Minutes of the University Libraries Assembly
http://www.augusta.edu/library/about/library-assembly.php
1:00PM-2:00PM, Robert B. Greenblatt, M.D. Library AB 2103
Wednesday, November 20, 2019

Call to Order: 1:03 p.m.
Present: Ballance, Bandy, Bustos, Davis, Gaines, Gomez, Johnson, Kouame,
       Kubicki, Shipman, Smith, Weeks
Absent: Davies, Reese, Verburg

1. Almira Vazdarjanova, PhD, Chair of Faculty Senate Grievance Committee presented the process of faculty grievance and what events are considered grievances (slides were shared following the assembly)

2. Approval of September Minutes (M. Johnson)

    a. First: G. Kouame Second: T. Weeks

3. OLD Business

    a. Bylaws (M. Johnson) – proposes changing 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"

        i. Rationale: last year, one committee had too many members; want to have an odd number of representation for voting purposes (i.e. to avoid voting ties)

        ii. Secretary of Library Assembly will create and send a ballot for voting

            1. There was a discussion on whether an electronic ballot is needed for amendments. The bylaws state as follows:

            ARTICLE IX: AMENDMENTS OF BYLAWS

            Section 2. A proposed amendment shall be submitted digitally to assembly members through the agenda for the

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meeting. **If the proposed amendment is approved by the majority of the members at the assembly meeting, a digital ballot will be distributed to all members eligible to vote.** A quorum for digital ballots shall be forty percent of eligible voters. Adoption shall require a two-thirds in favor majority vote of the ballots returned to the bylaws committee via the secretary of the assembly, who will report the results.

    b. Voting Results (J. Davis)

        i. Bylaws changes – In regards to the proposed amendments to the Professional Development bylaws, a quorum of 40 percent was met in voting. At least two-thirds voted to change. Motion granted.

        ii. Faculty Grievance committee representation is now Darra Ballance.

        iii. Elections for 2020-2021 are due on March 6, 2020.

            1. Secretary will compile list of what's positions are needed for voting and will distribute to the Assembly.

            2. Call for nominations will occur in mid-January and voting will occur in February.

4. NEW Business

    a. Assembly Agendas and Minutes (J. Davis)

        i. Previous minutes and agendas were missing from the Libraries' website. Owen and Vonny have fixed this.

    b. Director's Update (M. Johnson for K. Davies)

        i. See Appendix I.

    c. Dean of Libraries Recruitment Update (M. Johnson)

        i. Six applications were reviewed; none of them will be interviewed.

    d. Faculty Workload Taskforce (P. Shipman)

        i. Website available: https://my.augusta.edu/provosts-taskforce/

    e. University Senate Updates (P. Shipman/G. Kouame)

        i. See Appendix II.

f. University Senate Committee Updates

    i. Athletics (R. Bustos):

        1. The Athletics Committee met on October 29.

        2. The bylaws describing the duties and membership of the committee were reviewed and a new version was drafted. The new version was approved by the committee and will be submitted to the senate for review before the December meeting.

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

        1. The BAITUR committee met on November 21.

        2. Several members of the committee will be meeting with Yvonne Turner (EVP for finance) to advocate for faculty involvement in the budgeting process.

        3. Hongyan Xu agreed to serve as the Cybersecurity Governance Committee Representative from BAITUR.

    iii. Community Services (N. Reese):

        1. Committee wanted to disband, but this has been tabled by the Faculty Senate for further discussion.

    iv. Curriculum and Academic Policies (T. Weeks):

        1. The CAPC committee met on November 12. Heather Metress came to the meeting and showed everyone the major updates and improvements her area has made to Curriculog. The faculty seemed to be very happy with all the revisions that were made and said that it is much easier to use.

        2. Dr. Abdulvic-Cui presented changes to NURS 9051, SCED 3102, and the FDNS series. She asked the committee to look over the revisions and vote on them by Friday, Nov. 22.

        3. Thomas Weeks was selected as the representative from the CAPC for the Gateways to Completion Committee.

    v. Faculty Development (S. Bandy):

        1. No update.

    vi. Faculty Grievance (M. Johnson):

        1. All new members on the grievance committee received training from the Chair.

        2. The committee received one new grievance. The Grievability Subcommittee deemed 4 out of 5 points

"Grievable". Melissa Johnson was named Grievance Hearing Officer and the hearing was set up for Nov. 13. The Grievant cancelled the hearing the day before as his grievances were addressed by the Respondents.

