



## Academic Senate Historian Committee Mid-Year Report

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Membership: Dr. Robert V. Labaree, chair, USC Libraries; Dr. Radha J. Sarma, Keck School of Medicine [retired]; Claude Zachary, University Archivist, USC Libraries

The first meeting of the reconstituted Senate Historian Committee was held on Monday, December 7<sup>th</sup> from 1:30pm - 3:00pm in the Von KleinSmid Center Library Multimedia Room.

The following topics were discussed:

- Claude provided an overview of the on-going project coordinated with Connie Roque to scan meeting minutes, resolutions, and presidential binder contents currently housed in the University Archives starting with files in 1947. Issues discussed included the types of materials scanned and the timetable for completion. The materials will be available through the USC Digital Library website [<http://digitallibrary.usc.edu/>]. Claude noted that the student assistant from the Senate has completed scanning document files up to the early 1990s and has also begun scanning items from the presidential binders.
- Robert had created and maintained a directory of faculty senate websites approximately twelve years ago [<http://isd.usc.edu/~labaree/Senates.html>]. The directory was created as a resource to assist the Senate in identifying information about how other faculty governance groups were addressing specific issues. As Robert noted, because this page rests on an old server, he was hoping its contents could be integrated into the Senate website because he has been unable to update it for about eight months.
- Robert briefed Claude and Radha on a blog he is drafting that explains the need for faculty councils to have their own formal records retention plan and to encourage councils to take the lead in ensuring the history of their units are preserved beyond the requirements articulated in the University's Records Management Policy [<https://policy.usc.edu/record-management/>]. Robert asked Claude and Radha to think about additional topics for future blog postings on the new Senate website, such the types of print and digital items to be considered for preservation and the need to deliberately preserve documents produced by elected standing committees and task force groups within each unit that report to the council.
- The committee discussed the oral history project initiated by Dr. Francis Feldman to document the impressions and opinions of past presidents of the USC faculty. Leslie Wilbur has already been interviewed [by email], but we all agreed that there was a general urgency to identify elderly individuals from the list of past presidents and request interviews with them before they pass away. There was also a discussion of ways to record respondents and to manage interviews with individuals who are no longer on campus or reside in the region. The oral history interviews are transcribed and located in the University Archives.

There was no new business. The committee's next meeting will be held in late January or early February with a focus on following up on the issues discussed so far.