

**University Libraries**

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**Minutes of the Library Assembly, University Libraries, June 16, 2015**

Present: Kathy Davies; Darra Ballance; Brenda Seago; Kim Mears; Fay Verburg (Chair); Erin Prentiss; Barb Mann; Carol Waggoner-Angleton

1. Fay Verburg, Chair, called the meeting to order at 10:31 a.m.
2. Due to late distribution of minutes, please review the minutes after the meeting. Fay will send an electronic call for approval of minutes. Kim will distribute the minutes for the March 24, 2015 meeting via email.

**3. OLD Business**

a. Peer Review of Teaching

The Chair called for a committee to be formed to explore the development of peer review of teaching forms for the Libraries faculty. A committee was formed and the members are Fay Verburg (Chair), Erin Prentiss, Peter Shipman, and Sandra Bandy.

**4. NEW Business**

a. University Senate Update (Bandy)

The Senate update from April 20, 2015 are available in Appendix I

b. University committee updates

- i. Athletics: No report
- ii. Budget, IT & GRU Resources: No report
- iii. Community Services: As a reminder, the next GRU Day of Service is on September 12, 2015.
- iv. Curriculum & Academic Policies: No report
- v. Dispute Resolution & Grievance: No report
- vi. Faculty Development: No report
- vii. Faculty Rights & Responsibilities: No report
- viii. Governance & Communication: No report
- ix. Promotion & Tenure: No report

- x. Student Affairs: No report
- c. Election for Curriculum and Academic Policies Committee (Mears)
  - i. Nominations have been received. We have 4 nominations. Kim will create a ballot and distribute it soon.
- d. Other University information related to faculty

Kathy reported on progress with the GRU Quality Enhancement Plan. Fay and Kathy have completed an analysis of existing QEPs on leadership and identified best practices from other universities. The committee will reconvene in fall since the majority of faculty are not on campus at this time.

Kathy reported that the Liaison Committee on Medical Education (LCME): consultant visited and had some misconceptions about the library. Kathy has been correcting and educating them on our resources and access to our materials.

## 5. Announcements

Carol reported that there is a Veteran's Service 5K walk on October 31<sup>st</sup>. The walk will benefit the Veterans' scholarship for those experiencing a gap between the GI Bill<sup>®</sup> and tuition. There will also be a chili cook-off.

Erin was awarded a \$10,000 ALA/NEH grant for programming for Latino Americans. She is collaborating with two campus faculty on the project (History and Spanish).

Fay was awarded the Assessment in Action grant from ALA. She will be attending the ALA annual meeting in June to meet with her cohort. Her team is comprised of a Communications Professor and an Instructional Designer.

The National Network of the Libraries of Medicine Southeastern/Atlantic announced awardees for grants recently. Vicki received an exhibit grant to attend a nursing conference; Peter received a planning grant to explore the current state for EB dental practice in a preceptor setting; Lindsay received two grants: a community technology grant to assist the LGBT clinic with health information resources and a health literacy grant to collaborate with the Augusta Public Library to bring in speakers on health literacy topics; Sandra and Tamara received grant to get computer equipment and training for Ronald McDonald House volunteers.

The Greenblatt librarians reported on their attendance at the Medical Library Association Annual Meeting on May 16-20<sup>th</sup> in Austin, TX. Kim presented a poster on her past NNLM grant to provide training to nurses in the Healthy Start program on accessing and evaluating online health information. She also

presented on a panel about ORCID integration. Sandra presented on the creation of the education open access journal.

Kathy reported that library orientation will now be integrated into all 4 years of medical school. She also reported that Housestaff orientation will be on June 23, 2015.

Barb reported that Reese Library is participating in new student orientation now.

Barb asked about the possibility of quarterly staff development meetings to learn about colleague projects, grants, and/or reports after conferences to learn about interesting projects.

