, Randall McKenzie, Mark Mozlejko, Terry Reese, Beth Snapp, Mike Vanecko

Digital Preservation and Access Working Group

The Digital Preservation and Access Working Group (DP&A) works to coordinate the long-term curation of digital collections at The Ohio State University Libraries (University Libraries). The DP&A’s purpose is to guide University Libraries’ policies, strategies and tactics for managing, preserving and providing access to its digital collections. It brings together key individuals to ensure that information sharing and best practices are reflected throughout the organization.

Sponsors: Associate Dean for Content & Access (Karla Strieb) and Associate Dean for Distinctive Collections and Digital Programs (Jennifer Vinopal)

Charge: [https://go.osu.edu/libraries-dpa](https://go.osu.edu/libraries-dpa)

Convener: Dan Noonan


Digital Scholarship Needs Working Group

This group is charged with creating a shared understanding of a base, foundational support structure for digital scholarship by University Libraries. Make recommendations related to resources, time or people, to provide additional support for digital scholarship, particularly in light of the professional development program to institutionalize digital scholarship for librarians and curators from University Libraries.

Sponsor: Management Committee

Convener: Meris Longmeier

Membership: Leigh Bonds, Morag Boyd, Miriam Centeno, Nena Couch, Nicole Hernandez, Eric Johnson, Pasha Johnson, Annamarie Klose, Meris Longmeier, Dan Noonan, Terry Reese, Josh Sadvari, Gene Springs, Jennifer Vinopal, Maureen Walsh

Digitization Project Proposal Review
When a Digitization Project Proposal is brought to Digitization & Preservation, we consult with these partners to understand what may be required from their respective departments to successfully complete the project. Also, it allows departments to plan their workloads and resources. Once these issues have been discussed and any problems resolved, if the project is agreed upon by all partners involved to be feasible, the decision is made to move forward with the digitization project.

Proposal submission: [https://library.osu.edu/portal/confluence/display/libraries/Information+for+submitting+a+Digitization+Proposal](https://library.osu.edu/portal/confluence/display/libraries/Information+for+submitting+a+Digitization+Proposal)

Sponsor: Associate Dean for Content & Access, Karla Strieb

Project Coordinator: Sarah Collier

Membership: Miriam Centeno, Sarah Collier, Marcela Estevez, Annamarie Klose, Morris Levy, Amy McCrory, Johanna Meetz, Dan Noonan, Cate Putirskis, Maria Scheid, Gene Springs

EDI Controlled Vocabulary & Description Working Group

This group was formed within University Libraries’ Acquisitions and Discovery program area to apply The Ohio State University’s values of equity, diversity and inclusion (EDI) to metadata. This work also correlates to the University Libraries’ strategic plan and related EDI initiatives within the Libraries. Metadata under consideration includes catalog records, finding aids and non-MARC metadata.

Convener: Annamarie Klose

Membership: Annamarie Klose, Courtney Bishop, Morag Boyd, Alyssa Cruz, Lisa Iacobellis, Ashleigh Minor, Christina Moore, Cate Putirskis, Rocki Strader, Audrey Wimbiscus

Risk Management Working Group

Formerly the Risk Management Committee, this working group focuses on risk-related matters pertaining to the Libraries’ physical locations, employees, patrons and collections. Several high-level objectives include:

- Identify, assess and prioritize risks to the Libraries’ physical locations, employees, patrons and collections.
- Evaluate, plan, recommend, develop and implement a comprehensive risk management program based on the priorities (impact and probability).
- Develop and/or coordinate communication, information and training of staff members related to risk management initiatives.
- Facilitate the Business Continuity process and ensure all components of the plan are updated and executed as appropriate.
Consult and coordinate with University authorities and follow appropriate university procedures. Provide recommendations and contingency plans where appropriate.

Sponsors: Lisa Patton-Glinski and Jennifer Vinopal

Membership: Kathryn Beach, Eric Haskett, Jason Kohlhepp, Brent Lewis, Christine O’Connell, Lisa Patton-Glinski, Terry Reese, Beth Snapp, Pari Swift, Jennifer Vinopal Minor, Christina Moore, Cate Putirskis, Rocki Strader, Audrey Wimbiscus

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**University Libraries Wellness Innovators**

The wellness innovators serve as ongoing liaisons and share the One University Health and Wellness Strategic Plan with faculty and staff.

- Participate in annual wellness activities (PHA, biometric screening, educational session, YP4H challenges).
- Schedule departmental wellness activities that target the Nine Dimensions of Wellness.
- Gain familiarity with wellness initiatives in order to inform colleagues of health promotion resources.
- Promote wellness activities and disseminate health information in unit/department.
- Discuss perceived wellness needs and interests of the college/department/unit with a member of the Buckeye Wellness staff.

Convener: Quanetta Batts

Membership: Lila Andersen, Quanetta Batts, Ash Faulkner, Randall McKenzie and Christina Moore

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**Task Forces**

Task forces and ad hoc committees are more flexibly constituted, both in membership and in duration, than are Standing Committees. They are appointed and charged by the Dean, by other administrators or by the faculty as a whole to investigate and advise on specific issues. POA VII.C.4

There are currently no task forces.

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**Ad Hoc Committees**

Task forces and ad hoc committees are more flexibly constituted, both in membership and in duration, than are Standing Committees. They are appointed and charged by the Dean, by other administrators, or by the faculty as a whole to investigate and advise on specific issues. The most common type of ad hoc committee is the Search Committee, which is involved in the appointment, promotion and tenure process. POA VII.C.4

There are currently no ad hoc committees.
Forums

Forums provide opportunities for Libraries faculty and staff to engage for the purpose of sharing updates, best practices, brainstorming and strategizing.

Data Services Forum

The group will provide a gathering space for reviewing current services and practices that support research data, build a shared understanding of the landscape on campus, and will make recommendations to align library services with conversations about university support for research data.

Sponsor: Associate Dean for Research and Education

Convener: Meris Longmeier

Membership: Anna Biszaha, Leigh Bonds, Hilary Bussell, Ash Faulkner, Anita Foster, Meris Longmeier, Sarah Murphy, Dan Noonan, Jessica Page, Amanda Rinehart, Josh Sadvari, Beth Snapp, Maureen Walsh

Public Services Forum

The forum communicates and addresses the concerns, issues, policies and trends related directly or indirectly to circulation and patron services. The forum promotes communication, coordination and training relating to circulation services and functions across University Libraries.

