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Minutes of the University Libraries Assembly
<http://www.augusta.edu/library/about/library-assembly.php>
Wednesday, November 18, 2020, 2:30 – 3:30 p.m., Virtual Meeting

Call to Order: 2:32 p.m.

Present: Balance, Bandy, Bustos, Davis, Davies, Fredsell, Gaines, Gally, Gomez, Johnson, Kouame, Kubicki, Morgan, Reese, Shipman, Smith, Verburg, Weeks

Absent: None

1. College of Science and Mathematics Building Construction and Greenblatt Library Renovation
Guest: Tom Dunaway, Director of Facilities Planning, Design and Construction
 - a. Presented a PowerPoint on the College of Science and Mathematics Building Design
 - b. Presented a PowerPoint on the Greenblatt Library's Renovation
 - i. Currently interviewing design team companies
 - ii. Potential start date of design team in January 2021
 - iii. Although the renovation phases were presented from previous planning, these plans will be revisited by a team comprised of the Library, Facilities Management, and the Provost
2. Approval of Minutes (G. Kouame)
 - a. First: A. Gomez Second: F. Verburg
3. OLD Business
 - a. Faculty Workload Task Force Update (P. Shipman) – no updates
4. NEW Business
 - a. Director's Report (K. Davies)
 - i. Staffing updates include Ali Gomez leaving in December and JannMarie Chandler retiring in December
 1. Kathy and Fay will review the job descriptions and submit to HR as critical hires
 - ii. Dean of Libraries search continues

University Libraries

1. Melissa gave an update from the search committee
 - a. Committee meets on November 19, 2020
 - b. Planned timeline includes:
 - i. Job position posted on various national websites, such as ALA, MLA, Chronicle of Higher Education
 - ii. Applications accepted from now until January 2021
 - iii. Committee will meet on January 7, 2021 to select candidates to interview
 - iv. On-campus interviews planned for February 2021
 - v. Select candidate in early March 2021
- iii. Provost starts in January
 1. SWOT analysis conducted across University
 - a. Libraries Strengths: staff skills, services, relationships
 - b. Libraries Opportunities: expand collaborations with other units, such as Fundraising
 - c. Libraries Weaknesses and Threats: short staffing, funding, mental health of staff, workload of staff
- iv. Internal and External University Websites
 1. Vonny Nogales and Website Committee have identified which sites of the Libraries should be included in internal and external
- v. Student Learning Objectives Project
 1. Libraries will focus on instruction programming, including consultations and virtual workshops
- vi. Course Evaluations Project
 1. Rod Bustos is the Libraries representative on the Assessment Team.
 - a. The team met on November 11, 2020
 - b. Reviewed our deliverables and start next steps
 - c. Discussed the different tasks that need to be accomplished for our software review
 - d. Reviewed individual roles and responsibilities as well as appropriate communication channels for disseminating committee updates
 - e. The project is scheduled to run until June 2021.
 2. Lachelle Smith is the Libraries representative on the Student Impact Team.
 - a. The team met on November 12, 2020
 - b. Reviewed our deliverables and start next steps
 - c. Discussed high-level objectives compared to our current process, and best practices for delivering course evaluations to students
 - d. Next meeting is December 10th
- vii. Libraries Budget
 1. As previously reported, the Libraries have a flat budget for FY21

