**Attendance:**

Hockenberry [] Horst [X] Jones [X] Mangruem [] Nichols [X]

Smith [X] Stewart [X] Villalobos [X] Kramer [X]

Catanzaro [X] Braswell [X]

**Absences:** 2

Meeting called at 6:04pm

The committee approved minutes from last meeting.

The committee began by revisiting proposals to revise the language concerning Secretaries in the Library Committee Appendix II. The existing language makes reference to Secretaries (plural). Horst prepared a sheet with 6 possible options and facts about how other committees handle secretaries. Braswell asked for clarification of option 5, and Jones for clarification of option 6. After some limited discussion, the committee voted unanimously in favor of option 1: “Secretary: An Associate Dean of the Milner Library (rotating annually between the two Associate Deans, if feasible). The Secretary will be responsible for recording meeting minutes.”

The committee then discussed the policy on Electronic Mass Communications, which is high priority since ISU may need to contact parents because of issues related to COVID-19. Horst pointed out that some part of the existing policy seems outdated, and Nichols pointed out that most mass electronic communication with students now happens through ReggieNet. The committee decided that the Chief Technical Officer (CTO) and his group should review the document carefully before Rules discusses it, since they are best placed to update the document in light of technological changes, etc. And, discussion of newer mass communication system is needed in light of cell phones, etc. The CTO will be invited to attend the next meeting for an initial discussion. Horst pointed out that the new Emergency Alert System needs to be added to the document as well.

The committee then turned to an initial discussion of the Reinstatement Committee Appendix II. Horst reported that the former Provost adviced that students be removed from the reinstatement committee because of concerns about confidential material that could be discussed by the committee. Stewart asked about why students were included on this committee in the past, and also whether similar issues would arise for appeals committees and the University Hearing Panel. Kramer requested more information as well and thought that student input in these committees is important. And, given the size of ISU, few cases will arise where confidential information could be used harmfully even if student members are included, and there are probably other ways of handling such rare cases without excluding student membership on the committee. Horst and Catanzaro will investigate the history of the committee and whether there is a concrete reason that this change is being recommended by the Provost. Stewart pointed out that the name of the College of Fine Arts should be updated to Wonsook Kim College of Fine Arts.

Finally, the committee discussed the Academic Planning Committee Appendix II. Horst provided a sketch of proposed changes, and there was discussion of the basic functions of the committee. The committee considered whether the faculty representative from Milner should be replaced with a Dean’s designee, since this might better enable Milner to anticipate acquisition needs for library resources related to changes within departments and schools. Nichols and Braswell support the idea of adding a Dean’s designee, but noted that if a faculty member from Milner retains their seat, this would give Milner two positions on the committee, unlike any other unit. The committee decided to ask whether Susan Kalter, or Provost’s designee from the APC, would be willing to discuss these issues at some point in the future.

The meeting adjourned at approximately 6:53 pm.