



Minutes of the University Libraries Assembly
<http://www.augusta.edu/library/about/library-assembly.php>
Wednesday, April 15, 2020, 1:00 – 2:00 p.m., Virtual

Call to Order: 1:04 p.m.

Present: Ballance, Bandy, Bustos, Fredsell, Galloway, Gomez, Johnson, Kouame, Kubicki, Morgan, Shipman, Smith, Verburg, Weeks

Absent: Davies, Gaines

1. Welcome to new faculty (M. Johnson)
 - a. Nelson Fredsell, Electronic Resources Librarian, Reese Library
 - b. Jacob Galloway, Clinical Information Librarian, Greenblatt Library
 - c. Emma Kate Morgan, Access Services Librarian, Reese Library
2. Kathy Browder, PhD, Associate Vice Provost for Faculty Affairs
Davin Miller, Director of Web & Digital Services, Department of Communication and Marketing
 - a. Presented MyAugusta – the new intranet
 - b. Will share slides with Melissa
 - i. Slides contain questions for us to answer about the new intranet
 - c. Question came up about Mimecast – Mimecast cannot be accessed without VPN access
 - i. Rod is the Libraries security officer – contact him for access requests
3. Approval of Minutes (M. Johnson)
 - a. First: N. Reese; Second: G. Kouame
4. OLD Business
 - a. Bylaws (M. Johnson)
 - i. Assembly voted to change Article VII: COMMITTEES, Section 1. Standing Committees to read “Each committee shall be composed of one chair and two to four appointed members” instead of “...one chair and two appointed members” on February 10, 2020.

University Libraries

- ii. Bylaws were updated by the LA Secretary and uploaded to the web by O. Angelton.
- b. OpenAthens (R. Bustos)
 - i. Testing continues
 - ii. On track to go live week of May 11, 2020 after spring semester ends
- c. Faculty Workload TaskForce (P. Shipman and K. Browder)
 - i. The Taskforce will still meet during this time of teleworking
 - ii. Deadline for report to the Provost has been extended from May 1, 2020 to the end of May/early June
 - iii. Draft documents will be presented to the faculty after the spring semester ends
 - iv. Taskforce is looking at the data collected from the distributed survey earlier this semester

5. NEW Business

- a. Voting Results from Senate Elections (J. Davis) – see handout
 - i. Community Services Committee was disbanded by the Faculty Senate.
 - ii. There is a high possibility that the BAITUR committee will be split into two committees and elected members will be dispersed among the two – BAUR and IT. For IT, R. Bustos will for sure be our representative if/when this split occurs.
 - iii. The results will be updated on the website by the LA secretary.
- b. Director's Update (K. Davies)
 - i. Will fill in later since Kathy is out on personal leave
- c. Dean of Libraries recruitment update (M. Johnson)
 - i. At a standstill right now
- d. Provost recruitment update (G. Kouame)
 - i. Hopeful interviews begin September 2020
 - ii. Interim will be named
- e. University Senate Update (P. Shipman/G. Kouame)
 - i. Bylaw changes to Section III-2 (P. Shipman sent e-mail dated February 25, 2020 to the Assembly for feedback)
 - ii. See Appendix I.
- f. University Committee Updates
 - i. Athletics – no report (R. Bustos)

ii. Curriculum (T. Weeks)

1. Updated the courses POLS 4950 (description), MINF 3650 (changed pre-req), and a sequence of SCED classes (moved online).
2. Also discussed and updated the Student Learning Outcome Policy.
3. Discussed the possibility of allowing P/F or continued W, but the P/F was not a popular option.
4. Discussed the new general education curriculum but tabled it for later as the date has been pushed back to Fall 2022.

iii. BAITUR – split into BAUR and IT (R. Bustos)

iv. Faculty Development (S. Bandy)

1. Call for nominations on January 3, 2020 for both the Richard S. Wallace Service Award and the Louis K. Bell Award
 - a. Received 6 nominations
 - b. Rubric requested
2. Nominations from colleges/schools to serve on the SVP for Research & Intellectual Property Committee for AY 2020-2021.

v. Faculty Grievance (M. Johnson)

1. Revising the current Grievance policy and a new policy on Compliance and Ethics Complaints
 - a. Will be presented to Dr. Browder, Associate Vice Provost for Faculty Affairs
2. The chair of the Grievance Committee presented the grievance process to all colleges except the DCG
3. No current grievances

vi. Faculty Rights and Responsibilities – no report (N. Reese/F. Verburg)

vii. Governance and Communication (J. Kubicki)