2. No cuts from GALILEO, but Elsevier had a 3% increase
 3. Sandra Bandy swapped out some journals to adjust to the budget
- viii. Teleworking Policy
1. Currently being revised by HR
- ix. Ombudsmen Office is being created by Dr. Browder
1. Question about whether this position will be paid – unknown at this time
5. University Senate (P. Shipman/J. Davis) – see Appendix I
6. University Senate Committee Updates
- a. Athletics Committee (R. Bustos/N. Fredsell)
 - i. Committee Chair Hannah Bennett met with Melissa Brocato (Assistant Athletic Director) on October 27, 2020 to determine how we could best assist our student-athletes as a committee.
 1. They discussed various topics related to how to support the athletes’ mental health and well-being including items like monthly seminars or workshops, and open office hours in the CFH.
 2. The committee will be creating a Qualtrics survey that will be given to coaches and will allow students to anonymously provide feedback about what they are struggling with the most.
 - ii. Two sports played this fall
 - iii. Basketball teams have begun practicing and will play with limited seating for fans
 1. No season tickets are sold yet at this time
 - a. Balance needs to be determined on game seating for COVID
 - b. Budget Advisory and University Resources (K. Davies/P. Shipman) – no report
 - c. Curriculum and Academic Policies (T. Weeks/M. Johnson)
 - i. Met on October 20, 2020 and November 17, 2020
 - ii. Reviewed several policies
 1. Credit for Prior Learning
 2. Telework/Flextime
 3. Curriculum Approval Process
 4. Participation in Commencement
 5. Graduation with Honors
 - iii. Reviewed multiple course changes in education, public administration, communication, and social work
 1. The most discussed was the addition of SOWK 2001 (Social Welfare History and Philosophy) to Area E of gen ed, but it was eventually approved
 - d. Faculty Development (S. Bandy/G. Kouame)
 - i. Met on Tuesday, October 27 via Teams.

- ii. Reviewed two University policies; Committee approved the policies with edits and Chair Tiana Curry-McCoy will submit to Senate
 - 1. Faculty Appointment Policy
 - 2. Distinguished Faculty Titles Policy
 - iii. Two concerns were discussed during the meeting:
 - 1. Pandemic made it clear we do not have full and proper resources for online instruction (University Hall has excess issues, also some on the health sciences campus)
 - a. It was suggested technology and budget resources committee need to be involved
 - 2. No increase in Libraries budget to assist faculty and students for online resources
 - iv. Met on Tuesday November 17, 2020
 - 1. Dr. Kelehear provided a quick research and teaching update
 - 2. We reviewed the Faculty Appointment Policy again which had more data added. The Policy was approved and pushed back to the Senate for final approval.
 - 3. The Bell and Wallace Awards will have the same timeline as last year. An SOP was submitted to Dr. Browder for committee procedures.
 - 4. Brittany Cipollone from IE reviewed the Faculty Development Planning template for the AUFS tactic and measure portion of their “strategic plan”.
 - a. A special committee meeting has been set up for December 1st to write tactics and submit by the December 2nd deadline.
 - v. Subsequent meetings will be held every 3rd Tuesday at 1pm via Teams
 - vi. Sandra Bandy was nominated and accepted as the Committee Scribe
- e. Faculty Grievance (M. Johnson/D. Balance)
 - i. Reviewed the Individual Conflict of Interest Policy and the Compliance and Ethics Complaints Policy
 - ii. Worked with the Student Affairs committee on an Anti-Harassment Policy
 - iii. Currently working on goals and tactics for the Grievance Committee and will be meeting (probably Dec. 1) to finalize them
 - iv. There are no grievances in process at this time
 - f. Faculty Rights and Responsibilities (F. Verburg/N. Reese)
 - i. Met on Friday, November 13, 2020
 - ii. HR gave a presentation to the committee on changes to the Telework Policy
 - g. Governance and Communication (A. Gomez/N. Reese)
 - i. Reviewing filling positions on senate committees, ensuring vacant positions are filled and membership listed is current
 - ii. The committee has also been asked to review updated senate statues before the next senate meeting

