



Minutes of the University Libraries Assembly
<http://www.augusta.edu/library/about/library-assembly.php>
1:00PM-2:00PM, Reese Library LIBR 141
Wednesday, September 9, 2019

Call to Order: 1:00 p.m.

Present: Johnson, Kouame, Davis, Davies, Weeks, Gomez, Kubicki, Shipman,
Ballance, Smith, Bustos, Verburg, Bandy, Reese

Absent: Gaines, Busbee

1. Welcomed new library faculty Ali Gomez and Lachelle Smith and introduced all library faculty to Dr. Browder.
2. Dr. Kathy Browder, Associate Provost for Faculty Affairs
 - a. Presented restructured organization chart for Faculty Affairs and topics to which Faculty Affairs will be addressing this year
 - a. Restructured organization is to provide more attention on faculty success
 - b. Topics include recruitment, faculty engagement, professional development, faculty welfare
 - b. Presented Faculty Affairs FY 2020 Goals and Initiations
 - a. Conduct needs assessments for integrating a holistic strategy for faculty success
 - b. Increase faculty engagement through mentoring
 - c. Analyze Faculty Affairs policies
 - d. Create a taskforce to explore and address faculty workload
 - e. Review promotion and tenure guidelines
3. Approval of Minutes (M. Johnson)
 - a. Modifications to minutes:
 - a. Add Shipman to attendance
 - b. Change wording of Ali Gomez starting July 1
 - c. Change Jillian Oliver's position title to Office Coordinator
 - b. The June Assembly minutes were approved.
 - a. First: T. Weeks Second: N. Reese

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

4. OLD Business

a. Committee Representation (J. Davis)

i. Confirmed Library Faculty Senate Committee Services and terms

1. List can be found:
<https://augustauniversity.app.box.com/file/139834812508>
2. Election is needed for one vacancy for Faculty Grievance
 - a. Will conduct ASAP
 - b. Robert Scott (Chair of University Senate) asks that the new member will serve a two-year term instead of a three-year term to align with University Senate rotation schedule
3. Scotty also asks that one member of the Student Affairs Committee serve only a 1-year term instead of a 2-year term to align with University Senate rotation schedule
 - a. Thomas Weeks will serve 2019-2020

b. Gateway to Completion (T. Weeks)

- i. There are 15 sections of 1102 for fall 2019 semester with 271 enrolled students
 1. 3 of the 15 sections have completed the GTC
- ii. Thomas, Melissa, and Josette are currently the only instructors for GTC, but other librarians will be trained
 1. Spring 2020 semester has 47 sections of ENGL 1102
- iii. Assessment method includes a pre- and post-test
 1. Experiencing limited participation from students in completing the tests
 - a. Changed distribution of tests from Poppulo to University e-mail because Poppulo gets sent to the "Other" folder instead of the "Focus" folder
 2. Data collection method may need to be revised

5. NEW Business

a. Bylaws (M. Johnson)

- i. Motion to change the bylaws for standing committees (Article VII, Section 1) to read “two to four appointed members” instead of “two appointed members”
 1. Assembly will discuss further at next meeting in November
- b. Director’s Update (Davies)
 - i. Faculty Search Committees:
 1. Special Collections Librarian for Reese in-person interview dates are forthcoming
 2. Access Services Librarian for Reese is posted
 3. Paperwork for the Clinical Services Librarian for Greenblatt is in process, currently with Greenblatt Administration
 4. Paperwork for the Electronic Resources Librarian for Reese is in process, currently awaiting Dr. Kelehear’s signature
 5. Fay is awaiting feedback for the Cataloging Librarian position description
 - ii. Building Renovations for Greenblatt Library
 1. “Phase 2” renovations includes a new HVAC system and, if funding allows, a second entrance
 - a. Dates for HVAC system renovation are not yet confirmed
 2. Temporary transformer will be replaced with a permanent transformer
 - a. Date TBD but Greenblatt will close at 11:00 p.m.
 3. On Saturday, October 12 the outside of Greenblatt will undergo power washing in selected areas
 4. The last of “Phase 1” renovations included new furniture added to the first floor of Greenblatt Library
 - iii. Faculty focus groups are being creating under the prevue of Dr. Browder and will consist of 8 faculty members across campus
 1. Teaching and Mentoring
 2. Research
 3. Service

