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Minutes of the University Libraries Assembly
<http://www.augusta.edu/library/about/library-assembly.php>
September 12, 2018, 1:00 p.m. – 2:00 p.m., Reese Library 141

Call to Order: 1:03pm

Present: Davies, Horton, Flynn, Johnson, Bustos, Logue, Kubicki, Bandy, Busbee, Kouame, Ballance, Hendren, Seago, Gaines, Shipman, Davis, Weeks

1. Approval of Minutes

- a. The June Assembly minutes were approved with the following revisions:
 - i. Under “D. University Senate Update”, item iv Faculty Development, remove Johnson so Hendren is the only reporter for that section.
 - ii. Move #2 under “D. University Senate Update”, item iv Faculty Development, to “E. University Committee Updates”, x. Libraries Faculty Development,
 - iii. Then in #1 under that section, change sentence to “Natalie was nominated for Leadership and Melissa was nominated for Collegiality.”
 - iv. Under Faculty Grievance: “The Committee chairperson is still getting emails.”
 - v. Change “E. University Committee Updates”, x. Libraries Faulty Development, to Faculty Development
 - vi. Change all stances of first person to third person
 - vii. Under “F. Other University Information...”, change DuBaki to DuBakey
- b. First: Tracey Busbee Second: Sandra Bandy

2. OLD Business

- a. Faculty Senate Representation (Davies)
 - i. As we are under 21 filled positions, do we need to have a backup for the three committees which only have 1 committee representative?
 - ii. The consensus is to hold off on elections until needed.
- b. Peer Review of Teaching (Verburg)
 - i. The PROT Committee is reviewing the feedback concerning the form, and they plan to meet soon to begin the revision process. They will look into literature to make sure our form is on trend, as well as create a more understandable rubric. Any additional feedback is still welcome.
 - ii. Continue to use the current form until a revision has been put in place.

UNIVERSITY LIBRARIES
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REESE LIBRARY

3. NEW Business

a. New Library Committees (Seago)

i. Staff Development Day

1. Two staff have been chosen to join this committee (Patricia Marcano and Renee Sharrock)
2. Motion to change name as some faculty were confused as to if they had to go. If the name is to stay the same, make sure all employees understand that they are to be there.
3. Davies will see if all members of this committee would like to extend their membership. If there are vacancies, Davies will let everyone know.

ii. New Employee Onboarding

1. Shannon and Ginny will be the staff on this committee in order to standardize general onboarding aspects between the libraries.
2. If interested in nominating another faculty member for this committee, contact Kathy Davies. Self-nominations are also accepted.

iii. Bylaws Committee

1. A Bylaws committee is needed to review the section regarding standing committees. Due to our limited personnel holding the university required Associate Professor or above rank, there are not sufficient candidates to hold an election. Therefore, the University Libraries Promotion Committee is appointed by Director of Libraries with potential members suggested by the candidate(s). The current University Libraries Bylaws language must be amended to reflect the current guidelines for promotion and tenure. In addition, the bylaws state that a full review will occur every three years, and we have met the threshold for a review cycle. Julie Gaines and Thomas Weeks volunteered to serve and a call will be sent for other nominations to the Bylaws Committee.

b. MLA Research Institute Update (Davies)

i. Moved to Research Learning Community Meeting

c. Upcoming Elections (Horton)

1. Answered under "Faculty Senate Representation"

d. University Senate Update (Kouame and Shipman)

i. August 27, 2018 (See Appendix I)

e. University Committee Updates

i. Athletics (Shipman):

Peter Shipman was elected to serve as chair. He accepted.
Reviewed the Responsibilities of the Athletics Committee
Goals for FY19:

- Concussion Management Protocol Policy – approved and sent to US Executive Committee March 2018
- Sportsmanship and Code of Conduct policy – approved and sent to US Executive Committee March 2018
- However, nothing has happened with either policy. Person will be advocating to have these moved forward
- Seminars conducted for athletes on topics of diet, sleep, mental health
Softball and Football fields to be refurbished, state of facilities perceived as a negative for recruiting.

Remarks by Bryant – coordinating with Academic Success Center on improving GPA for student athletes and completion to degree statistics
Remarks by Whetsel – Institution is fine with compliance

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

No Report

iii. Community Services (Busbee):

A couple of officers were elected:

- If the proposed Bylaws are approved, this committee will be disbanded and formed again as a Senate ad-hoc Committee. The next Bylaws change will add the committee to the University Senate again.
- Hannah Bennett was elected Chair by unanimous vote
- Tracey Busbee was elected Secretary by unanimous vote

We will be partnering with Open Paws Pantry on campus. The goal is to have more drop off locations on the campuses. When Busbee get more information, at the next meeting, Busbee will ask Fay about hosting one in the lobby. Additionally, Open Paws is in need of shelf-stable items that are easy to eat, prepare, and appetizing to our students. The pantry is open to all students. They try to keep the process easy and discrete. Students come to their location, get a bag, and take what they'd like. Space is limited and there is no refrigeration.