Sponsors: Associate Director for Collections, Technical Services and Scholarly Communication; Associate Director for Research and Education

Conveners: Lila Anderson and Tony Maniaci

Special Collections Forum

The Special Collections Forum serves to provide communication, collaboration and direction setting to advance coordinated acquisition, accessibility, promotion and preservation of the Libraries’ Special Collections. The Special Collections Forum discusses issues, collections and procedures of common interest, and works to coordinate policies and services in alignment with the Libraries’ mission, vision and strategic plan. A shared strategic vision for developing, improving access to and increasing engagement with the unique, rare and distinctive collections in the Libraries provides a framework for the efforts of the forum.

Sponsor: AD for Special Collections and Area Studies

Conveners: One of the three heads (ARV, BICLM, THO SC) in rotation will plan and establish meeting outcomes, set agendas and provide ongoing support for the forum.
Portions of the agenda will be set by members of the forum.

**University Bodies and Committees**

Libraries’ faculty or staff members may be called through election, appointment or ex officio status to serve (or may volunteer to serve) on university, college and departmental committees. POA VII.C.5

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**University Senate**

The University Senate is a unicameral body consisting of administrators, faculty, staff and student members (Faculty Rule 3335-5-37, [https://trustees.osu.edu/bylaws-and-rules/3335-5](https://trustees.osu.edu/bylaws-and-rules/3335-5)). Faculty are elected from each college for three-year terms, and the Libraries has two elected Faculty Senators. The Dean is an ex officio member of the Senate. POA VII.C.5

The University Senate is the shared governing body of The Ohio State University. Comprised of 141 faculty, students, staff and administrators, the Senate's primary responsibility is to advise campus leaders on the key educational and academic policy concerns.

Membership: [https://senate.osu.edu/senate-directory](https://senate.osu.edu/senate-directory)

University Libraries Senators: Eric Johnson, term expires 2022, and Stephanie Schulte, term expires 2023

University Libraries Alternate Senators: Mara Frazier and Rocki Strader

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**University Senate. Council on Academic Affairs (CAA)**

The Council on Academic Affairs (CAA) is at the heart of the university's mission. It approves all curriculum, and brings all program changes to the full senate for approval. The committee and its subcommittees meet weekly to keep pace with academic changes across the academy. The university meets the changing needs of our students and society through these programmatic changes.

Membership: [https://senate.osu.edu/committees/academic-affairs](https://senate.osu.edu/committees/academic-affairs)

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**University Senate. Academic Freedom and Responsibility (CAFR)**

The Committee on Academic Freedom and Responsibility (CAFR) works to ensure that role of the faculty is kept independent and free from undue influence or restriction. This committee considers faculty grievances about the conditions of faculty employment and serves as a recourse for other faculty concerns.

Membership: [https://senate.osu.edu/committees/academic-freedom-responsibility](https://senate.osu.edu/committees/academic-freedom-responsibility)

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**University Senate. Committee on Academic Misconduct (COAM)**
The Committee on Academic Misconduct (COAM) is a pool of faculty and students from which small panels are drawn to hear cases of alleged academic misconduct. When a panel determines that academic misconduct has occurred, they decide on the appropriate sanction. The committee as a whole considers the broader issues of academic misconduct and provides feedback to instructors and departments about best practices and policies.

Membership: [https://senate.osu.edu/committees/academic-misconduct](https://senate.osu.edu/committees/academic-misconduct)

University Libraries Member: Ash Faulkner, term expires 2023

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**University Senate. Athletic Council**

The Athletic Council maintains policies and programs that are designed to improve the academic progress and well-being of athletes. The committee also advises the Department of Athletics on decisions about finances and facilities. The committee membership includes faculty, students, alumni, athletes, administrators and staff.

Membership: [https://senate.osu.edu/committees/athletic-council](https://senate.osu.edu/committees/athletic-council)

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**University Senate. Council on Distance Education, Libraries, and Information Technology (DELIT)**

The Council on Distance Education, Libraries, and Information Technology (DELIT) has the broad charge of understanding and overseeing our digital resources for education, communication and information storage and exchange. The work of DELIT helps define what it means to have a smart campus, and provides an important voice in key technological initiatives.

Membership: [https://senate.osu.edu/committees/delit](https://senate.osu.edu/committees/delit)

University Libraries Member and Co-convener: Damon Jaggars

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**University Senate. Diversity Committee**

The Diversity Committee assesses how well the university promotes and achieves a broad representation of people and ideas in the life of the institution. The committee recognizes, rewards and supports efforts by individuals or groups that enhance diversity, and also looks for ways the university can improve diversity. The committee recommends solutions to the problems that the university must face in order to best represent society as a whole.

Membership: [https://senate.osu.edu/diversity-committee](https://senate.osu.edu/diversity-committee)

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**University Senate. Council on Enrollment and Student Progress (CESP)**

The Council on Enrollment and Student Progress (CESP) monitors the recruitment, admission, retention, degree completion and graduation of all students. The council
advises on policies that affect the characteristics of the student body and that impact timely completion of degrees.

Membership: https://senate.osu.edu/committees/enrollment-student-progress

University Senate. Committee for Evaluation of Central Administrators (EOCA)

Each year, the Committee for Evaluation of Central Administrators (EOCA) compiles information about two central administrators through research and interviews. It is an upward evaluation by faculty of key administrators. The evaluation is designed to provide feedback to the President and Executive Vice President and Provost on the effectiveness and role of both the office and the individual.

Membership: https://senate.osu.edu/committees/evaluation-central-administrators

University Senate. Faculty Compensation and Benefits Committee (FCBC)

Each year, the Faculty Compensation and Benefits Committee (FCBC) publishes a report that compares the salary data of Ohio State’s faculty to that of faculty at peer institutions in the B1G and AAU. In addition, the committee studies data within the university, looking broadly at diversity across initiatives and colleges. FCBC also monitors any university hiring or budgetary decisions that impact faculty lines. The committee’s annual report contains recommendations for addressing concerns.

Membership: https://senate.osu.edu/committees/fcbc

University Senate. Faculty Hearing Committee

The Faculty Hearing committee is a pool of faculty from which small panels are drawn to make recommendations concerning faculty appeals to administrative decisions that affect conditions of faculty employment including those resulting from allegations of misconduct (Faculty Rule 3335-5-04), or complaints regarding promotion, tenure or renewal (Faculty Rule 3335-5-05). The work of the Hearing Committee helps both to protect the integrity of the institution and to preserve academic freedom and responsibility.”