3. Almira Vazdarjanova, Chair of the Grievance Committee e, is scheduling visits to all of the colleges' Senate representation bodies to inform the faculty of the Grievance process.

  vii. Faculty Rights and Responsibilities (N. Reese):

1. No update.

 viii. Governance and Communication (A. Gomez/J. Kubicki):

1. See Appendix III.

  ix. Student Affairs (J. Davis/T. Weeks):

1. Committee reviewed the Student Code of Conduct and made recommendations to Scott Wallace, the Dean of Students.

2. Committee is participating in the Assistant Vice President for Student Affairs search

3. Transportation Sub-committee Notes:

    a. The subcommittee met with Dale Hartenburg about the following issues:

-    Shuttle not running for early start times
-    Shuttle changing stops without notice
-     No transportation off-campus

    b. Mr. Hartenburg explained the following:

      i. They only change routes between semesters and aren't planning on changing anytime soon. There is a plan to restructure the fee schedule so that parking and shuttle are combined into one Transportation Fee for all students (this makes students able to use financial aid for parking, which they can't now). It has to be approved, but it would overall improve the transportation situation. This will give them extra money to implement a Ride Sharing platform offered

at other campuses. Essentially, there would be an app and the student(s) would request a ride and a van would pick them up and take them where they want to go. This would include anywhere on campus and selected off-campus locations. This would run 24/7 and during breaks. It would also take care of all the requests we had.

    x. University Promotion and Tenure (G. Kouame):

        1. The Promotion & Tenure Committee spent the majority of October and November reviewing promotion and tenure portfolios - there were approximately 100 to review. There were several issues with the portfolios this year (late submissions, missing signatures from applications forms, etc), and the committee plans to summarize our concerns to Dr. Browder, as well as propose some updates/revisions to the Promotion & Tenure Guidelines at the University level. The guidelines will be the focus of the committee's work for the remainder of the academic year.

5. Announcements

Adjournment

    Next meeting: **March 18, 2020, 1:00 – 2:00 p.m., Reese Library, LIBR 141**

Director's Report
K. Davies

Annual report highlights
- 31 publications
- 5,915 reference and consultation requests
- 7,234 attendees
- 3 pages of personnel achievements

Personnel Updates
- Access Services interview in progress
    - Candidates on-campus visits: Nov. 19, 2019 and Dec. 3, 2019
- Electronic Resources interview scheduled
    - Candidates on-campus visits: Dec. 9, 2019 and Dec. 12, 2019
- Clinical librarian conducting Skype interviews
    - Committee will be inviting candidates for on-campus visits, dates TBD
- Cataloging & Metadata reviewing candidates
- Special Collections candidate declined, search is ongoing

Provost Cabinet

CAR
Survey form for reviewing spans and layers; Did not receive any forms for Libraries to complete

AU ROTC program report
No longer on viability watch 96% retention rate
Reminder of scholarships for graduate/professional degrees

Cybersecurity
Mandatory biannual training Hotline- 72CYBER
10% of employees responded to last phising test
Encouraged to report spam/suspicious emails
Training will occur every six months

Data Governance
USG added section to process manual
AU Data Advisory Committee formed
Completing systems inventory and creating/updating policies

- 9,274 student enrollment – increase from last year
- Day of Service – 1,300 + registered to participate

VP Instruction & Innovation
- Pleased with faculty author reception and has recognized faculty awards/achievements
- Showing up to events is important & library participation has been noticed positively
- Is aware of challenges with our flat budget

Announcements
- Student learning outcomes taskforce disbanded
- Units under Kelehear & Susan Davies will report data for next SACS cycle
    - University Libraries will be included Site visit 2026
    - Data submitted in 2025
- GALILEO portal (databases page) redesigned for 2021
- Resource locater interface updated Summer 2020
- Annual GALILEO user survey open until Nov 22
- 20% of USG courses overall are no/low cost
- December 13 is Winter Commencement

University Senate Meeting
November 4, 2019
Notes provided by G. Kouame

Minutes from October meeting approved

Invited Reports:
- President - Dr. Keel
  - LCME has approved the proposed 3 + 3 + 6 curriculum for MCG
- Provost – Dr. Caughman
  - Census and credit hours have increased this year – important to track both; ROTC – important for our relationship with the military and Fort Gordon; size of cadre is increasing
- AP for Faculty Affairs – Dr. Browder
  - Faculty Workload – committees have started meeting, looking to finalize a web page by the end of this week where people can access information
- VP for Instruction – Dr. Kelehear
  - Call for Chancellor's Learning Scholars will be coming out soon. Several faculty members will be leading groups.

Officer Reports
- Senate Chair
  - Debrief of USG Faculty Council meeting (Oct. 17 – 18) – Discussion about system-wide mission statement for USG. Each university will need to tailor theirs to correlate to the USG statement. Also, discussion about paid parental leave which currently is not prohibited, but not directly addressed. There are pros and cons to offering this benefit to consider. No firm decisions made – need to figure out possible costs involved.
- Senate Vice Chair
  - Senate Bylaws revision process/timeline – subcommittee membership approved by exec committee today. Will be dealing with non-substantive changes to the bylaws. Will have a vote at the January meeting. Subsequent changes after that.
  - Motion to disband the Community Services Committee and to re-word Bylaws about this and adding responsibilities to Faculty Rights & Responsibilities Committee – put forth to vote to move forward to vote to approve at the next meeting. Motion to table this until February to allow for current committee members to figure out where they might

want to serve in the future. Motion seconded. Majority voted in favor of tabling until February.