1. Possible "Committee in Committees" will be set up to recruit people to Faculty Senate committees, as elections in colleges are not working so well.
2. Approved the proposed Social Media Policy changes for the university

viii. Promotion and Tenure (G. Kouame)

1. Extension of the Promotion & Tenure Review Period

- a. President Keel is exercising his authority to create an opportunity to extend the review period by one year for faculty continuing employment in 2020-2021 who have a time-limited mandate for review --- 1) tenure-track, non-tenured faculty, and 2) non-tenure track faculty whose current rank has a time limit

2. Evidence for Evaluation of Teaching

- a. Faculty will have the flexibility to determine whether they want to include the spring 2020 course and/or peer evaluations as part of their portfolio. This exception is granted for all promotion and tenure reviews that occur over the next 6 years, and for annual reviews that will occur in spring 2021.

3. Faculty eligible for P&T were notified

- ix. Student Affairs – no report (T. Weeks)

6. Announcements

- a. Virtual Finals Frenzy (A. Gomez) - starting April 27, 2020
- b. Libraries newsletter sent out April 18, 2020 (A. Gomez)
- c. E-resources LibGuide created for access to resources off-campus, trials of resources, open access availability due to COVID-19 (S. Bandy)
 - i. https://guides.augusta.edu/online_greenblatt
 - ii. <https://guides.augusta.edu/Online/home>

Next Libraries Assembly meeting: June 10, 2020, 1:00 – 2:00 p.m., Virtual

Adjournment

Appendix I

University Senate Meeting Notes
Peter Shipman
April 13, 2020

Update: Coronavirus – Coule

Dr. Coule's report was much like others he has given recently. He did say he expects the peak for COVID-19 to hit the Augusta area around the first of May, which is a couple weeks later than the national peak. He also indicated that it's hard to know whether or not there might be a second wave/another outbreak in the Fall. These types of viruses tend to slow down over the summer months. (G. Kouame)

Review and approval of minutes

Invited Reports

President Keel

Dr. Keel didn't really give a report - he just acknowledged the hard work and adaptability of faculty during this time. (G. Kouame)

Provost Caughman

- Virtual commencement for undergraduates and masters students – May 30. More details to come.
- Hooding ceremonies for PhDs are in the planning stages.
- Student townhall next Wednesday.
- Extended the Withdrawal period extended to the final day of the semester.
- Still recruiting and admitting students for summer and fall terms.
- Tenure calendar is extended; letters to go to affected faculty to elect to keep to original schedule or defer.
- No schedule in place for students to return to clinics at this time.
- ACT/SAT requirement is suspended (no testing taking place at this time). High school GPA will be a factor for admission. Eighty percent of admission decisions have been made.
- Hoffman question about finances with fewer student scenario; right now, finances are OK.
- GRE is still preferred for Graduate School admission by the GS faculty; Dean Watsky is not in favor of mandated GRE for admission.

AP for Faculty Affairs Browder

- See above regarding Tenure calendar being extended.
- UPT chair S. Williams looking at tenure and post-tenure review.
- Faculty Workload Task Force deadlines moved forward about five weeks.
- Turner question about pay raises for faculty earning P&T: Provost – probably.

VP for Instruction Kelehear

- Looking into adding non-Banner access to D2L to assist online learning.
- Ninety-three percent of students are signing in to D2L.
- Plan to conduct summer term classes exclusively online.
- Advising to be done online.
- S. Williams – students seeking dual enrollment must get HS counselors to sign forms, which cannot be accomplished when public schools are closed
- Good cooperation seen in helping faculty and students go online.

Officer Reports

US Chair Scott

- Senate Elections – have not received results from SON and MCG because of COVID-19. Those schools will have elections and be updated by May.
- USG Faculty Council meeting this Friday.
- Commencement – see above, details still to be worked out.
- Onboarding for Faculty Senate set for August 6; schedule TBD.
- Still a vacancy for University Advocate – see Scott if you have someone in mind for this position.

Vice-Chair Basciano

- Correction to earlier report – Provost to retire this summer, with an interim named until a permanent candidate is found. Short list of candidates expected by mid-August; airport interviews in mid-September; finalists to visit campus in late September; final candidate in place by late 2020.
- Bylaws amendments – this is complicated and is actually important:
 - Redesign of the committee structure of the AUFS
 - Statutory committees to look at the Bylaws

- Executive Committee – redesigned, elected
- Committee on Committees – appointed from Chairs of the Standing Committees.
 - Standing committees to conduct normal business

I also hope to receive official documentation to share this week about bylaws changes to be voted on in Senate at the May meeting.