Membership: https://senate.osu.edu/committees/faculty-hearing

University Libraries Members: Terry Reese, term expires 2023, and Rocki Strader, term expires 2025

University Senate. Fiscal Committee

The Fiscal Committee and its subcommittees meet weekly throughout the academic year to make recommendations concerning financial matters facing the university. This large and intensive committee reviews all the sources of funding for the university. They regularly review the distribution of funds to colleges and other units, and assess how the budget model is working. The committee makes recommendations to the Chief
Financial Officer, the President and the Executive Vice President and Provost concerning budgetary concerns.

Membership: [https://senate.osu.edu/committees/fiscal](https://senate.osu.edu/committees/fiscal)

University Libraries Member: Morag Boyd, term expires 2021 and Damon Jaggars, term expires 2022

**University Senate. Graduate Associate Compensation & Benefits Committee (GCBC)**

The Graduate Associate Compensation & Benefits Committee (GCBC) is chaired by a graduate student and assesses the support of graduate associates at the university. Each year, GCBC comes out with recommendations concerning the funding of graduate and professional students.

Membership: [https://senate.osu.edu/committees/gcbc](https://senate.osu.edu/committees/gcbc)

**University Senate. Honorary Degrees Committee**

The Honorary Degrees Committee solicits nominations from the university community for distinguished individuals that merit consideration for receiving an honorary degree. The committee reviews internal and external letters of support, applies a standard of distinction, and then make recommendations to the University Senate for the awarding of honorary degrees.

Membership: [https://senate.osu.edu/committees/honorary-degrees](https://senate.osu.edu/committees/honorary-degrees)

**University Senate. Committee on Intellectual Property, Patents, and Copyrights (IPPC)**

The Committee on Intellectual Property, Patents, and Copyrights (IPPC) considers issues relating to the development, dissemination and commercialization of intellectual property of faculty, students and staff. The committee recently completed a four-year process of rewriting and getting approval for the Intellectual Property Policy, and is now monitoring its implementation.

Membership: [https://senate.osu.edu/committees/intellectual-property-patents-copyrights](https://senate.osu.edu/committees/intellectual-property-patents-copyrights)

University Libraries Member: Stephanie Schulte, term expires 2023

**University Senate. Council on the Physical Environment (COPE)**

The Council on the Physical Environment (COPE) oversees the application of the architectural framework plan for capital development and improvement at the university. The committee advises on policies and programs that affect how people use and move through the campus.

Membership: [https://senate.osu.edu/committees/physical-environment](https://senate.osu.edu/committees/physical-environment)
University Senate. University Research Committee (URC)

The University Research Committee (URC) evaluates policies and programs affecting scholarly and creative activities at the university. They encourage and facilitate cooperation between all sectors of the university, including centers to promote disciplinary and transdisciplinary research, and to reduce any barriers to the free and open pursuit of research and creative expression for all faculty, students and staff.

Membership: https://senate.osu.edu/committees/research

University Libraries Members: Mara Frazier, term expires 2023, and Eric Johnson, term expires 2022

University Senate. Rules Committee

The Rules Committee is the guardian of the faculty rules. The rules are a part of the Ohio Administrative Code, and proposals to change the rules must be vetted by the Rules Committee, in collaboration with other committees, including Faculty Council. The specific rule language must be finalized by the committee before any rule change is proposed to the University Senate for approval.

Membership: https://senate.osu.edu/committees/rules

University Senate. Steering Committee

The Steering Committee is the 'committee on committees'. It sets the agenda for all University Senate meetings, and steers proposals to other relevant senate committees. Its membership consists of the elected leaders of the faculty, students and staff as well as key administrative leaders of the university.

Membership: https://senate.osu.edu/committee/steering

University Senate. Council on Student Affairs (CSA)

The Council on Student Affairs (CSA) takes up issues which affect all aspects of the life of a student at the university, including policies, practices and the organization of the office of student life. The committee also administers the use of the student activities fee and is responsible for revisions to the code of student conduct. The committee is chaired by one of the student members.

Membership: https://senate.osu.edu/committees/student-affairs

University Staff Advisory Committee

The University Staff Advisory Committee (USAC) is an advisory body to university leadership. It is comprised of members from across the university and medical center. Its mission is to maintain an active and participatory line of communication with the university community and to provide a forum through which university staff can raise, discuss and make recommendations to support the university’s mission.
University Libraries membership: Holly Davis, term expires 2023, and Randall McKenzie (Outreach & Engagement, Vice-Chair), term expires 2022
Appendix: University Libraries Committees, Working Groups, Task Forces and Forums Details (as provided, not inclusive)

Accessibility Services Work Group

**Sponsors:**
The group is sponsored by and reports back to Alison Armstrong and Jennifer Vinopal

**Charge:**
The Accessibility Services Group (ASG) is charged with ensuring that University Libraries is responsive to our communities' needs for accommodation and that our policies, services and resources reflect those needs and are in compliance with the university's policy and procedures.

**Scope:**
In order to achieve that charge, we explore new technologies and services, educate our colleagues about accessibility-related ideas and trends, advocate for physical and online accessibility in the Libraries, and develop or deploy training, programming and resources about all aspects of library services for people with disabilities. Additional, ongoing university directives provided to Accessibility Coordinator include:
- Accessibility Remediation plan
- Accessibility scorecard
- Accessibility 3-year plan

**Membership:**
Method of selection or appointment, terms of service, number of members, list of members and roles, ex-officio designated as appropriate, including steps to ensure broad representation across the organization

Lila Andersen, convener
Kevin Bauer, Accessibility Coordinator
Miriam Centeno
Aaron Heil
Michelle Henley, Accessibility Coordinator
Tony Maniaci
Diana Ramey
Beth Snapp

**Leadership:**
Convener appointed by ADs

**Meeting Schedule:**
Meeting scheduled as needed to discuss university directives and deadlines, concerns, issues and plans for accommodations, services and resources.

**Reporting:**
Work of the group report to sponsors as needed

Last updated: 2021-03-03
Advancing Social Justice Through University Libraries
Collections: Defining Our Terms Working Group

**Sponsors:**
The group is sponsored by and reports back to Associate Dean for Content & Access (Karla Strieb) and Associate Dean for Distinctive Collections and Digital Programs (Jennifer Vinopal).

**Charge:**
The IDEAS committee has draft definitions of social justice under discussion. Working with these, the work of this workgroup will be twofold: 1. Identify the range of collections work that should be in scope for consideration in this ongoing initiative, and 2. Create a values statement summarizing our organizational commitment to social justice in collections work.