Brenda reported the following:

- Librarians at the Greenblatt Library are working on SC/MLA abstracts, which are due June 19th
- Lindsay has been promoted to Associate Professor
- IT presented a strategic plan to prioritize IT projects for the Libraries and they hope to review it with all library employees at the next ITAC meeting
- The Libraries Strategic plan has been updated and is available at <http://www.gru.edu/library/about/documents/strategic.pdf>
- SciVal has moved to PURE. Rod reported that they are working on technical issues with NetID and publication updates. Dr. Diamond requested some updates on department structure. Rod is organizing training sessions from Elsevier reps.

Barb reported that the HVAC update at Reese Library is ongoing.

Brenda reported that she and Kathy are working on a disaster medicine grant with Emergency Medicine at GRHealth. They plan to develop a SALT triage app. The application is due July 6<sup>th</sup>.

Kathy reported that she is working with an Epidemiology class that is moving to an online format. Students will assume the role of intern at a hospital with an outbreak. Kathy will co-teach the course in collaboration with campus faculty.

Kathy reported that we will have an Allied Health Librarian candidate visiting on June 29<sup>th</sup>, Ms. Lisa Huang. In Maryska's absence, Erin has been added to the committee.

Barb reported on Library Research Committee. They met via WebEx. Sandra created a LibGuide and everyone is contributing to it. The committee is working on compiling a bank of human resources for mentors. These resources can be for used by all library employees.

Thomas reported that we will have another Cataloging and Metadata Librarian candidate visiting on June 25<sup>th</sup>, Ms. Virginia Pierce.

Brenda reported that a proposal for Reese Library hours has been sent to Dr. Rychly. The proposal did not recommend 24/7 access, but extended hours and the addition of card reader the Reese Library doors.

Brenda reported that she will be attending a RACL conference call to get an update on Next Gen catalog on Tuesday, June 23, 2015.

Brenda reported that the Catalog Committee is making progress with holdings and locations to improve the catalog experience for users.

Brenda reported that we have a new employee for NLM Biomedical grant-, Sarah Zimmerman. The next course is September 27<sup>nd</sup> - October 3<sup>rd</sup>.

Carol and Kim had abstracts accepted at GaCOMO. GaCOMO is October 7-9<sup>th</sup>.

Thomas is presenting at the Distance Library Services Conference in April 2016. He will also be published in their journal. Jenn is working with him on the project.

The Library Picnic is on July 11<sup>th</sup> from 9:00 a.m. – 11:00 a.m. and brunch food will be served. Jenn will send out a sign-up sheet soon.

This is Fay's last meeting as Chair and she recommended that the next set of officers initiate a review the bylaws since it has three years.

Barb recommended that we hold some meetings over WebEx so that attendance can be easier.

Carol reported that all incoming music students will complete orientation for the first time.

Fay reported that she is co-teaching an INQR class this fall with campus faculty. Melissa is also teaching INQR class this fall

6. Meeting adjourned at 11:24 a.m.

## Appendix I

University Senate—Monday, April 20, 2015

First order of business:

Dr. Pawl read a resolution by the Senate honoring Dr. Azziz. The resolution was printed on a big plaque and given to Dr. Azziz focusing on his accomplishments during his tenure at GRU.

Dr. Azziz stated that he has missed his "students" these last 5 years as he sees himself first and foremost as a faculty member.

Provost--Dr. Caughman (could not be in attendance she's at a conference, no report).

Vice President for Academic Affairs and Faculty Affairs--Dr. Rychly.

1. Reminder that the strategic planning web site is up and comments can be received until Thursday, April 23rd. <http://www.gru.edu/provost/asp.php>
2. BOR meeting--Dr. Caughman attended. BOR agenda and minutes are posted online, <http://www.usg.edu/regents/meetings> April is the meeting where they set tuition and fees. There was nothing said about our Master Planning—reason being we are not ready for it to go to the Board. Student housing still on schedule for a Fall 2016 opening. We did receive a 5.5% tuition increase. How does that money come to faculty? It is to recruit and retain faculty. We project our budgets conservatively. Bonnie Troiano said it could be 2 million--of that 1.1 million for faculty merit. Fees--why Summerville fees are increasing faster than Health Sciences? It is the "Special Institutional Fee" they are trying to get them to match both campuses.
3. 30.1% graduate student rate for May (four year enrollment)
4. Employment Survey—When are we going to see the results? In the fall (Dr. Scott asked the question). GRU is still working on communication, collaboration, and staffing per those results.