- h. Instructional Technology (R. Bustos/J. Gaines)
 - i. Met on October 8, 2020 and discussed:
 - ii. Reviewing current IT infrastructure throughout Augusta University
 - iii. Surveying all stakeholders (faculty, staff, and students) for current and projected IT needs
 - 1. Conduct study to answer the questions:
 - a. Does current IT infrastructure meet existing and projected needs?
 - b. If not, what improvements need to be made?
 - iv. The committee is also trying to determine whether any surveys of a similar nature have already been conducted
 - 1. The committee chair met with Michael Casdorff recently and will be coming back to the group with additional information
- i. Promotion and Tenure (G. Kouame)
 - i. Reviewing promotion and tenure portfolios and communicating with University Administration about the results
 - ii. Writing Goals, Actions, and Tactics to guide the committee's activities over the next few years
 - iii. After the promotion review process is completed, we will start looking at updating the promotion & tenure guidelines, per direction from Dr. Browder
- j. Student Affairs (T. Weeks/J. Davis)
 - i. Met October 14, 2020
 - ii. Discussed committee by-laws, specifically the make-up of the committee's members
 - iii. Reviewed the Student Code of Conduct and the Anti-Harassment Policy

7. Announcements

- a. Sandra Bandy asked about putting Libraries posters in Scholarly Commons; Sandra will go through the posters she has over the next several months and contact authors
 - i. Gail Kouame also suggested featuring them on the data visualization wall in CTL
 - ii. Melissa Johnson suggested hanging them up around the Libraries, as well

Next Libraries Assembly meeting: Wednesday, March 17, 2020, 2:30 – 3:30 p.m., Virtual

Adjournment

Appendix I

Senate Meeting Notes
October 3, 2020
Submitted by P. Shipman

Minutes from AUFS meeting of 9/14/20 approved.

Michelle Reed gave an update of Title IX regulations that have been in effect by the USG since August.

- There are both Title IX violations and non-Title IX violations
- Different pathways for adjudication for students and non-students
- “A recipient with actual knowledge of sexual harassment must respond promptly in a manner that is not deliberately indifferent.”
- See <https://www.augusta.edu/prevention>
- Complex – see email attachments of PPTs

Strategic Planning relating to AUFS – Cipollone

- Integrated annual planning of alignment of AU Beyond Boundaries to USG strategic plan
- Now planning for FY22 planning goals, tactics, and measures for AUFS in October
- Goals can be annual or multi-year and must be SMART (specific, measurable, achievable, relevant, and time-based)
- State actions, how to measure success (with action verb), and state target level to achieve success
- AUFS Senators to complete goal worksheets and attend drafting, refinement, and pre-finalization sessions in October

President Keel

- Provost search underway and decision made in the next several weeks
- C-19 numbers for students and faculty are low (three students currently, 144 since Aug 1; five employees currently, 65 since Aug 1).
- Check website <https://jagwire.augusta.edu/coronavirus/>
- Aggressive campaign to vaccinate AU employees and staff for flu

AUFS Chair Basciano

- All agenda and minutes of AUFS are subject to Georgia Open Records Act
- Allocation of Senators will expand slightly next calendar year (NOTE: AU Libraries Senator representation will remain at two), and colleges and the libraries will be notified of open vacancies Jan 2021
- Provost search – any faculty member can give input about the Provost candidates to Basciano
- Bylaws confusion in AUFS at last meeting; not changing bylaws, but implementing changes approved in Spring 2020 to take effect Spring 2021

Continuing Business

- Bylaws Review Committee (Vazdarjanova)
 - Contact Vazdarjanova to participate in Bylaws review (attaching Draft Bylaws)
- Ombudsman position (Browder) – no update to report, still working on the position
- Faculty Workload Task Force (Browder)
 - Kelehear met with task force steering committee and all members of the committees
 - Kelehear met with Deans Council about the Task Force
 - Final version should be released soon
- Student Course Evaluations (Browder)
 - AU Course Evaluation Project (Kelehear, Browder, Whiting, and Bettie Williams)
 - About continuous improvement but focused on student input by creating a survey.
 - Want to establish a resource library for best practices
 - Why – want improvement in instruction and learning environment and process (settings, pedagogy, delivery method, class structure)
 - Not part of annual review or P&T of faculty
 - Two teams
 - Student Impact Team (Lachelle Smith, Libraries rep.) – develop resource library
 - Assessment Team (Rod Bustos, Libraries rep.) – to assess software and develop recommendations