Given the initial charge, the working group has organized a spreadsheet of collection terms, potential biases, expectations and outcomes to lead conversation. This can be used in the future for inclusive feedback and future changes to forward social justice. The group will be workshopping a values statement with an instructional guide and drafting initial language. We hope this will be the first step towards a statement that can be fully expanded on in the future.

We recognize this group to be heavily influenced by the positions of the current members. There are plans to include members of surrounding working groups and additional members of the library to bring their perspective to our work. This will be an iterative process to include feedback and additional information from different areas of the library.

**Scope:**
The scope and focus of this working group is largely based in equity. Our hope is that the ideas and action items that arise from these conversations will help to dismantle some of the structures surrounding collections and build a base of more inclusive and equitable collections. In the long term, this work will engage broader communities and create conversations with previously marginalized communities. We also hope this will enrich the user experience of these collections to include more meaningful connections.

- The timeline of this group is approximately one year from the call. We plan to wrap this working group tentatively August-September 2021. There is potential for future working groups to expand on this work.
- The group will plan to report out the organization around June 2021 to provide an update on progress. The final spreadsheet and values statement will provide ample opportunity for future growth of ideas and concrete actions steps that can then be evaluated.

**Membership:**
Members self-selected to be in this group. All our appointed for the duration of the working group.
List of current members: Nena Couch, Mara Frazier, Kevlin Haire, Jane Hammons, Eric Johnson, Beth Kattelman

Past Conveners: Mara Frazier and Halle Mares

**Leadership:**
Convener is selected via volunteering and mutual agreement of the group.

**Meeting Schedule:**
Meetings occur largely every other week but are subject to the calendars of the members.

**Reporting:**
The group is currently reporting work and progress to sponsors only via monthly meetings with conveners. There are plans to report out to the larger library as our progress continues.

**Last updated: 2021-12-08**

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**Advancing Social Justice through University Libraries**
**Collections: Inventory Our Work Working Group**

**Sponsors:**
Associate Dean for Content & Access (Karla Strieb) and Associate Dean for Distinctive Collections and Digital Programs (Jennifer Vinopal)

**Charge:**
Following several organization-wide conversations conducted during Summer 2020 on University Libraries collections and social justice, Executive Committee is sharing three initial steps to advance movement toward systemic change in local collections practices. Through these action steps, interested Libraries’ employees will engage in creating action plans and timelines for subsequent work. Each action step will be addressed by a workgroup.

Workgroup #3: Inventory our work: What are we already doing?

This workgroup will do an inventory, keeping in mind that collections work includes not just collecting but also licensing and purchasing, digitization and digital preservation, access and accessibility, description, etc. From summer conversations participants made clear that there is already a lot of interest and work being done within the Libraries, but we don’t have shared knowledge of that work across the organization.

Questions to consider include:
- What are individuals or units doing?
- Where are our existing practices documented?
- Do we have existing partnerships that are relevant?
- Where do we have strengths, limitations and gaps?

**Membership:**
Call for volunteers to University Libraries. All volunteers accepted. Expectations for participation: attend meetings, contribute to discussion, and take on work so tasks are equitably distributed across working group members.

Current members: Morag Boyd, Dana DeRose, Johanna Meetz, Alicia Perkins, Cyndi Preston, Jenny Robb, Jennifer Schnabel, Gene Springs, Rocki Strader, Maureen Walsh (convener)

**Leadership:**
Convener is identified by members of the working group.

**Meeting Schedule:**
Once working group members are identified, Christine O’Connell will set up the first meeting. Thereafter the group will identify a convener who will identify an end date for the group work and schedule future meetings.

**Reporting:**
Information about how progress will be regularly shared with the organization is forthcoming.

Last updated: 2020-11-05

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**Advancing Social Justice through University Libraries Collections: Survey the Landscape Working Group**

**Sponsors:**
Associate Dean for Content & Access (Karla Strieb) and Associate Dean for Distinctive Collections and Digital Programs (Jennifer Vinopal)

**Charge:**
This workgroup will identify models for potential work in areas, such as evaluating existing collections, assessing arrangement practices, description work and discovery support. The summer 2020 conversations allowed the Libraries to identify a range of other organizations and communities that are focused on social justice and collections and have done work that we can learn from.

Questions to consider include: Which organizations and communities are doing good work in this space? How can we engage with them? What kinds of questions are they asking? Where are they seeing success or resistance? What conversations, practices, tools or initiatives could be relevant to our own work? Do we need more learning or skills in order to participate in this work?

**Scope:**
The scope and focus of this working group is largely based in equity. Our hope is that the ideas and action items that arise from these conversations will help to dismantle some of the structures surrounding collections and build a base of more inclusive and equitable collections. In the long term, this work will engage broader communities and create conversations with previously marginalized communities. We also hope this will enrich the user experience of these collections to include more meaningful connections.
The work of this working group is ongoing. Periodical updates to the organization will be provided as requested.

**Membership:**
Call for volunteers to University Libraries. All volunteers accepted. Expectations for participation: attend meetings, contribute to discussion, and take on work so tasks are equitably distributed across working group members.

Current members: Hilary Bussell, Miriam Centeno, Tamar Chute, Courtney Hunt, Moon Kim, Cate Putirskis

**Leadership:**
The convener is selected by the members of the group.

**Meeting Schedule:**
The group meets biweekly for 60 minutes.

**Reporting:**
The convener reports out to the AD sponsors and conveners of other Advancing Social Justice working groups via regular meetings. Information about how progress will be regularly shared with the organization is forthcoming.

**Last updated: 2021-03-17**

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**Affordable Learning Working Group**

**Charge:**
The Affordable Learning Working Group for University Libraries brings together stakeholders from across the organization with an interest in the affordability work happening at the Libraries. Originally formed in January 2018, under the leadership of Amanda Folk, the group focused on information sharing, building common language around affordability efforts, and providing virtual professional development on e-books and streaming video. Leadership of the working group transferred to Amanda Larson, the Affordable Learning Instructional Consultant, upon her arrival at University Libraries in February 2020. For the past year, the group’s focus has been on defining shared language; creating an Ohio State resources statement that explains why the library cannot always purchase traditional textbook materials and how teaching faculty can get help with accessing library resources and open educational resources to make their courses more affordable, and general information sharing.