Unfinished Business

- Any adjustment to the fall academic calendar to accommodate the new dates for the Masters has to be approved by the USG.
- Some policies under review are delayed because of COVID-19: examples of Workforce Reduction, Grievance

New Business

- Senator Onboarding – see above.

Senate Committees

- Student Affairs (Griffith) – review of AU Policy on Minors on Campus with recommendations for some slight changes.
- Promotion and Tenure (Williams) – want optional pause on promotion and tenure clock because of interruption of research activity due to COVID-19. The committee recommended that evaluations of teaching for the Spring 2020 semester be optional to include in the portfolio. Additionally, the committee recommended that faculty unable to secure peer reviews of teaching for Spring 2020 be given special consideration in the portfolio review process.
- Governance and Communication (Sligar) – committee rosters for July will be completed by end of May.
- Faculty Rights and Responsibilities (McCall) – looking at policies
- Curriculum and Academic Policies (Abduolovic-Cui) – looking at student learning outcomes policy with Institutional Effectiveness.
- BAITUR (Hamilton) – no adjustment about refunding parking fees at this time. Jack Evans and Micki Williford will be co-leading an institutional project to support migration of web content from our externally facing site (www.augusta.edu) to our new intranet (my.augusta.edu) – Kim Capehart (DCG) is appointed as AUFS representative on this group.

University Senate Meeting Notes
Peter Shipman
February 3, 2020

President Keel

1. A national search will be conducted to replace Provost Caughman; that search committee will form this month.
2. Legislative season is now through May of forty legislative days; spends two days per week in Atlanta to represent AU during this time. No cuts are anticipated, but nothing is clear until mid-April. AU is seeking:
 - a. Seven percent formula funding for MCG, DCG, and veterinary medicine at UGA to stabilize funding for medical education.
 - b. \$6.1 million in equipment funding for new Science and Math building; normal practice is funding for planning, then followed by funding for building, then followed by funding for equipment.
 - c. **\$4.9 million for the Greenblatt Library.**

Provost Caughman

1. No travel to China until further notice.
2. This Friday is the 45th anniversary celebration of the School of Nursing at Athens.
3. Employee Engagement Survey (a/k/a Great Colleges to Work For Survey) is coming out March 9.
4. CAR – nothing to update.
 - a. AU is providing the BOR with information and awaiting feedback.
 - b. AU is not looking at faculty positions, but staff positions. Some staff position classifications are identical in title, but vary as to reports and responsibilities in staff titles such as Business Managers, Business Operations Managers, and Office Managers. Looking for more accurate depictions of the work of each position.

AP Faculty Affairs Browder

1. Faculty Workload survey is distributed.
 - a. Sixteen percent of faculty have responded as of 2/3.
 - b. Survey will close 2/14.

- c. Faculty Workload Townhalls to announce survey results to be determined by 2/5.
2. Promotion and Tenure – new calendar sent out 2/4/2020 to extend the early fall period by two weeks to allow more time for the four approvals on portfolios to be completed (Aug – mid-Oct).
3. Annual evaluation period to begin soon.

VP Instruction Kelehear

1. For all instruction, “intentional, meaningful interactions” by faculty towards students means students stay in school when they are engaged.
2. Goal is for all first-year student to complete 30 credit hours over two semesters. Historically, this had a success rate of 15%; now, for the past five or so years, the rate is 63%.
3. Reviewing end-of-course evaluations.

Senate Chair Scott

1. Looking for a candidate to fill the University Advocate position; send any candidates to Scott for review by the AUFS Executive Committee.
2. Look for a notice soon about cyber security for all devices, university and personal, and encryption requirements.

Senate Vice Chair Basciano

1. Senate Bylaws revisions – discussion of the second wave Bylaws revisions. Revisions with slight text changes was approved.

Note: the second wave of Bylaws revisions were approved by the Faculty Senate to be brought back for comment by their faculty. Shipman will distribute the approved Bylaws to the Library Assembly ahead of the next Faculty Senate meeting on March 2nd. Please read the approved revisions carefully when you receive them and send comments to Shipman. With the new system of changing Bylaws, only unanimous approval of the second reading of Bylaws revisions will mean the Bylaws revisions are officially enacted.