4. Clinical and Educational Process
 - iv. Institutional Effectiveness Advisory Committee
 1. New taskforce has been created to investigate whether academic support units, such as the Libraries, should be reporting on student learning outcomes
 - v. Educational Technology Advisory Committee
 1. Microsoft Teams will replace Novell instant messenger
- c. Dean of Libraries Recruitment Update (F. Verburg)
 - i. Search Committee has been formed and met on September 11
 1. Libraries representation include: Melissa, Peter, Marianne, and Fay
 - a. They were tasked by Provost Dr. Caughman to review the job description and send recommendations
 - i. They met on September 16 for this task
- d. OpenAthens Update (R. Bustos)
 - i. GALILEO is wrapping up the resource activation phase of the OpenAthens implementation and is in the process of assigning Go Live dates
 1. Augusta University is now December 18 (previously reported as December 16 and 17 but has since changed)
 - a. EZProxy will be available as a fallback in case there are any issues.
- e. Professional Development Committee (S. Bandy)
 - i. Motion to remove Part C (Article VII, Section 1, B, 1, C) on bylaws
 - ii. Motion to change Part B (Article VII, Section 1, B, 1, B) on bylaws to say “raise awareness about research opportunities” instead of “provide assistance in research efforts”
 - iii. Committee will solicit answers from the Assembly through e-mail on what professional development means

- f. University Senate Updates (P. Shipman/G. Kouame)
 - i. See Appendix I
 - ii. Draft USG strategic plan:
https://www.usg.edu/strategic_planning/draft_vision_statement_and_goals
- g. University Senate Committee Updates
 - i. Athletics (R. Bustos):
 - 1. Committee met on August 28
 - 2. Josefa Guerrero will be the committee chair
 - 3. Clint Bryant (Director of the Athletics) gave an update on the department:
 - a. Academic excellence on student athletes and NCAA general information
 - b. Report on the plans for the new baseball and softball fields
 - c. Creation of the Hall of fame class
 - d. High expectations for the upcoming season of volleyball and track
 - 4. The committee discussed the goals for this academic year:
 - a. Long term: change the bylaws to have a more concrete and realistic tasks for this committee
 - b. Short term: Food and transportation are not easily available when there are no classes. This is a problem when student-athletes are requested to report a week before classes start or when they have competitions during Christmas break, etc.
 - i. Committee will invite Dale Hartenburg (AVP for Student Services) (or someone from his office) to our next meeting to talk about this

- ii. Budget, Advisory, IT, and University Resources (R. Bustos):
 - 1. Committee met on Sept 6, 2019
 - 2. Bill Hamilton is continuing as the committee chair this year
 - 3. Issues discussed at the meeting included the following:
 - a. Representatives from BAITUR and Scotty are planning to meet with Yvonne Turner (new EVP for finance) about budget issues and how faculty can be more involved
 - b. The Committee reviewed the Safety Hazards Policy and made recommendations to make the policy clearer
 - c. Concerns were raised about the strategy to upgrade all campus computers to Windows 10 in a timely manner and with the least disruption to faculty and staff workflow
 - d. BAITUR is providing information to the Senate regarding splitting off the IT portion of the committee to form a new committee
 - i. Will require bylaws changes and likely won't happen until next academic year
- iii. Community Services (N. Reese):
 - 1. Not disbanding as previously discussed among Senate
 - a. Revisit charter to have more internal focus
 - 2. Holding chair elections
- iv. Curriculum and Academic Policies (T. Weeks):
 - 1. Committee met on September 24
 - 2. Chair is Amy Abdulovic-Cui and Vice-Chair is Susan Murray
 - 3. Discussed committee responsibilities with new members, including how to use Curriculog
 - 4. Due date for proposed curriculum changes is no longer a rolling deadline but now September 15 of each year
 - a. Committee discussed how it may affect our committee, but more information is needed

v. Faculty Development (S. Bandy):

1. Committee met on Thursday, September 12
2. Chair is Dr. Bryan Williams, Department of Physiology and Technological Nursing
3. Reviewed the AU Intellectual Property Policy and unanimously supported the policy revisions
 - a. Revisions will be submitted to the University Faculty Senate for approval
4. Dr. Browder joined the meeting and discussed the call for nominations, criteria, and selection process for the Richard S. Wallace Service Award and the Louis K. Bell Research Award
 - a. Once the Spring Assembly is officially announced, the committee will proceed with the call for nominations.
 - b. The Committee unanimously agreed to clarify criteria/eligibility to include names of specific Colleges for both awards.