**Scope:**
The Affordable Learning Working Group supports several University Libraries Strategic Directions.

- Equip Students for Lifelong Success
  - The working group’s focus on Affordability and Open Educational Resources directly matches this Strategic Direction. We are working to make sure that students have access to the materials that they need to be successful at Ohio State. To support this work, the group has two current efforts:
- We’ve identified a new referral protocol to help instructors select library resources or open educational resources for their course materials, particularly if University Libraries cannot purchase those materials electronically.
- We’re working to create an Ohio State Resources Statement, modeled on the University of Guelph’s Textbook Statement that has been widely adopted at academic libraries. The purpose of a statement like this is two-fold. In pivoting to online education in response the COVID-19 pandemic more instructors are looking to make an electronic version of their textbook available to students. This statement will help explain why the library cannot always purchase those materials and point instructors to the staff who can help them determine if their book is available and identify possible replacements for the materials along the affordability spectrum at Ohio State (ranging from free to library resources to OER to inclusive access options. It will also serve to help subject liaisons understand the same implications and how they can support their faculty through this process.

- Engage for Broader Impact: Campus and external partnerships
  - The working group supports engages with the Affordable Learning Exchange as an outside stakeholder and supports their affordability work as needed.
- The current timeline for project is 2020-2021.
- This mission of this group is ongoing. While projects will occur within specific timelines with their own wrap-up and reporting out structures. Ideally, this group will work with stakeholders and communications to report out updates.

**Membership:**
The Affordable Learning working group is made up of volunteers who have an interest in Affordable Learning at Ohio State and University Libraries’ role in supporting it.

Members include: Amanda Larson (Convener), Danny Dotson, Amanda Folk, Deidra Herring, Moon Kim, Tony Maniaci, Johanna Meetz, Aaron Olivera, Diana Ramey, Maria Scheid, Tina Schneider

**Leadership:**
By virtue of the position duties, the Affordable Learning Instructional Consultant serves as the convener of this group and is supported by the Head of Teaching & Learning.

**Meeting Schedule:**
This working group meets monthly.

**Reporting:**
Reporting happens on an ad hoc basis as there are updates to share using standard organizational communication channels (i.e. NewsNotes, Libosul).

**Last updated: 2021-06-23**

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**Data Services Forum**

**Sponsors:**
The group is sponsored by and reports back to AD for Research and Education.
Charge:
The group will provide a gathering space for reviewing current services and practices that support research data, build a shared understanding of the landscape on campus and will make recommendations to align library services with conversations about university support for research data.

Scope:
The scope and focus of the work of the group supports University Libraries’ strategic priority of empowering knowledge creators.
- The timeline for the group is ongoing as topics continue to arise.
- Each year specific themes or projects may be identified as a focus area, such as libguides, outreach, campus partnerships, etc.

Membership:
Members include: Anna Biszaha, Leigh Bonds, Hilary Bussell, Ash Faulkner, Anita Foster, Meris Longmeier, Sarah Murphy, Dan Noonan, Jessica Page, Amanda Rinehart, Josh Sadvari, Beth Snapp, Maureen Walsh

Open to any within University Libraries, annual call for participants, with a representative from Health Sciences Libraries.

Leadership:
Currently convener volunteered. In the future, it is likely it will be convened by the Research Data Librarian due to their role in the organization.

Meeting Schedule:
Meet at least twice a semester. Agenda is the shared responsibility of the group.

Reporting:
Annual summaries of themes covered will be shared with group sponsor and a summary to the rest of the organization.

Last updated: 2021-03-19

Digital Preservation & Access Workgroup

Sponsors:
- Jennifer Vinopal
- Karl Strieb

Charge:
The Digital Preservation & Access workgroup (DP&A) works to coordinate the long-term curation of digital collections at The Ohio State University Libraries (University Libraries). The DP&A’s purpose is to guide the University Libraries’ policies, strategies and tactics for managing, preserving and providing access to its digital collections. It brings together key individuals from across the organization to ensure that information sharing and best practices are reflected throughout the organization.

Scope:
The scope and focus of the work of the group includes:

- Define, refine and clarify roles and responsibilities around preservation and curation of digital collections
- Standardize accessioning and processing of born digital collections
- Standardize the digitization processing for at risk collections
- Standardize the digitization prioritization and processing for providing online access to collections
- Ensure consistent implementation of metadata profiles
- Implement best practices for digital collection lifecycle management
- Continually evaluate University Libraries’ current capabilities, and make recommendations with input from all stakeholders around the evolution of services

Initial Project:

- The mapping end-to-end the current state of the digital preservation and access workflows. The goal is to identify our existing workflows that affect born digital acquisitions and processing, digitization, providing access to digital materials and the preservation thereof. Answering the question, “What are the intersections, gaps, redundancies and areas for improvement?”

Timeline:

- As this workgroup is not a standing committee, its progress and usefulness will need to be re-evaluated on an annual basis and will continue to exist until its work is completed.

Membership:

- Morag Boyd, Acquisition & Discovery Strategist
- Miriam Centeno, Preservation & Digitization Strategist
- Nena Couch, Head, Area Studies & Special Collections
- Courtney Hunt, Art and Design Librarian
- Johanna Meetz, Publishing & Repository Services Librarian
- Dan Noonan, Digital Preservation Librarian (convener)
- Terry Reese, Head, Digital Initiatives & Infrastructure Support
- Beth Snapp Head, Application Development & Support
- Maureen Walsh, Scholarly Sharing Strategist

Leadership:

- The convener, Dan Noonan, the Digital Preservation Librarian, proposed this workgroup.
- Sue Beck, Lead, Services & Support, is the projects facilitator.

Meeting Schedule:
Monthly along with special meetings as necessary

Reporting:
University Libraries’ Wiki go.osu.edu/libraries-dpa

Last updated: 2021-03-16
Digital Scholarship Needs Working Group

Sponsors:
The group is sponsored by and reports back to Management Committee.

Charge:
To create a shared understanding of a base, foundational support structure for digital scholarship by University Libraries. Make recommendations related to resources, time or people, to provide additional support for digital scholarship, particularly in light of the professional development program to institutionalize digital scholarship for librarians and curators from University Libraries.

Scope:
The scope and focus of the work of the group supports University Libraries’ strategic priority of empowering knowledge creators and enriching the user experience.

- The timeline for the group is to make recommendations back to Management committee by mid-2021
- Brainstorm possible additional support needed for institutional support of digital scholarship
- Examine ways that the libraries are already addressing these areas, assess current gaps from campus around support areas, and identity areas that the libraries could provide services to library faculty or to the broader campus.

