



**Minutes of the University Libraries Assembly**  
<http://www.augusta.edu/library/about/library-assembly.php>  
**Wednesday, June 16, 2021, 2:30 – 3:30 p.m., Virtual Meeting**

Call to Order: 2:30 p.m.

**Present:** Bustos, Davis, Fredsell, Gaines, Gallay, Johnson, Kouame, Kubicki, Morgan, Reese, Shipman, Smith, Verburg, Weeks

**Absent:** Balance, Davies

1. Tiffany Townsend, PhD, Chief Diversity Officer | Diversity and Inclusion presentation on Diversity and Inclusion concepts and initiatives at Augusta University
  - a. Campus Climate survey previously distributed and completed by AU faculty and staff
    - i. Responses indicated an overall need to diversify faculty
  - b. Diversity and Inclusion will be included in the new AU strategic plan
2. Approval of Minutes (G. Kouame)
  - a. First: F. Verburg      Second: N. Reese
3. OLD Business
  - a. Course Evaluation Project (L. Smith/R. Bustos)  
Led by Dr. Browder – standardization of student course evaluations

R. Bustos: We evaluated a number of different software applications and viewed demos on the four top choices. From those, we selected two finalists and submitted our recommendations to the provost. At this time our work is considered complete.

L. Smith: Recommendations from our literature review of best practices were sent to the provost. At this time our work is considered complete.

University Libraries

---

b. Student Learning Objectives (G. Kouame)

There was some discussion regarding the evaluation forms we created:

1. Some questions are not applicable (depending on your instructional content) and instead of students typing n/a or no response, they select any answer.
2. If we teach several sessions within one course, students may get evaluation feedback fatigue or will be hesitant to submit feedback for each session. So, in this case, what is recommended?

c. Augusta University Senate Committee Elections/Libraries Assembly Elections

- i. Current vacancies include Alternate Senator, one representative to the Athletics Committee, and one representative to the Governance and Communication Committee as well as the Vice-Chair/Chair-Elect for the Libraries Assembly.
  1. Elections will be held for the Alternate Senator and Vice-Chair/Chair-Elect for the Assembly.
  2. Assembly Chair will send update about the Governance and Communication Committee to Senate Chair and request that another representative from the Libraries be chosen for that committee.
  3. Athletics Committee already has one representative from the Libraries, so the second position will not be replaced at this time.

4. NEW Business

a. Director's Update (K. Davies)

b. University Senate Update (P. Shipman) – see Appendix I

c. University Senate Committee Updates

- i. Athletics Committee (R. Bustos/N. Fredsell) – no report
- ii. Budget Advisory and University Resources (K. Davies/P. Shipman) – no report
- iii. Curriculum and Academic Policies (T. Weeks/M. Johnson)

1. Met on April 19. The new members to the Committee were welcomed. The Committee then reviewed the following policies which were presented at the May AUFS meeting:

- a. University Safety Emergency Preparedness Committee Policy

- b. FERPA Policy
  - c. Standard Course Meeting Times Policy
  - d. Records Retention
2. The Committee also voted on and approved a change in the LDRS-2000 Introduction to Leadership and Professionalism prerequisites:
- a. The proposal is asking to amend the pre-reqs for this course
    - i. Current Pre-reqs: ENGL 1101 >= C or ENGL 1113>= C or COMS 1100 >=C
    - ii. Proposed Pre-reqs: (ENGL 1101 >= C or ENGL 1113>= C) AND (COMS 1100 >=C or COMM 1100 >=C)
- iv. Faculty Development (S. Bandy/G. Kouame) – no report
- v. Faculty Grievance (M. Johnson/D. Balance)
- 1. The Grievance Committee revised and approved the updated Non-Retaliation and Ethics policies, which were submitted to the University Senate at the May meeting.
  - 2. The Committee on Committees met to determine membership for the 2021-2022 academic year. The Grievance Committee has representation from each of the colleges and schools.
    - a. The new members of the Grievance committee were trained on 4/28.
  - 3. Rebecca Harper from the College of Education is being trained to be the new ombudsperson as Todd Hoffman is transitioning out of that role.
  - 4. Gianluca de Leo is the current Faculty Advocate.
  - 5. Since our March meeting, I have consulted with three faculty members. There are, however, no formal grievances currently in process.
- vi. Faculty Rights and Responsibilities (N. Reese) – no report
- vii. Governance and Communication (N. Reese/J. Gallay) – no report
- viii. Instructional Technology (R. Bustos/J. Gaines) – no report
- ix. Promotion and Tenure (G. Kouame) – no report
- x. Student Affairs (T. Weeks/J. Davis) – no report
- d. Assembly Bylaws Committee (J. Davis, J. Gaines, J. Gallay, EK. Morgan, L. Smith)
- i. Changes to the Bylaws were presented and will be shared to the Assembly for review and vote at next Assembly meeting

Next Libraries Assembly meeting: TBD

Adjournment

Appendix I  
Augusta University Faculty Senate  
Notes by P. Shipman

1. New bylaws for FY22 mean AUFS Senators will now be assigned to several committees and be eligible to vote in those committees.
2. Plans for FY22:
  - a. Space planning for the soon-to-be empty Science building on the Summerville campus.
  - b. Classroom security is a concern and expect to see more card swipe access into buildings on the Health Sciences campus.
  - c. Dale Hartenburg will be invited periodically to speak to the Senate about parking concerns.
  - d. Classroom scheduling for undergraduates and faculty in math and science and cyber that have to pivot to two campuses will be planned to minimize jumps.
  - e. Online education plan is being developed for the Provost and President – this will affect faculty workload and infrastructure.
  - f. Uniform vaccination language for fall term syllabi being developed.
  - g. Policy library review on a three-year cycle by Faculty Senate to be reviewed to reduce the number of policies having to go through Curriculum and Policies committee.
  - h. Continuing discussion on shared governance.
    - i. Faculty workload to be implemented.
  - j. Ongoing review of Beyond Boundaries, AU strategic plan.