New Business – approval of University Policies

- BAUR (Budget Advisory and University Resources Committee) – three policies for approval with some word changes (Planning and Resource Alignment, Vulnerability and Patch Management, and Cybersecurity Training) – passed
- CAP (Curriculum and Academic Policies Committee) – one policy (Classification of Undergraduate Students) policy – passed
- FRR (Faculty Rights and Responsibilities Committee) – four policies for approval with some word changes (Accruals and use of Annual Leave, Faculty Action and Approval Policy, Shared Sick Leave Policy, and Relocation and Moving Expenses for New Employees) – passed
 - One policy still under review and tabled is Faculty Extra Duty Compensation (for further editing).
- GC (Grievance Committee) – putting forward two policies for approval with some word changes (Individual Conflict of Interest, and Compliance and Ethics Reporting policies) – passed

Committee Items and Communications

- Notes about meetings; nothing dramatic to report

Officer Reports

- Interim Provost Kelehear
 - Dean of Libraries search is beginning again
 - Other dean searches underway – TGS, PCAHSS
 - Faculty Workload Task Force – see notes above
 - Planning underway for feasibility of an in-person commencement ceremony
 - USG interested in faculty/student interactions in current instructional environment
 - Enrollment (+70 undergraduate, +172 graduate)
 - Oct 15 deadline for instruction delivery adjustments for Spring 2021 term so students are aware before signing up for classes
 - BOR and Regents Academic Affairs subcommittee meetings
- Associate Provost Faculty Affairs Browder
 - Working on P&T calendar and P&T reviews
 - Notification to faculty of one-year postponement of P&T clock
- AUFS Vice Chair Vazdarjanova
 - Open positions will be available on AUFS committee – participate!

Adjournment

Dr. Keel's Report

- New Provost begins January 19
 - Dr. Kelehear will remain serving as interim until then
- In-person commencement for students is on December 11

Dr. Heather Roszkowski (AVP Cyber Defense & CISCO) Invited Guest Report

- Department of Homeland Security released a high priority cyber security threat (ransomware attacks) to the Public Health Sector on Wednesday, October 28
 - European hacking group UNC 1878, otherwise known as "Wizard Spider"
 - Stealing data and using it for extortion (e.g., ransom \$10M to get data back)
- IT has been working around the clock since Wednesday to address this threat
- Dr. Kelehear spoke about departments planning for the "what if's," such as what happens if our systems become compromised.
- Questions from the Senate:
 - How hard is it to counter attack?
 - Difficult to track attackers. They can start somewhere, be shut down, and start up somewhere else.

AUFS FY22 Goal Development (Brittany Cipollone)

- Recap of what the Senate and Committee Chairs have been working on the past several weeks
 - Have met 3 times:
 - Goals have been drafted (see Appendix I)
- Next steps are to focus on which specific goals the Senate should focus on and developing the tactics and measurement levels

Approval of Senate Minutes from October Meeting (Dr. Rajpurohit, Secretary of Faculty Senate)

- Attendance / Quorum Count – 20 (Quorum met)
- Some senators report not having access to the voting room in TEAMS
 - Dr. Basciano will review

- Minutes are approved 17:0:1

Bylaws Revision Review Committee (Dr. Vazdarjanova, Vice-Chair of Faculty Senate)

- Committee membership changed – Dr. DeLeo withdrew from the committee because of lack of senate representation (I think that’s what he said?)
- Question was asked which colleges were represented
 - Senators and Chair Committees were asked to volunteer to be on the committee
 - MCG, Georgia Cancer Center, Vascular Biology, and Allied Health
- Draft moving forward to the Senate Executive Committee
 - Proposed changes are in BOX

Credit for Prior Learning Policy from the Curriculum and Academic Policy Committee (Dr. Abdulovic-Cui)

- Motion to Approve for the policy as recommended with no changes
- Motion carries with 16:0:1