Unfinished Business

1. B. Williams - Faculty Development Committee is seeking a candidate to serve on the University’s Intellectual Property Committee. This candidate would also need AUFS approval.
2. Scott – University Policies are automatically reviewed every three years. The Faculty Senate does not set policy but reviews and endorses policies – each policy is sent to the appropriate FS committee, the committee reports back to the Senate, and the Senate endorses. Policy reviews to committees and administrators include:
 - a. Standard Course Meeting Times
 - b. Social Media Policy (Governance and Communication)
 - c. Grievance Policy (Grievance)

- d. Cyber Security
- e. FERPA (BAITUR)
- f. Intellectual Property Policy
- g. Sabbaticals (Browder)
- h. Workforce Reduction (Faculty Rights and Responsibilities)
- i. Ombuds Office (Caughman, Browder)

New Business

1. College and University Elections (Governance Committee) looking for candidates for two At-Large Senators, Vice-Chair, and Treasurer.
2. Provost Search Committee – Peter Basciano approved by Faculty Senate as the AUFS representative on the Provost Search Committee.

Senate Committee Reports

1. Student Affairs (Griffith)
 - a. Looking into Title IX training for students.
 - b. Looking to arrange campus voter registration events.
 - c. Looking to arrange a meeting with AVP Student Affairs Davies to learn more about the department.
 - d. Noting need for more capacity in student mental health area; students are waiting too long to receive appointments. Provost promises to look into this concern.
 - e. Looking into the Peach Belt Conference approach to athlete mental health includes an app Headspace (retail \$70/year) to help with mindfulness.
2. Promotion and Tenure (S. Williams)

Edits to portfolio guidelines will be brought to Faculty Senate for endorsement at the March meeting (Provost manages and owns all P&T).
3. Grievance (Vazdarjanova)
 - a. Latest grievance was dropped; no other grievances at this time.
 - b. At this time, not sure what Grievance policy is in effect. Both the 2017 Grievance policy and the 2013 Grievance policy were never officially signed and endorsed by the President. A new version of the Grievance policy is close to completion.
 - c. Vazdarjanova had goal of meeting with each faculty assembly – hopes to complete this process with presentations to DCG and CON.
4. Faculty Development (B. Williams)
 - a. Looking for candidate for the Intellectual Property committee.
 - b. Received seven nominations for the Wallace and Bell awards.
5. Curriculum and Academic Policies (Blagg)

Looking to resolve some Curriculog conflicts.
6. BAITUR (Hamilton)

Working with J. Evans (Communications and Marketing) and M. Casdorff (IT) to define the appropriate use of AU resources for communication and how do we (AU) communicate? MS Teams?
7. Athletics (Bachand)

Wetzel report of academic success (GPA) for athletes.

Adjournment

Notes from University Senate Meeting
Gail Kouame
December 9, 2019

Invited Reports:

Dr. Caughman

- Fall Commencement on Friday, 12/13
- Faculty Workload Task Force continuing its work – web site now up

Officer Reports (Executive Committee members):

Senate Chair

- Deadline for electing new Senators from each college is March 20th. Need to elect new Executive Committee members and Committee Chairs as well.
- Annual Compliance Training announcement coming soon
- Vacancy for new University Advocate – need someone for remainder of academic year as previous person stepped down

Senate Vice Chair

- Bylaws revisions
 - All revisions were approved to move forward in process

Senate Secretary

- Faculty Manual – approved – will likely need further revisions – <https://augustauniversity.app.box.com/file/573167204596>

Senate Treasurer

- Senate budget is being prepared for next year

Unfinished Business

Faculty Appointments

- BAITUR Committee recommended Hongyan Xu as representative on Cybersecurity Governance Committee – Senate approved

Policies under review

- Soon to be coming to Senate – standard review process:
 - IT Security
 - FERPA
 - Standard Course Meeting Times
 - Mimecast and Outlook Email (including mass emailing protocols)
 - Social Media Policy

New Business

- University Promotion & Tenure Committee – recommended changes to procedures (handouts at meeting) – approved by Senate
 - Some question about what “Summary Page” is in Annual Performance Evaluations

Senate Committee Reports (I’m only including those that had anything notable to report):

- Student Affairs
 - Concerns about need for shuttle service for those who need it in the early mornings; a needs assessment is recommended, but not sure who will administer it
 - The Laney Walker stop is permanent. Safety concerns are known and safety features are to be added
- Governance and Communication
 - Will be vetting the Social Media Policy
- Faculty Rights & Responsibilities
 - Will be vetting the Workforce Reduction policy

Announcements:

- Invitation for all to attend Fall Commencement

Adjournment