Committee Reports

Athletics Committee

Senate Bylaws--1 year terms (turnover because of that) they want 2 year rotation. Also reviewing the % of class attendance (will review in the fall).

Question: (Dr. Bill Reese)--that 1 year requirement in the Bylaws for terms was an NCAA requirement. Athletics Committee will be confirming that statement.

BATUR committee (Tom Colbert, Professor of Physics will be next year's chair). They discussed the Master Plan and have questions in which they will address directly to that Master Plan committee.

Gov't and Communications--met in March. Next meet will be a week from today.

Present and new members can attend. Ask that all committees review the Bylaw section for each committee.

Elections--still collecting College results and sending out new committee members to committee chairs.

Bylaws--Vice-Chair of the University Senate is getting that sub-committee together. Dr. Hogan is still looking for more volunteers for the summer to review bylaws. Reminder: Draft policies need to be reviewed by the gov't committee sub-committee before it is signed off at the President level so the right people that it affects are notified of changes etc.

P&T--March 20th Provost sent out all of the letters. 37 faculty members were promoted, 7 faculty members were awarded tenure, 11 appeals -5 successful. Dr. Schumacher read out the numbers to each college (didn't catch all of the numbers).

Not all College Senators sit on the College Senates--Dr. Pawl has a handout for them to pass on to those people.

Shared Sick Leave--USG faculty council – the ruling still isn't clear at the USG level. We will wait until they have a clearly picture before we move forward in any updates/changes.

Dr. Pawl--announced the new Vice Chair Elect, Dr. Cathy Tubman; Senate Faculty at-Large (go Barb).

How to get new Senators involved? Suggestions: a boot camp, a face-to-face meeting so they can meet each other, how to make a motion and when you can speak during a Senate meeting. A chance to meet Cathy Weppler.

T&P--Bylaws that were suggested and proposed were forwarded to the appropriate committee for review.

Today the Senate was tasked at reviewing the guidelines and approving the changes. These approved changes will go out to the faculty body in the fall .

1. page 22; make sure that all faculty be notified in writing of the recommendation decision (within 10 days) and 5 business days within each step of the process--- clear communication.
2. page 22; Committee membership: For the purpose of this document the Libraries will be considered as a college and the Director of the Libraries as a dean.
3. page 22; terms limits--1/3 rotate off (three groups)
4. The Colleges Libraries that have no tenured associative-level faculty eligible to serve on the University P&T Committee are allowed to elect a representative that is an Associate Professor or above who is not tenured to serve on this committee such representative may not vote on tenure applications. (wording was tweaked during the meeting; hopefully I wrote it down correctly)

There was a motion to approve all of the other sections as a group approval instead of individual reviews as above. All of these changes were introduced at the March University Senate meeting.

Tenure Appeals (section)

Portfolio (section)—took out links in the guidelines; Letters of Recommendation---

Candidates for promotion to Assistant Professor and above and the award of tenure **are expected to** have external letters of recommendation. The candidate **shall** recommend colleagues with national or international standing from other institutions that have

sufficient knowledge of his or her work. The recommendations are given to the candidate's department chair who will solicit the letters.

The external letters—College Minimum Required Number of External Letters. External letters are defined as those support letters solicited from outside Georgia Regents University. However, due the multidisciplinary work of many GRU faculty, one external letter of support is allowed from outside one's primary college on the GRU campus.

New Material (Dr. Wendy Bollag) page 22

New language for the Bylaws for change; then this statement will be matched in the P&T Guidelines. (Dr. Hogan will review this summer).

No person may serve on multiple P&T committees at different committee levels (department, college, university) voting on the same candidate.

Election, page 23

University Senate P&T committee said committee members are elected; the MCG committee are appointed--conflict. Will update after University Senate bylaws are updated.

