



**AUGUSTA**  
UNIVERSITY

**Minutes of the University Libraries Assembly**  
<http://www.augusta.edu/library/about/library-assembly.php>  
**1:00pm-2:00pm, Reese Library Instruction Room 141**  
**March 6<sup>th</sup>, 2019**

Call to Order: 1:01pm

Present: Horton, Bandy, Hendren, Shipman, Davis, Ballance, Kubicki, Johnson, Verburg, Weeks, Johnson, Bustos, Flynn, Busbee, Reese, Davies, Kouame, Gaines (Teleconference)

1. Approval of Minutes

- a. The November Assembly minutes were approved.
- b. First: Bandy Second: Kouame

2. OLD Business

a. Faculty and Staff Development Day Update (Flynn)

- i. Moving forward nicely
- ii. Will have therapy dogs, session on OneUSG Connect, and Infographics, among other things.
- iii. Still set for May 17, 2019

b. Bylaws Approval (Davies)

- i. Previous versions talked about a Promotion and Tenure committee that was not consistent with the review process
- ii. Copies with new language (only the Section A: Number 1 language [Duties] would be changed) in order to give promotion candidates the ability to get feedback from an ad hoc library Promotion and Tenure Committee before submission.
- iii. Motion to approve; Approved as new language
  1. First: Bustos
  2. Second: Horton

UNIVERSITY LIBRARIES  
ROBERT B. GREENBLATT, M.D. LIBRARY  
REESE LIBRARY

### 3. NEW Business

#### a. Director Update (Davies)

##### i. Great Colleges Survey

1. Top 10 were very positive
2. Bottom 10 were gearing towards:
  - a. Pay: Merit Based 2% increase possible for state employees
    - i. Has not been approved yet
    - ii. We do not know if it will be across the board
  - b. Leadership: Since this has changed, we are hoping to work with our new leadership to improve upon this.
3. There is a trend in goal planning and it being included in multiple aspects of the university and the strategic plan
4. 1<sup>st</sup> draft of budget has been inputted
  - a. Was told to expect a flat budget, but asked for a 5% increase for new electronic resources
  - b. Meeting for approval on March 19<sup>th</sup>
5. 100 people registered for Research Data Symposium
6. Cabinet
  - a. Bi-annual review cycle
    - i. Looking at 5 standards every year and the rest every other year
    - ii. Due May 31<sup>st</sup>
  - b. Long term Planning
    - i. 5 year review due March 2020
    - ii. Compliance due 2025
  - c. Policy on Policies Group
    - i. Looking at Interlibrary Loan and Access Services
      1. Pushed to Faculty Development

#### b. ORCID Update (Davis)

- i. Still moving forward
- ii. Drop in sessions yesterday and today
- iii. Town Hall helped dramatically with awareness
- iv. Met with EFL and Cancer Center to get people in

c. University Senate Bylaws Vote (Kouame)

- i. Major issues with participation to get a quorum for voting (60% of entire faculty population) so they are changing senate bylaws to be approved by a 2/3 vote of the senate, not all of the faculty.
- ii. Voting poll should be coming out March 11<sup>th</sup>

d. University Senate Update (Kouame)

- i. February 25<sup>th</sup>, 2019 (See Appendix I)

e. University Committee Updates

i. Athletics (Shipman):

Baseball and softball fields at Forest Hills campus will be refurbished this year and peeling paint on Christenberry Fieldhouse was brought to the attention of the AU Faculty Senate.

AU Hall of Fame being established to coincide with 20th reunion of the 1998-9 Peach Belt Champion basketball team. Initial class inducted during Homecoming 2020.

Athlete class performance is good. Whetsel (compliance officer) is working to improve communication between athletes and faculty about missing classes.

Emphasis on wellness – mental health, sexual violence, sleep, and nutrition. Athletics is looking to partner with other groups on campus to publicize these common areas of interest.

Athletics has four policies groups to follow: USG, Peach Belt conference, MEAC policy, and AU policy library.

NCAA Faculty Athletics representative will be submitting twice-yearly reports to the Athletics Committee.

ii. Budget, Advisory, IT, and University Resources (Bustos):

The BAITUR Committee has had meetings in January and February. Each member of the committee is now assigned to a subcommittee that relates to the major areas of budget, university resources, and information technology. Rod is the chair of the university resources subcommittee. The recent BAITUR meeting agendas have included the following issues:

1. Budget Subcommittee

Summarized the committee's efforts to obtain information and data regarding merit raises. Efforts included reaching out to University of North Georgia, AU Human Resources, and AU Institutional Effectiveness.