The committee is also going to be compiling a list of speakers, on various topics, from the University. It will be an internal and external resource for those who need guest speakers.

The next meeting is 9/21/2018.

iv. Curriculum and Academic Policies (Weeks):

Met August 31, 2018 - The committee met to establish procedures for the coming year. Dr. Kathy Browder (VPAFA) expressed an interest for the committee to possibly meet weekly due to several large changes coming, but the committee decided a biweekly schedule may be more feasible unless the workload proves to be too cumbersome. The possibility of virtual meetings was also raised.

The committee was asked to elect a chair. Dr. Wayne Lord (The Graduate School) was elected to serve as chair. He accepted.

It was expressed that the committee members should have access to Curriculog in order to review curriculum policies more efficiently. All committee members have now been given access to Curriculog.

There was some question as to the Curriculum and Academic Program Approval policy in the Policy Library being outdated. The process listed does not seem to be followed anymore. More information about this is to be collected for possible revision to the policy.

v. Faculty Grievance (Johnson):

The Faculty Grievance Committee met on August 17. Almira Vazdarjanova was elected as new chair of the committee since she has experience on both the Grievability and Hearing Subcommittee. She was going to get with the new members of the committee to arrange training. The committee also discussed and revised a Hub page about the committee that will appear on the MCG faculty resource website.

vi. Faculty Development (Bandy/Flynn):

The University Faculty Senate Faculty Development committee met on August 27. Tadd Patton, the new chair, reviewed what the committee had focused on in the past, and discussed our main focus for this year.

In the previous year(s), the committee mainly focused on ensuring that the various subcommittees had the information they needed to give the various Faculty awards that fall under the purview of the committee. Last year, the committee began to focus more broadly on what faculty development means, which included working with the Office of Teaching, Learning, and Development and Dr. Kathy Browder. Out of these meetings, the committee has developed their focus for this year, which will be to research the various faculty development resources/tools/opportunities available, and to develop a single portal to disseminate that information to faculty.

Last year, the committee had co-chairs: a chair, and a chair-elect. The Chair-Elect functioned as an apprentice for a year, and then rotated on as

chair the following year. The committee will be seeking volunteers for a new chair-elect in the coming week, and will hold an election for the chair-elect if we have multiple volunteers. We will also be determining best times/places for meetings, and how often we need to meet.

vii. Faculty Rights and Responsibilities (Verburg/Logue):

The Faculty Rights and Responsibilities Committee will have its first meeting on September 14 at 11:00 a.m. The main task this year is to finish the Faculty Handbook that was started last year, along with some other tasks that were discussed at the Senate Onboarding Retreat.

viii. Governance and Communication (Kubicki):

No report

ix. Student Affairs (Weeks):

Met September 5, 2018 - The committee elected a new co-chair, Dr. Griffith (PCAHSS). A second co-chair from the HSC is still open.

The committee were updated on the status of initiatives that were started last term with Women and Gender Studies.

- Feminine hygiene product availability – Senate has endorsed this, but funding for installation and upkeep has not been procured.
- Gender-neutral bathrooms – Facilities has taken this responsibility on and has begun to convert single occupancy restrooms to be designated as gender-neutral.
- Lactation rooms – Facilities has been tasked with finding appropriate areas to convert existing space.

An issue was raised regarding transition of students from Advising Center to Academic Departments. Colleges/departments do not have uniform policies, leading students to not always know how to proceed. Committee suggested that each rep gather info from their colleges and the committee could create a website/print materials informing procedures for each area.

The committee approved having student reps on their committee, but still need student reps (2 undergrad, 1 graduate). There has been interest through student government, but no firm commitments.

Student Life and Engagement has reallocated money from activity fees funded to being state funded. Some has gone toward creating travel grants for students, either for club/organizations or individual students to go to conferences. Other money was allocated for multicultural programming and the eventual creation of a multicultural center.

x. University Promotion & Tenure (Kouame):

Met August 30th, 2018 with Dr. Browder. Seretha Williams will serve as Chair this year.

The top priority in the short-term is to establish a new Pre-Tenure Review timeline as the current one conflicts with the Board of Regents policy.

Portfolio reviews will begin in October, after the College/Unit P&T committees have done their reviews.

f. Other University Information Related to Faculty

i. Policy Group – Dr. Seago and Ginny went to legal to try and get moving.