Distinguished Faculty Policy from the Faculty Development Committee (Dr. Curry-McCoy)

- Motion to approve committee changes to policy
- Motion carries 19:0:1

Faculty Appointment Policy from the Faculty Development Committee (Dr. Curry-McCoy)

- Motion to approve committee changes to policy
- Motion to table the approval for the policy to be sent back to the policy owners, in this case HR, to modify the policy wording and be sent back to the FDC and to the Senate (Penny Alderman and Robert Scott)
- Motion to table carries 17:2:0

Anti-harassment Policy from Student Affairs Committee (Dr. Griffith)

- Motion to approve committee changes to policy
- Motion carries 19:0:1

Committee Reports

- *Athletics Committee (Dr. Hannah Bennet)*
 - will distribute a survey to athletes to collect responses on what they need and how we can help them
 - Question posed to the Committee from Robert Scott to whether the COVID tests of athletes are included in the weekly reported numbers
 - Dr. David Hunt and Dr. Keel responded that positive COVID tests are reported in the weekly student reports by Dr. Keel and not through a separate report
- *Budget Advisory Committee (Dr. William Hamilton)* – no report

- *Curriculum and Academic Policies Committee (Dr. Amy Abdulovic-Cui)* – reviewed policies
- *Faculty Development Committee (Dr. Tiana Curry-McCoy)*
 - Dr. Curry-McCoy is new chair
 - Reviewed policies
 - Issues with technology in the connecting with online learning
 - Committee will work with Dr. Kelehear to address these concerns that have come forward
- *Faculty Rights and Responsibilities Committee (Dr. Amber McCall)* – no representatives present
- *Governance and Communication Committee (Dr. John Sligar)*
 - Popullo report project to create a monthly report to faculty on Senate’s activity
 - Would like to remain involved in the senate elections in the spring
- *Grievance Committee (Melissa Johnson/Jennifer Davis reported on behalf)*
 - Anti-Harassment Policy with the Student Affairs Committee
 - Currently no active grievances at this time
- *Information Technology Committee* – no representatives present
- *Promotion and Tenure Committee (Dr. Mohamed Al-Shabrawey)*
- *Student Affairs Committee (Dr. Candace Griffith)*
 - Anti-Harassment Policy with the Grievance Committee
 - Membership of student affairs committee revising
 - Conversations have begun with Dr. Bennett with Athletics Committee to address mental health issues of our students

Dr. Kelehear, Interim Provost and VP for Instruction, Report

- Graduate School Dean search is postponed until the new Provost begins so he can be involved
- Fourth floor of the College of Science and Mathematics will be a collaborative space for research
- Winter in-person commencement is in planning stages to ensure safety protocols
- Spring 2021 classes are mostly hybrid (529)
- Results from an undergraduate student survey about withdrawing from courses were reported
 - This report should be shared at a later time to all
 - Question was asked about Synchronous versus Asynchronous attendance in report?
 - Banner code will be changed by USG to designate this classification

Dr. Browder, Provost for Faculty Affairs, Report – had to leave meeting for another meeting and will send report

Motion carries to extend Senate Meeting 15 minutes

Dr. Peter Basciano, Chair of Senate, Report – had to leave meeting for another meeting and will send report

Dr. Almira Vazdarjanova, Vice-Chair of Faculty Senate, Report

- Attended the Board of Regents meeting
 - Discussion on which modality was more effective for teaching during this COVID time
 - Post-tenure review discussion to standardize among the USG institutions
 - Discussion on health benefits – why was the same company chosen and answer was that it was the most cost effective (I think referring to Blue Cross Blue Shield)
- Beard Award Committee has formed to select recipient (in spring)
 - The \$40,000.00 award is designed for graduating students during the academic year, in either the fall or spring semester, from the Schools of Allied Health, Medicine, Nursing, Graduate Studies and post-baccalaureate students from these schools
- COVID report
 - Mortality has decreased
 - AU does not do contact tracing
 - Not one child in the CSRA has had to be put on a ventilator or have died from COVID

Dr. Robert Scott, Past Chair of Senate, Report – no report

Dr. Surendra Rajpurohit, Secretary of Senate, Report – no report

Dr. Andrew Balas, Treasurer of Senate, Report – no report

Meeting Adjourned 6:00 p.m.