USGFC March 21st--Dr. Pawl

- Tuition increase---formula funding (reviewing) looking at performance metrics
- There are a lot of out of state students—our border states to be considered for in-state tuition
- New USG retirement council--changes without advance notification--how do faculty become involved.
- Sexual Violence--wrapping up a report from the BOR web site: USGFC for minutes, [http://www.usg.edu/faculty\\_council/meetings](http://www.usg.edu/faculty_council/meetings)

Treasurer Report—Dr. Edgar Johnson

This year's expenses:\$18,877.93 There will be some upcoming expenses—Matthew Bosisio has asked to step down as our University Ombudsmen. The University Senate will need to find a replacement and that person will need some training of their duties. The University Senate is looking at someone coming in to talk about Shared Governance.

From the Floor:

Dr. Reese: Request to recognize Matthew Bosisio for his service, he did a great job. Dr. Reese thinks this position needs to be filled before the fall.

Dr. Scott: (1) University Senate meeting dates. In the current schedule there will be a five months lapsed. He called for a motion to recommend an August Senate meeting, the first or second week of the fall semester. Motion was approved, there will be a meeting in August, TBA by the Executive Board. (See Appendix II)

(2) Parking fee increase for Summerville—Dr. Scott proposed a resolution. Any increase in the parking fees be held until there is an increase in the salary. Resolution passes. (See Appendix III)

Appendix II

**GRU University Senate Meeting, April 20, 2015**

**Motion: University Senate Meeting in August, 2015**

- Whereas, Academic Year faculty will report this year on August 10, 2015; and
- Whereas, the Senate Bylaws call for new Senators and Senate Officers to take office on August 15<sup>th</sup> of each year; and
- Whereas, in the past two years the University Senate has not held its first meeting of the Academic Year until the Monday following Labor Day; and
- Whereas, this year the Monday following Labor Day occurs on September 14, 2015, which is the start of Week 5 of the 16-week Fall Semester; and
- Whereas, in the past the first meeting of the Senate has been somewhat confused because not all Senators, Committee Members and Committee Chairs have been designated, notwithstanding a request that their selection be made by the end of the previous academic year; and
- Whereas that same confusion is likely to occur this coming year regardless of the timing of the first Senate meeting; and
- Whereas, it would be advisable to work through those problems at the earliest possible opportunity during the academic year; and
- Whereas, in past years the agenda for the September University Senate meeting was too full to allow for such items as a briefing concerning the composition of this year's Freshman Class, the status of the University budget for this academic year, administrative and other decisions affecting faculty that were made since the end of spring semester (which last year included a new method of academic advisement), and an introduction of new administrators and new faculty members; and
- Whereas, there will be a new University President / Acting President / Interim President in place at the start of Academic Year 2015, who may have guidance for the faculty as the academic year starts;
- Therefore I propose **the following Motion for consideration by the University Senate:**

"I move that the first University Senate meeting of Academic Year 2015-16 be scheduled by the Senate's Executive Committee to be held in August, during either the first or second week of classes."



Appendix III

**GRU University Senate Meeting, April 20, 2015**

**Resolution: Faculty Parking Rates**

- Whereas, the Georgia Regents University budget for Academic Year 2015-16 is currently under consideration; and
- Whereas, part of the budget being considered addresses the recommendation of the Director of Auxiliary Services regarding parking rates at both campuses, to wit:
  - No change for low income employees, students, or Health Sciences campus;
  - An unspecified increase in parking rates for the faculty at the Summerville campus, as a component of the 2013 parking “Bridge Plan”; and
- Whereas, there have been targeted but not across-the-board pay increases for Georgia Regents University faculty for several years notwithstanding increases in the cost of living, causing many faculty members’ real pay to decline over that period; and
- Whereas, the parking rate for Summerville faculty has increased tenfold since the last across-the board pay raise; and
- Whereas, the University Senate recognizes the rationale for the 2013 parking “Bridge Plan” but also recognizes the deleterious effect of a *de facto* reduction in faculty salaries;
- Therefore, **be it resolved that:**
  - The University Senate requests that the Academic Year 2015-16 Georgia Regents University budget not include any increase in Summerville faculty parking fees, unless offset by an across-the-board faculty pay raise; and
  - The University Senate requests that future increases in faculty parking fees at both the Summerville and Health Sciences campuses be placed in effect only during years in which faculty salaries have seen a concomitant increase.