1. Also went to University Committee to get fast tracked, but there was much confusion and disorganization.

a. Gil Express and Electronic Resources policies were approved

ii. University Senate - There are some concerns between effort vs. workload

1. Taskforce is being formed by the University Senate to investigate

iii. Library Assembly Professional Development Committee

1. A standing committee that is appointed by the current Chair, Library Faculty Assembly as stated in the Bylaws. The committee reviews scholarship opportunities and encourages eligible faculty to apply.

2. November 1st is the deadline for MLA scholarships, so the committee will be looking into who would qualify and disseminating that information.

3. ALA scholarship deadlines are due December 1st.

4. The committee reviews scholarship opportunities and encourages eligible faculty to apply. The current committee members will be invited to continue or rotate off at their discretion. Faculty will receive a call to consider serving on this committee as potential replacements.

iv. Revisions to the Committee membership folder will be updated to flip who is listed as current vs. backup.

4. Announcements

The next Libraries Assembly meeting is scheduled for November 14th, 2018 from 1:00PM-2:00PM at Greenblatt Library, Room AB 211.

Adjournment

Appendix I

University Senate Meeting
August 27, 2018
4:30pm – 6:15pm
Harrison Education Commons GB 1120

- I. Welcome
- II. Invited Guests
 - a. Shared Governance AU-CAR focus groups – Brigdon
Reviewed timeline for CAR
Check CAR website for information
- III. University Senate Business
 - a. Keel remarks:
 - AU hosting BOR meeting
 - Ribbon cutting for cancer center – 10/10/18
 - Building 1 of Cyber is open
 - Building 2 incubator building to open mid-December
 - New dean for Cyber in place
 - Science and Mathematics delayed, but groundbreaking expected in 2019
 - No merit increase money available
 - Profit for health system overstated in Augusta Chronicle (\$50 million); actually deferred maintenance of \$40 million to keep about \$5 million margin. Trying to shift funding for medical school from health system to state.
 - b. Caughman “Start of the Year Snapshot” remarks:
 - Enrollment: 9057 (8822 last year)
 - Focusing on retention and completion to degree for undergraduate populations.
 - J. Nussbaum appointed as Hagler Chair, Ophthalmology
 - Border state in-state tuition for undergraduate programs
 - BOR USG policy revisions underway – conflicts of interest, conflicts of commitment
 - Great Colleges Survey – opportunity to add 10 questions to the standard 60 question benchmark.
 - Question: siting of Science and Math building near Goss Lane interfere with parking? Yes. Science and Math Building without classrooms? Yes, limited by USG standard – so AU built a new classroom at the Greenblatt Library.
 - c. Brower – VPAPA – official faculty count – 1164.
 - d. Declaration of quorum: we have a forum to conduct business
 - e. Review and Approval of Minutes – approved.
- IV. Committee Reports

- a. Senate liaisons assigned to each committee during onboarding.
 - b. Athletics – no report.
 - c. Budget – no report.
 - d. Community Service – no report.
 - a. Still a possibility that this committee will be disbanded. However, there were not votes to full disband at the last meeting.
 - e. Curriculum and Academic Policies – no report.
 - f. Grievance – met 8/17, elected new chair and new documents based on reorganization of the scope of the committee.
 - g. Faculty Development – no report.
 - h. Faculty Rights and Responsibilities – no report.
 - i. Governance and Communication – no report.
 - j. Promotion and Tenure – no report. Revising portfolios requirements before end of Sept.
 - k. Student Affairs – no report.
- V. Unfinished Business
- a. University Senate bylaws revision vote – Scott. Never reached a quorum (60% of faculty) to change bylaws; sending out emails to unresponsive and new faculty to vote in September.
- VI. New Business
- a. Senate Appointments to University Committees – motion and approval for senators to serve on university committees (Heboyan to Research committee).
 - b. FY19 Senate Unit Plan Goals
Restructure University Senate.
Improve communication between US and faculty.
Engage faculty to attend and participate in US.
Motion (Kouame) to adopt these goals this year for University Senate; approved.
 - c. Women’s and Gender Studies Committee Request – asking US to endorse resolution to supply feminine products, provide campus lactation stations, and provide clear signage for gender-free (all-gender) restrooms; approved.
 - d. Resolution to find merit raises through budget redirection to Budget Committee (Bachand); approved.
- VII. Other Business
- a. Senate Onboarding and Restructuring Retreat
Expanding US Executive Committee and length of terms; not approved.
Proxy voting for Senators – various scenarios; not approved (proxy authority difficult to configure, document proxy authority, proxy does not count toward US quorum)
 - b. Senate Restructuring – working groups (Rewrite bylaws to reflect any changes)
- VIII. Next meeting is September 24th, 2018
- IX. Board of Regents is meeting on campus on October 18th, 2018, which was the tentative date for the Fall Faculty Assembly. The assembly will more than likely be cancelled.
- X. Adjournment