vi. Faculty Grievance (M. Johnson):

1. No update.

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

1. Chair needs to be elected

viii. Governance and Communication (A. Gomez):

1. The committee met on August 29, 2019 and Chris Sligar was elected chair for FY2020.
2. The committee discussed the goals for this academic year:
 - a. Short-term goal: prepare a summary report of the activities of the senate for FY2019 to circulate to faculty
 - b. Long-term goal: changes to bylaws completed
3. The committee revised Sub-committees of GCC:
 - a. Faculty Evaluation of Administrators: now ad hoc

- b. AU Policies: remain active
- c. Intrafaculty Communications: remain active
 - i. Sub-committee will focus on the short-term goal
- d. Bylaws and Statutes: remain active
 - i. Sub-committee will focus on the long-term goal
- e. Nominations and Elections: remain active
 - i. Ali Gomez to serve on sub-committee
- f. Faculty Manual: discontinue; manual is near completion

ix. Student Affairs (J. Davis):

1. Committee met on August 27
2. Candace Griffith will serve as chair
3. Updates from last year include:
 - a. feminine products are now available in student female bathrooms around all campuses
 - b. lactation rooms are available in Health Sciences building, Harrison Ed Commons building, Science Hall, and University Hall
 - c. Gender-neutral bathrooms are now available in all buildings across campuses
4. We will be reviewing the Student Code of Conduct and make recommendations to Scott Wallace, the Dean of Students.
 - a. Sections were split among the committee members.
5. Scotty tasked us with finding out more information on UGA's student mental health screening for all incoming freshman and whether this is something AU wants to consider
 - a. Task force among the committee was formed for that issue
6. Faculty submitted an issue for the committee to discuss:

- a. Admission process and communication issues
 - i. Students missing deadlines
 - ii. Process is unclear
- 7. Students submitted issues for the committee to review:
 - a. Transportation needs
 - i. Bus schedule runs from 7am to 11pm, which does not help students who have 7 a.m. classes or who visit the libraries/wellness center, etc. after 11 pm; also limited bus schedule in between semesters.
 - 1. Subcommittee was formed
 - b. Travel expenses for students to attend academic activities instead of having to purchase upfront and get reimbursed
- x. University Promotion and Tenure (G. Kouame):
 - 1. Committee will update and revise guidelines extensively after getting direction from Dr. Browder
 - a. In the short term, add School of Computer and Cyber Sciences to the guidelines
 - 2. Committee will start implementing a checklist for portfolio contents
 - 3. MCG is behind on their internal reviews and has asked for an extension
- xi. Other University Information Related to Faculty
 - 1. OneUSG
 - a. Greenblatt Access Services employees are experiencing differential payment issues
 - i. Ali and Kathy are in contact with OneUSG for corrections
 - 2. Benefits/Open Enrollment
 - a. Open Enrollment dates are October 31 – November 8
 - b. Benefits Fairs dates:

- i. Tuesday, November 1, 9 a.m. - 3 p.m, Harrison Ed Commons Buildings (HS Campus)
- ii. Wednesday, November 2, 9 a.m. - 3 p.m., JSAC Ballroom (Summerville)
- c. Peter previously e-mailed insurance premiums to the faculty

6. Announcements

Adjournment

Next meeting: November 20, 2019, 1:00 – 2:00 p.m., Greenblatt Library

Appendix I

University Senate Meeting
September 9, 2019
4:30 – 6:15 pm
JSAC Ballroom
Notes provided by P. Shipman

1. Enrollment unofficially at 9274 (up 202 from last year). Retention: 72%.
2. BOR Strategic plan; three Strategic Imperatives
 - a. Academic Excellence and Degree Completion.
 - b. Economic Development and World Class Research
 - c. Accountability, Efficiency and Innovation
3. Browder – faculty development.
 - a. Faculty Workload – teaching/advising/mentoring; research/scholarship; service/administration; clinical/faculty practice.
 - b. P&T alignment with BOR policy
4. Open enrollment/spouse surcharge/tobacco surcharge.
 - a. New well-being vendor – Virgin Pulse
5. Kellehear looking for volunteer faculty to serve on Instructional Innovation, Student Success, High Impact Practices, and Affordable Learning committees.
6. Bylaws for all University Senate committees, long overdue, to be coordinated for edits.
7. Code of Conduct in student manual to be reviewed.
8. Chair Scott wants more communication between college senates and University Senate.

