L-Cap Agenda & Minutes
Monday, April 11, 2016
3:00 – 4:00 pm
Mortenson Center Meeting Room

Present: Amy Atkinson, Sarah Christensen, Kirsten Feist, Susan Schnuer, James Whitacre
Absent: Josh Harris, Cher Schneider

1. Approval of minutes
2. Assign minute taker
   a. Kirsten Feist recorded minutes for 4/11. Minute taker will rotate each meeting
   b. Posting the minutes on website
      • Send minutes to Sarah Christensen
3. Discussion about vice chair/deputy chair position
   a. Proposed by Josh Harris, as chair may not always be present. Group tentatively agreed that this is a good idea, but will table discussion until Josh is present to discuss
4. Meeting with Dean Wilkin
   a. Timeline on TF for AP promotion
      • We need to determine what is happening with this effort and get a sense of the timeline
   b. AP assigned to AC and EC?
      • Discuss AP representation on aforementioned committees
      • Discuss importance of our role on committees, particularly as it relates to broader discussions such as: library funding, personnel, and new and strategic initiatives
      • Share concrete examples of positive and negative experiences of APs on committees, at meetings, etc. so we can provide context for the benefit of our inclusion on said committees (e.g. alternative viewpoints)
      • Acknowledge potential difficulties regarding bylaws and necessity for tenure-track folks to have a spot on committees for promotional considerations
   c. AP committee as part of interviews
      • Address
   d. Specialized Faculty
      • Update on when this topic may be revisited in the future
      • Discuss Law Library and how they achieved Specialized Faculty status and if that might be possible for broader UIUC library community in the future
   e. Other
      • See if Kim can set a one-hour meeting with L-CAP and Dean Wilkin in early June
         1. Meet with all APs once or twice a year, potentially with AULs and HR representative
            a. Envisioned as an open forum with some set questions to generate discussion, as well as an open Q &A time for questions and concerns
         2. What would the Dean like to see this committee address/work on?
         3. Small L-CAP budget possible?
5. Communication with APS
   a. Frequency and content
      • Monthly update (first update can address CAP election results, upcoming meeting with Dean, updates with AP Promotion Task Force, etc.)
      • Chunk content with headings similar to the e-week newsletter to allow for skimming
   b. Job descriptions and changes in the review process
      • Include this information in newsletter as well

6. Social Time with APs
   a. Ideas?
      • Promote existing Happy Hour for all library folks
      • Family-friendly gathering in May or June (?) with light refreshments at a park pavilion (either Hessel Park or Illini Grove)
        1. Hold directly after work and make family friendly so folks with children who cannot attend Happy Hour can come

7. Regular L-CAP meeting time?
   a. For now, Mondays 3-4 pm (May 16 and June 13)
   b. Will have to establish regular meeting time after these initial two that works with everyone’s schedules

8. Update
   a. CAP and Senate (N/A this month)

9. Other
   a. NEVP guidelines updated for AP voting
   b. Consider having monthly report-out from Josh (AP Promotion Task Force) and Cher (Senate) as well as inviting Richard as an ex-officio to report on CAP happenings