- 6 goals have been drafted

Drafted Goals

<p><u>SHARED GOVERNANCE</u></p> <p>Improve overall faculty culture within the academic setting by increasing faculty involvement in the institution's shared governance and improving practices.</p>	<p><u>ACADEMIC EXCELLENCE</u></p> <p>Lead initiatives to increase high-quality education and experiences for the purpose of developing our students as productive citizens.</p>	<p><u>DISTANCE EDUCATION</u></p> <p>Establish a faculty vision in virtual and distance education to enhance educational opportunities for students.</p>
<p><u>RESEARCH</u></p> <p>Lead initiatives to bolster faculty research and enhance the institution's research presence.</p>	<p><u>CLINICAL CARE</u></p> <p>Promote excellent and innovative health care through providing exceptional clinical and research experiences for the next generation of health care professionals.</p>	<p><u>COMMUNICATION & BRANDING</u></p> <p>Improve internal and external communication and branding to foster collaboration and increase awareness.</p>

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Drafted Goals and Actions

<p>SHARED GOVERNANCE</p> <p>Improve overall faculty culture within the academic setting by increasing faculty involvement in the institution's shared governance and improving practices.</p>	<p>ACADEMIC EXCELLENCE</p> <p>Lead initiatives to increase high-quality education and experiences for the purpose of developing our students as productive citizens.</p>
<p><u>Actions</u></p> <ul style="list-style-type: none"> • Participation in and understanding of the value of shared governance • Improve faculty culture through analysis of survey results • Increase organizational effectiveness 	<p><u>Actions</u></p> <ul style="list-style-type: none"> • Training, resources, and professional development • Experiential learning and research opportunities for students • Culture of communication among students and faculty

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- Discussion comments include:
 - the surveys are Summerville-focused and thus health sciences campus have lower participation in survey completion
 - How will the “understanding of the value of shared governance” be measured?
 - the statement “productive citizens” might be loaded and the term “critical thinkers” was suggested as an alternative
 - the goals and actions should be of a broad focus to include all University focus (i.e., liberal arts, health professionals)

Drafted Goals and Actions

DISTANCE EDUCATION

Establish a faculty vision in virtual and distance education to enhance educational opportunities for students.

Actions

- Faculty vision
- Training and resources
- Certificates or other credentials in distance education

RESEARCH

Lead initiatives to bolster faculty research and enhance the institution's research presence.

Actions

- Faculty support for research, especially through a Research and Innovation Committee
- Collaboration opportunities

- Discussions include:
 - Resolution of the Board of the Regents reports that online education is not as effective
 - Dr. Keel spoke and said that the quality is not the focus but that the concept should be that institutions provide face-to-face instruction as an option and not go completely online
 - Research and Innovation Committee for the faculty senate
 - Research administration (i.e., Dr. Diamond) would collaborate

Drafted Goals and Actions

<p><u>CLINICAL CARE</u></p> <p>Promote excellent and innovative health care through providing exceptional clinical and research experiences for the next generation of health care professionals.</p>	<p><u>COMMUNICATION & BRANDING</u></p> <p>Improve internal and external communication and branding to foster collaboration and increase awareness.</p>
<p><u>Actions</u></p> <ul style="list-style-type: none">• Telehealth and telemedicine services• Biomarker Development program	<p><u>Actions</u></p> <ul style="list-style-type: none">• Institutional communication• Collaboration with local partners• Augusta University brand

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Discussions include:

- Actions are not broad enough for the Clinical Care goal
- Should the Senate concentrate on its own brand instead of AU brand as a whole?