2. University Resources Subcommittee

Reviewed their meeting with Parking Services discussed in the January BAITUR meeting. Vivian Dicks informed the committee of the online options to reserve parking spaces for visiting faculty.

3. Information Technology Subcommittee

Reported on several IT areas including questions about the difference between the email labels of “sensitive/ confidential” and “secure,” FERPA issues with emailing student grades, and Michael Casdorff would like there to be more training or information on systems (Duo).

iii. Community Services (Busbee):

Met February 12th, 2019

a. Open Paws Pantry

i. Working on fundraiser to raise money for refrigeration

ii. Marketing

a. Presentation at freshman orientation

b. Flyers in bathroom

c. Send a digital flyer to the student population

iii. Contacting Gina Thurman and Kevin Fraser about:

1. How the engage students

2. Fundraise a refrigerator

3. How can we make it less embarrassing?

4. How can we involve the students to help us make this better?

5. Toys for Tots – can we utilize OPP to find out who needs help?

b. American Heart Association – Heart Walk for next year

i. E-mail blast for organizers of events

1. Connecting with Amany’s administrative assistant and Liz in COE Dean’s Office about events

2. Continually encouraging volunteers for Saturday

c. AU Charity Drive (Like Toys for Tots but with our branding)

i. Rough outline for the fall completed

ii. Need organization prior to spring 2019 end

iii. How are we going to know who is in need?

iv. How are we distributing?

v. Where are we collecting them?

- d. New business from the floor
  - i. Looking into what an ad hoc committee might look like and see if we want to still be a full committee or stay with the by-law being voted upon
- iv. Curriculum and Academic Policies (Johnson and Weeks):

Has met monthly since December. The committee approved 7 proposals from the College of Science and Math. The College separated out the labs from the lecture in the Biology 1101 and 1102 Courses. They added MATH 2011 Calculus and Analytical Geometry to Core Area A2 and MATH 2012 Calculus and Analytical Geometry II to Core area D. They also changed the course description and number for Elementary Statistics (MATH 1401) to comply with the USG BOR. The committee approved MUSI 2350 – The World of Film Music and a COMM1100 – Public Speaking proposals, but rejected Anthropology 1105 – Introduction to Physical Anthropology, as it had not been reviewed by the CSM and College of Allied Health.

The committee also approved changes to the Admission policy for freshman, many of the changes were in the language. The USG's Required High School curriculum which now includes alternative measures for Home School students and students from non-accredited high schools to meet the academic record requirements. It also establishes minimum SAT and ACT scores and Freshman Index for the research, comprehensive, and state universities, and allows state colleges the opportunity to elect whether they want to establish a minimum SATs, ACTs and FI. The new policy also allows for exceptions to the freshman requirements for international students.

A BS degree program in Cyber Engineering came before the committee, but had already been approved and slated for inclusion in the fall schedule, so the committee did nothing with that.

Kathy Browder and Katherine Sweeney attended the February meeting to present on the Momentum Year. They are in the process of developing a program so that students can manipulate classes to see which programs they can use their credits for. They are hoping for a design similar to Degreeworks, but this will allow students to add classes prior to completion.

Dr. Lord, the current chair of the committee, indicated that he will be retiring at the end of March.

v. Faculty Development (Bandy and Flynn):

The committee met on Feb 2<sup>nd</sup>. The main agenda item was to elect Dr. Siva Panda as the new co-chair. The committee provided feedback to Dr. Browder on the nomination call for the Louis K. Bell Research Award to clarify the use of campus location as surrogate for college identity. We recommended spelling out which colleges can submit nominations. Dr. Browder will make this recommendation to the Provost for next year. The committee is currently reviewing the Bell award nomination portfolios.

vi. Faculty Grievance (Shipman):

No Report

vii. Faculty Rights and Responsibilities (Verburg and Kouame):

Met on March 4, 2019.