Invited Reports

I. Provost Caughman

- A. Enrollment – 9346, not official; last year’s census mid-October – 9072
- B. Seven new academic programs approved in the last year. Pre-consolidation (111), now 160 programs
- C. CAR – not complete
 - 1. Administrative effort to streamline operations and redirect savings to the institution
 - 2. Four goals
 - a. Improve employment and recruitment
 - b. Look for savings in the budget
 - c. Improve communications
 - d. Look at IT tools and systems
- D. Leadership
 - 1. COE, CON, Diversity leadership positions filled
 - 2. Dean of Libraries will report to the Provost

II. AP for Faculty Development Browder

- A. Voting faculty number is 1129
- B. Office of Faculty Affairs
 - 1. Strategy for faculty success
 - 2. Advocate for AU faculty
 - 3. How? Collaboration with colleges, school, and centers.
 - 4. Why? Faculty success leads to student success, institutional success.
- C. Goals for AP and Office of Faculty Affairs
 - 1. Infrastructure and programming
 - 2. Strategy based on needs assessment
 - 3. Faculty engagement – mentoring and communication
 - 4. Faculty affairs policy analysis
 - 5. Faculty workload
 - 6. Promotion and tenure guidelines

III. VP for Instruction Kellehear

- A. Seeking a faculty member as a champion on Informal Learning group
- B. BOR Chancellor has an opening for a faculty member to join Learning Scholars and Communities group

Officer Reports

I. Senate Chair Scott

- A. Senate onboarding successful
- B. University Senate to meet the first Monday of month (except Aug, Sep, Jan, Apr)
- C. Plans to increase interaction with other College Governance bodies (like the Library Faculty Assembly)
- D. University Bylaws can now be changed by University Senate as per change enacted in Spring. However, any modifications of the Bylaws cannot be in conflict with the University Statutes; the Statutes belong to the President and Office of Legal Affairs

II. Senate Past Chair Turner

- A. Faculty Manual is in draft form in Box. US Executive Committee will make recommendations to the University Senate on changes to current Manual

III. Secretary Walton

- A. Need University Senate Treasurer to manage budget of \$25K
- B. Will be updating committee membership on University Senate website

Unfinished Business

- I. Faculty Workload Resolution – not finished and will take several months, in coordination with Browder. Will remain on Unfinished Business until completed. “Resolved, that the University Senate requests the Provost to form a working group to include appropriate faculty representation, to address formulating faculty workload standards. These standards should include a definition of “effort.” The University Senate further requests that the working group recommendations be presented to the Senate for endorsement prior to their going into effect.”
- II. Faculty Senate Appointments to University Committees
 - A. Approved last spring
 - B. As per note at Kellehear – looking for Summerville Campus Affordable Learning Champion
 - C. Wendy Turner approved as University Senate representative on the Dean of Libraries search committee

New Business

- I. Faculty Guest Parliamentarian – R. Whiting (recommended by US Exec. Cmte.)
Approved. Whiting willing to train another faculty member to be Parliamentarian
- II. Senator At Large and Treasures positions – R. Whiting outlined who would be eligible to fill those positions
- III. Guest Ombudsman – R. Pawl will serve another term. Other faculty are encouraged to receive training in this area to qualify as Ombudsman
- IV. Curriculum and Academic Policies committee is seeking to coordinate volunteers with VP Instruction Kellehear, R. Whiting, and G. Passmore for three advisory committees: Instructional Innovation (instructional design), Student Success (investigate initiatives supporting student success), and High Impact Practices (related to First Year Experience, undergraduate research, and experiential learning)
- V. Reduction in Force process – to be reviewed by the Faculty Rights and Responsibilities committee and reported back to University Senate
- VI. Other new business – motion approved for University Senate and Senate Chair to create an end of the year report in May

Senate Committee Reports

Most had no reports as they have not met.

- I. Curriculum and Academic Policies
 - a. working on changes to core courses that require approval
- II. Faculty Development
 - a. reviewing the criteria for faculty teaching awards
- III. Promotion and Tenure
 - a. will continue to refine P&T guidelines