Membership:
Leigh Bonds, Morag Boyd, Miriam Centeno, Nena Couch, Nicole Hernandez, Eric Johnson, Pasha Johnson, Annamarie Klose, Meris Longmeier, Dan Noonan, Terry Reese, Josh Sadvari, Gene Springs, Jennifer Vinopal, Maureen Walsh

A call went out for participation from across University Libraries when the group initially formed. As others have expressed interest they have been added or left the group.

Leadership:
Head of Research Services serves as the convener of the group but key stakeholders from across the organization engage with the group based on topics covered.

Meeting Schedule:
As needed to provide deliverables, typically monthly or biweekly. Agenda is the shared responsibility of the group.

Reporting:
Recommendation will be made in 2021 to Management Committee. Updates have been given at Management Committee (and then shared through the rest of the organization) periodically (February 2020, February 2021).

Last updated: 2021-03-19

IDEAS Committee
(Inclusivity, Diversity, Equity, Accessibility and Social Justice)
Standing Committee

Sponsors:
Lisa Patton-Glinski, Assistant Dean of Administration

Charge:
The University Libraries’ IDEAS Committee serves as the advisory and catalyst group on matters related to inclusivity, diversity, equity, accessibility and social justice. The committee partners with the Executive and Management Committees to advance the Libraries’ inclusivity, diversity, equity, accessibility and social justice efforts as identified in our strategic directions, in support of the university’s land-grant mission.

For the University Libraries, the IDEAS Committee will

- create and update shared definitions for the Libraries.
- develop recommendations for an infrastructure (scaffolding) to support our equity values.
- initiate and/or lead conversations around inclusivity, diversity, equity, accessibility and social justice with the intent of normalizing behaviors around these values on the path to culture change. These conversations may take place at the local, national, and international levels.
- make recommendations to create a culture that embraces a broad definition of diversity and respect/appreciation for our differences.
- engage in benchmarking with peer institutions recognized for innovations or best practices.
- educate and inform the Libraries community on issues and opportunities related to equity.
- identify and recommend professional development resources for Libraries faculty, staff and students. Propose training when a need or gap exists.

For the university community, the IDEAS Committee will

- assist in aligning our exhibits, programs, service delivery, and outreach with our equity values and the varied needs of our diverse users.
- look for university partnerships for programming and initiatives that leverage our values and support Ohio State’s land-grant mission.
- propose projects or initiatives where gaps exist.
- leverage and grow relationships with university and industry resources.
- represent the Libraries in university conversations around equity, diversity and inclusion.

Scope:
The Libraries aspires to be an organization that centers equity, antiracism and social justice in all its structures, practices and activities. The IDEAS Committee will assist with organizational efforts to create a more equitable workplace and build a more inclusive organizational culture.

Membership:
The committee chair will be appointed by the Dean for a two-year term beginning the start of the calendar year.
Membership will consist of a maximum of 16 faculty and staff and can include the University Libraries TIU (University Libraries, regional campus libraries, CFAES Wooster Campus ATI Library, CFAES Wooster Campus Research Library, the Health Sciences Library) and the Law Library. Membership should represent broad and diverse perspectives from across the University Libraries TIU. Through a nomination and selection process managed by the chair, with Administration oversight, the committee members will be appointed by the Executive Sponsor. Committee member appointments are for a two-year term beginning the start of the calendar year.

**Leadership:**
Chair: Elaine Pritchard

**Meeting Schedule:**
Monthly 60-minute minutes and ad hoc meetings/programming, as needed

**Reporting:**
The committee provides updates at Management Committee, Executive Committee and through NewsNotes and announcements at coffees.

**Date Charge Revised:** 2021-12-08

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**Management Committee**
**Standing Committee**

**Sponsor:**
Damon E. Jaggars, Vice Provost and Dean of University Libraries

**Charge:**
This group engages in shared leadership to:
- Model and promote behaviors that advance a dynamic learning organization.
- Integrate shared mission and values into organizational activities.
- Provide ongoing alignment of individual and collective efforts with Libraries and university strategic objectives and priorities.
- Serve as a platform for discussing strategic priorities, capacities, opportunities, and resource and learning needs to inform managerial decision making.
- Serve as a conduit for multi-directional communication to proactively provide input from organizational stakeholders to inform decision making and share outcomes from committee discussions with the broader organization.

**Scope:**
The committee's work is broad with operational and strategic focus and extends across the organization.

**Membership:**
Management Committee includes all members of Executive Committee; their direct reports who have substantial personnel, budgetary and/or programming responsibilities; and the Chairs of Faculty Advisory Council (FAC), Staff Advisory Council (SAC) and the IDEAS Committee. Representatives from Health Sciences, Law and the regional campus libraries will be included as appropriate, given the topics under discussion.
Leadership:
Convener: Damon E. Jaggars
Committee administrator: Elaine Pritchard

Meeting Schedule:
Bi-weekly with meeting duration informed by agenda items. Meetings are scheduled for 80 minutes.

Reporting:
The administrator for the committee shares the meeting notes and recording with the organization through a shared folder.

The committee materials are provided for the committee members in a shared folder.

Date Charge Revised: 2018-12-19

Professional Development & Organizational Learning (PDOL)
Standing Committee

Sponsor:
Assistant Dean for Administration and Chief Administrative Officer, Lisa Patton-Glinski

Charge:
The Professional Development & Organizational Learning (PDOL) committee will serve as a central resource to identify, develop and coordinate learning and professional development activities in support University Libraries strategic plan and core mission for all employees, faculty, and staff. This committee guides employees to understand their connectedness to University Libraries as well as embed University Libraries mission, vision and values into their work. The committee will be forward-thinking and willing to try fresh ideas, experiment with new practices and embrace transformational change.

The committee will:
- Develop a comprehensive strategy and plan for launching transformative professional development for University Libraries.
- Translates University Libraries strategic goals and priorities into relevant, inclusive, and creative programs that support professional development for new and existing employees.
- Develop and provide ongoing professional development opportunities for all employees on topics related to lifelong learning by leveraging professional development best practices such as: establishing communities of practice, peer-to-peer engagement and building a network of in-library experts.
- Suggest professional development programs to assist employees to grow professionally.
- Facilitate the process for design and delivery of professional development programming using in-house expertise or identify, evaluate, and recommend external resources, as necessary.
• Evaluate effectiveness of programs (TBD) and sessions in collaboration with Human Resources.