The committee is tasked with three items:

1. Completion of updates to the Faculty Manual. The goal is to have this completed by the March 25 Senate meeting so that it can be forwarded to the Senators for comment and then approval at the April 22 meeting, the final one for the academic year.
2. Work on the “faculty workload project” to generate a summary of current campus policies/guidelines, definitions, procedures, and practices used to establish faculty roles and responsibilities; summarize how the assignment of workload is aligned to annual evaluation as well as promotion and tenure evaluation across the institution; and to identify any disconnections, discrepancies, and deficiencies among our institutional systems of faculty roles and evaluation.
3. Completion of the review and recommendations for the Outside Activities and Off -Campus Duty policy.

viii. Governance and Communication (Kubicki):

Met January 18<sup>th</sup>

Andrew Kemp (chair) is continually working on trying to get out awareness for upcoming Senate bylaws voting

ix. Student Affairs (Weeks):

No Report

x. University Promotion and Tenure (Kouame):

Pre-tenure review policy was sent back to the Promotion & Tenure Committee (not in line with USG). Language did not represent Senate intent and it represented a substantive change; Felt it had not been thoroughly vetted; Senators are asked to have their tenure-track faculty members and academic administrators review and give input.

f. Other University Information Related to Faculty

- i. Faculty Assembly is March 14<sup>th</sup> at the Education Commons
- ii. Thursday, March 28<sup>th</sup> at 4:30 in the HCA is the next session of the History of Medicine Series
- iii. Deadline for performance evaluations TBD
- iv. Trivia event is on March 30<sup>th</sup> at 4pm at the Savannah River Brewery hosted by the Diversity and Inclusion committee

4. Announcements

The next Libraries Assembly meeting is scheduled for June 5<sup>th</sup>, 2019 from 1:00p.m.-2:00pm at Greenblatt Library, AB 211.

Adjournment

## Appendix I

University Senate Meeting

February 25, 2019

Gail Kouame notes

### **Report from Dr. Keel**

- Legislative session ongoing until April 2<sup>nd</sup>. Dr. Keel has been going to Atlanta regularly to speak with leaders
- New Governor in office, so need to get him up to speed on our needs
- Asking for \$10 million for Children's Hospital of Georgia and Radiation Therapy building renovations
- 3 years' worth of "formula funding" planned; \$7 million the first year, with increases after that to fund MCG education; Governor has put this into the budget; this is the first increase like this for the university in over 20 years
- Governor has also approved 2% merit increases for State employees – needs to be approved by the legislature
- Planned curriculum changes for Medical College of Georgia: 3 + 3 + 6 = 3 years of undergraduate medical education, 3 years of residency, and student promises to work in rural Georgia for 6 years in Family Medicine practice to get tuition waived. 50 students total can participate each year.
- Increased IT security forthcoming. Leading to 9 policy revisions that will need to be made.

### **Report from Dr. Browder**

- Pre-tenure review policy was sent back to the Promotion & Tenure Committee. Language did not represent Senate intent and it represented a substantive change; Felt it had not been thoroughly vetted; Senators are asked to have their tenure-track faculty members and academic administrators review and give input

### **Executive Committee Reports**

- No other Executive Committee reports

### **Unfinished Business**

- Need for clarification in Senate Bylaws about definition of "full time" for voting. Recommendation from Parliamentarian that faculty be interpreted as "full time academic year" or "full time fiscal year" for clarification. This interpretation can be ratified by Senate and become an "interpretive annex" to the Bylaws and be clarified in the next Bylaws update.
- Time for Senate Executive Committee elections; Need nominations for Vice-Chair, Secretary, Treasurer, and 2 Senate-At-Large positions by March 14<sup>th</sup>. Refer to Scotty's email of 2/26 for full details. Voting will take place March 18 – 22.

### **New Business**

- Ombudsperson (Rich Pawl) and Faculty Advocate (Hubert Van Tuyll) terms expiring this spring. Both have agreed to serve next year. Other volunteers are welcome.



- Several other non-Senate committee positions opening due to expiring terms: AU Research Institute Board of Directors; University Safety & Emergency Preparedness Committee; IT's End User Advisory Committee; Educational Technology Advisory Committee; Research Technology Committee; Gateway to Completion Committee; Philanthropic & Honorary Naming Committee; University Academic Calendar Committee; Mandatory Student Fee Committee.
  - Senate Executive Committee will check in with those currently serving to see if they want to be re-nominated, but others are welcome for nomination as well.

### **Committee Reports of Note**

#### **Faculty Rights & Responsibilities**

- Reviewing policy on Outside Professional Activity

#### **Faculty Development**

- The Bell, Wallace, and Outstanding Faculty Awards are being reviewed prior to the March 14<sup>th</sup> Spring Assembly