Scope:
The Professional Development & Organizational Learning (PDOL) committee’s work will reflect needs of all employees across University Libraries. Committee members will actively engage with their supervisors to collect feedback at the division and department levels. PDOL meets monthly, more frequently as necessary, and performs activities and tasks to position the committee to meet its charge. Responsibilities include:
  • Identify ongoing professional development programs offered within the Libraries.
  • Conduct gap analysis to identify general and specialized professional development needs.
  • Identify and meet with key stakeholders (e.g. IDEAS, IT, HR, etc.) who independently plan professional development programs.
  • Gather feedback from employees regarding professional development needs and recommendations using a variety of mechanisms.
  • Build a community of practice of in-house expertise to provide peer-to-peer and group activities.
  • Establish a clearinghouse for external professional development opportunities on the Libraries intranet.
  • Strategically schedule programs to reduce overlap with other programs to increase attendance.
  • Develop a list of topics or themes annually.

Membership:
6-8 members appointed by the Assistant Dean for Administration and Chief Administrative Officer.
  • 2-year staggered terms
  • Annual open call for volunteers
  • Membership should represent broad and diverse perspectives across University Libraries
  • Highly encourage volunteers from across the organization,
    o with bandwidth to attend meetings,
    o contribute time to project work, and
    o to advocate for professional development

Membership should include at least:
  • Chair (appointed by Assistant Dean for Administration and Chief Administrative Officer)
  • University Libraries Human Resources representative (ex-officio)
  • 4-6 Libraries’ representatives

Leadership:
Chair (appointed by Assistant Dean for Administration and Chief Administrative Officer)

Meeting Schedule:
One meeting per month. Additional meetings scheduled on an ad hoc basis.

Reporting:
The committee will have deliverables that we will share out and review metrics to ensure we accomplish what we set out to do. The committee chair will prepare an annual report to share with management and then with the Libraries at large. Incremental briefings will be shared and communicated through the library intranet (when launched), NewsNotes and the Libraries’ general meetings.

**Date Charge Approved:** 2021-02-11

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**Public Services Forum**

**Sponsors:**
Associate Director for Collections, Technical Services and Scholarly Communication; Associate Director for Research and Education

**Charge:**
The forum communicates and addresses the concerns, issues, policies and trends related directly or indirectly to circulation and patron services. The forum promotes communication, coordination and training relating to circulation services and functions across the University Libraries. Strategies for accomplishing this could include:

- Highlight and inform supervisors about issues and policies that affect delivering circulation and related patron services.
- Promulgate changes in local policy and process.
- Share information on projects that affect circulation or related patron services.
- Share information on collaborative initiatives such as with OhioLINK, CIC, etc. that affect local circulation practices.
- Identify training needs and deliver training relating to circulation services.

**Scope:**
The work of this group relates to all the Libraries strategic directions. We equip students for lifelong success, empower knowledge creators, engage for broader impact, enrich the user experience, invest in people and model excellence.

- Timeline – Ongoing
- How does the group wrap up and stop work and update the organization? – Communication with those affected and other stakeholders.

**Membership:**
- All University Libraries staff with responsibility for supervising a circulation unit or function (includes evening and weekend supervision)
- Library IT staff with responsibility for circulation-related technologies
- Any interested faculty or staff with parallel responsibilities from Interlibrary Loan, Reference Services, Special Collections, Regional Libraries, Law Library and Health Sciences Library

**Leadership:**
- Co-Chaired by Head of Access Services and 18th Avenue Library Operations Manager

**Meeting Schedule:**
- Quarterly virtual meetings and as needed
Risk Management Working Group

Sponsors:
Lisa Patton-Glinski and Jennifer Vinopal

Charge:
Formerly the Risk Management Committee, this working group focuses on risk related matters pertaining to the Libraries’ physical locations, employees, patrons and collections. Several high-level objectives include:

- Identify, assess and prioritize risks to the Libraries’ physical locations, employees, patrons and collections.
- Evaluate, plan, recommend, develop and implement a comprehensive risk management program based on the priorities (impact and probability).
- Develop and/or coordinate communication, information and training of staff members related to risk management initiatives.
- Facilitate the business continuity process and ensure all components of the plan are updated and executed as appropriate.
- Consult and coordinate with university authorities and follow appropriate university procedures. Provide recommendations and contingency plans where appropriate.

Scope:
The working group addresses issues that reach across the Libraries.

Membership:
Kathryn Beach, Eric Haskett, Jason Kohlhepp, Brent Lewis, Christine O'Connell, Lisa Patton-Glinski, Terry Reese, Beth Snapp, Pari Swift, Jennifer Vinopal

Leadership:
Convener: Jason Kohlhepp

Meeting Schedule:
The working group meets quarterly.

Reporting:
Updates are provided to the Executive Committee on an ad hoc basis.

Last updated: 2021-06-24

Staff Advisory Council (SAC)

Sponsor:
Assistant Dean for Administration and Chief Administrative Officer, Lisa Patton-Glinski
**Charge:**
SAC serves as an advisory and consultative body on behalf of Libraries’ Administrative and Professional (A&P) and Classified Civil Service (CCS) staff to The Ohio State University Libraries (hereafter Libraries) administration, facilitates communication to and from the library staff, and contributes to planning, policy and other decisions affecting staff throughout the Libraries.

**Scope:**
The scope and focus of the work of the group including the strategic focus areas of University Libraries supports:

- Identify staff concerns through regular open forums and share them with Libraries’ administration.
- Consult with staff on matters of planning, policy and other items of general interest.
- Proffer advice and make recommendations to administration on behalf of the staff.
- Maintain an SAC web-presence and publish meeting minutes in a timely manner.
- Participate in strategic planning initiatives.
- Maintain active communication and liaison with other Libraries groups and committees.
- Participate in the welcome and orientation of new staff members.

**Membership:**
Elections shall be held once yearly to maintain the membership of the SAC and, when necessary, to amend the SAC Constitution. Off-cycle elections at other times of year to determine staff advocates are not permitted. Constitutional amendments may be proposed during the regular election process or during a special off-cycle election if one or more amendments will affect the composition, eligibility or term of the next Council’s members. The Libraries Human Resources *ex officio* representative shall administer all elections.

**Elections through June 30, 2022**
- Karen Ferris - Collection Strategy; ferris.123@osu.edu
- Ashleigh Minor - Archival Description & Access; minor.130@osu.edu
- Christine OConnell - Planning and Administration; oconnell.145@osu.edu
- Joey Schulte - Electronic Resources Management; schulte.77@osu.edu

**Elections through June 30, 2023**
- Sarah Collier – Content & Access; collier.330@osu.edu
- Sandra Howe-Forney – Facilities; howe-forney.1@osu.edu
- Amanda Williams – Research and Education; williams.7941@osu.edu

**Ex Officio**
- Randall McKenzie - Human Resources; mckenzie.87@osu.edu

**Leadership:**
The SAC elects its own officers. Officers serve a term of one year within their respective offices; elections are held yearly. Advocates may serve up to two consecutive years in the same officer position.

Chair – Joey Schulte
Vice-chair – Sandra Howe-Forney
Recorder – Karen Ferris

Meeting Schedule:
The SAC meets at least once a month. Four (4) of seven (7) Advocates constitute a quorum. The Chair, in consultation with the SAC, may cancel a meeting for lack of agenda.

Reporting:
Within one week of meeting, minutes should be both reviewed and submitted to libstaff and the Dean.

Last updated: 2021-12-08

Teaching and Learning Committee

Sponsor:
Alison Armstrong, Associate Dean for Research & Education

Charge:
The Teaching & Learning Committee plans annual activities and coordinates ongoing professional development related to pedagogy, information literacy and library instruction on behalf of University Libraries, HSL and the regional campus libraries.

Annual activities include (see more detail below, under “specific focus areas”):
- Review of nominations for the Libraries’ Teaching Awards (Annual Teaching Award; Virginia Tiefel Award)
- Review of student library fellowship applications (current Undergraduate Research Library Fellowship; others to be developed, per Libraries’ Strategic Directions document)
- Review of Libraries’ curriculum in existing and new credit courses
- Development of professional development workshops, other workshops and training activities
- Organizing peer reviews of teaching for Libraries’ faculty, as required by OAA and the Libraries’ AP&T criteria

Professional development needs for teaching and learning are dynamic, wide-ranging, and will change over time. The T&L Committee will share ideas to sustain engagement and build capacity in that space. Opportunities might include:
- Developing training plans focused on teaching and learning practices
- Building a clearinghouse of resources and readings
- Mentoring of all library faculty and staff engaged in teaching
- Promoting connections and collaborations across the Libraries
**Scope:**
The Teaching and Learning Committee is responsible for system-wide initiatives and projects in the Libraries to develop programs for effective teaching and learning, to support colleagues in their professional learning and growth in teaching and learning and specifically those literacies identified in the Libraries’ Strategic Directions (“Equip Students for Lifelong Success”), and to encourage partnerships within and beyond the Libraries focused on teaching and learning.

**Membership:**
- Professional Development Coordinator, Chair: Craig Gibson
- Head of Teaching & Learning, ex-officio: Amanda Folk
- Undergraduate Engagement Librarian: Beth Black
- Teaching and Learning Engagement Librarian: Jane Hammons
- Research & Education: Jen Schnabel
- Special Collections: Mara Frazier
  - Area Studies: Pamela Espinosa de los Monteros
- Sciences cohort: Danny Dotson
  - Health Sciences: Kerry Dhakal
- Regional campuses (Lima): Zach Walton

**Leadership:**
Chair appointed by Associate Dean for Research and Education

**Meeting Schedule:**
The committee meets monthly, the first Thursday of each month, and also confers on some matters virtually (by email) to conduct other business.

**Reporting:**
Minutes for monthly meetings are taken by staff in the Teaching and Learning Department, and are distributed to committee members, and are kept currently in a Teams folder.

**Specific Focus Areas for 2021:**
For calendar year 2021, the committee will be developing a project plan for promoting the URLF (Undergraduate Research Library Fellowship), in educating colleagues and the university community about it, in developing a mentoring curriculum for it and in demonstrating the program’s impact. Promotion and outreach to students in a wider range of groups with the Libraries’ EDI goals in mind will be an integral part of this plan.

On an annual basis, the Teaching and Learning committee is responsible for:
(1) the Undergraduate Research Library Fellowship—promoting it, creating resources and programming to support it, reviewing student applications and making recommendations about student applications, and celebrating student fellows at annual Symposia or other campus events.
(2) The Libraries’ two Teaching Awards—the Annual Excellence in Teaching Award, and the Virginia Tiefel Achievement Award (recognition for sustained teaching excellence over five years or more). The committee reviews self-nominations or nominations and makes recommendations to the Libraries’ Executive Committee about awardees.
(3) The Peer Review of teaching process, as required by the Office of Academic Affairs. The Chair of the committee and staff in the T & L Department issue a call for Libraries’ faculty needing peer reviews of teaching for fall and spring semesters, and summer sessions; and ask for volunteers to participate as peer reviewers.

(4) Professional learning events offered through the academic year and summer sessions, including teaching showcases, end of year teaching celebrations, and other events designed to foster communication, awareness and professional development in teaching and learning.

Date Charge Revised: 2018-04-23

University Libraries Wellness Innovators

Sponsors:
The group is sponsored by and reports back to Chief Wellness Officer and Vice President of Health Promotion, Dr. Bernadette Melnyk, and the University Libraries Executive Committee.

Charge:
Serve as an ongoing liaison and share the One University Health and Wellness Strategic Plan with faculty and staff.

• Participate in annual wellness activities (PHA, biometric screening, educational session, YP4H challenges).
• Schedule departmental wellness activities that target the Nine Dimensions of Wellness.
• Gain familiarity with wellness initiatives in order to inform colleagues of health promotion resources.
• Promote wellness activities and disseminate health information in unit/department.
• Discuss perceived wellness needs and interests of the college/department/unit with a member of the Buckeye Wellness staff.

Scope:
The scope and focus of the work of the group including the strategic focus areas of University Libraries supports:

• Timeline: ongoing
• How does the group wrap up and stop work and update the organization? Weekly newsletter via News Notes

Membership:
Membership is on a volunteer basis, no limit with the following criteria:

• Be a current Ohio State faculty and staff member
• Have interest, time and energy to engage in and promote health and wellness endeavors
• Complete the Buckeye Wellness Innovators’ orientation program and receive your certificate of completion
• Commit to serve as an enthusiastic role model for health and wellness for at least two years
- Facilitate innovative events and activities to enhance health and wellness in their units
- Spend approximately two to three hours participating in wellness activities per month

Current membership includes: Lila Andersen, Quanetta Batt, Ash Faulkner, Randall McKenzie and Christina Moore

**Leadership:**
Quanetta Batt, Convener

**Meeting Schedule:**
Meetings scheduled semesterly and as needed

**Reporting:**
Report of update and progress to Executive Committee and annual touch base with University Wellness leaders

**Last updated: 2021-06-24**