- Past Chair – No Report
- Secretary
  - Most recent version of the Faculty Manual is available in Box and will be voted upon at the next meeting. Senate web page has been updated and is more easily accessible.
- Treasurer
  - Dr. Surendra Rajpurohit is the new Treasurer
  - Working on updating treasury – will have more detailed report next time

Unfinished Business
- Faculty Appointments – still need reps
  - Web Governance, IT End User
- Policies under review: None
- Parliamentary interpretation of bylaws – Ombudsperson and Advocate
  - Motion to table until May – discussion ensued about nature of the Ombudsperson position as it currently stands at AU. Motion passed to table until May,

New Business
- None

Adjourned at 5:26pm

Appendix III

Governance and Communication Committee

Notes provided by J. Kubicki and A. Gomez

- We last met on Monday, October 28, 2019.
- Prior, we met on September 18.

October 28, 2019 Meeting
- Bylaws and Statutes subcommittee updated us on the report on Peter Baxciano's PowerPoint presentation at the October senate meeting and clarification of the change in how changes to the bylaws are now done.
- The Intrafaculty Communications subcommittee updated us on the status of the senate summary report tasked to us by the senate. It is in progress.
- The Nominations and Elections subcommittee, which we both serve on, updated the group on the status of identifying contact persons for each college. Todd Hoffman volunteered to take this on and is currently working on this.
- Some committee members have not attended any meetings. These people have been randomly assigned to a subcommittee that needs higher numbers.
- Some discussion whether it would be better to meet on Summerville campus for each meeting due to easier parking. Talk that if it was late in the day that that would be fine, then one could continue driving home. No resolution.
- John Sligar, Committee Chair, called for volunteers to serve on the ad hoc committee for Bylaws revision. A couple of committee members volunteered; we aren't one of them.
- We are next meeting sometime in December. John Sligar emailed a Doodle Poll last week.

September 18, 2019 Meeting
- Subcommittees for GCC discussed, sign up for subcommittees continued and completed in this meeting, and subcommittees were charged as follows:
  1) **Faculty evaluation of administrators : Chair** Sligar designates this committee as ad hoc for now (as not much activity or need for this currently)
  2) **AU Policies:** Chair Sligar designates this committee as ad hoc for now
  3) **Faculty Manual:** Chair Sligar designates this committee as discontinued for now as the Faculty manual seems to be mostly completed and out of the hands of GCC

4) **Bylaws and Statutes:** *Charge:* Review the Bylaws and statutes and ensure that they are in sync; Chair Sligar also intends to delve further into how the new process for amending the bylaws was approved. (*Bylaws currently indicate that a supermajority of the senate can approve changes to the bylaws in a 2 step process: the changes are discussed in a senate meeting and senate majority can vote to have the changes on the agenda for approval at the next meeting. The faculty are then made aware of the proposed changes and are intended to discuss with their college senators. The senate then meets again and a supermajority must approve the change – if so, it is then adopted. This is a change in the bylaw amendment process and it is yet unclear if this has been officially approved by the faculty, per the previous process in the bylaws, or just approved by the senate. There was also discussion about a proposed process of reaching a faculty quorum by tracking which faculty opened emails soliciting vote on bylaw amendments and counting those that opened but did not vote as abstaining.*) There is discussion of potential overhaul of the bylaws. There are numerous proposed changes to the bylaws that have not been approved and adopted yet (due to difficulty with obtaining a quorum of the faculty). This is the long-term goal for the GCC as charged at the senate on-boarding meeting.

5) **Intrafaculty Communications:** *Charge:* Review the minutes and reports from the senate over the past 1 year and write a report/summary of what the senate accomplished in the past year. There was discussion that everyone did not have access to the BOX folder with the senate minutes and reports. Chair Sligar indicated he would ensure everyone had access; members are to email him if they do not. It was clarified that this report was something the GCC charged itself with at the senate on-boarding meeting and not something delegated directly from the senate to GCC. This report was the GCC short-term goal for this year. The GCC charged itself with this report as many new to the senate and senate sub-committees were unclear on what had been accomplished in the prior year and what now warranted attention. The report is intended to be a concise summary of the highlights of the past 1 year.

6) **Nominations and Elections:** Ali and I are both on this committee. *Charge:* List provided of the contact person for each college for senate nominations and elections. This sub-committee should reach out to the colleges to confirm that these are the correct contacts as well as go through the list of senators and sub-committee members to form a list of positions that will be vacated in 2020. Chair Sligar explained that there are only 4 positions for which GCC is responsible for running the election process. These are the 2 at large senators, the vice chair, and

the treasurer. The vice chair becomes the chair for the following year, and then the "past chair" for a year subsequently. All other positions that will be vacated in 2020 on the senate and sub-committees are the responsibility of the individual colleges. However, it is noted that GCC should help monitor and guide that process to ensure it occurs by a timeline and deadline set by GCC. This deadline should be in the Spring of 2020. Each college typically has 2 members on each sub-committee though there are a few exceptions (example given is athletics may only have 1).

- **GCC Vice chair:** Discussion about whether GCC should create a vice chair position to be filled by a GCC member who would not rotate off until 2021. The intention would be for the vice chair to learn from the chair through this year and then move into the role of chair for the 2020-2021 academic year. This could help provide consistency and improve productivity of the GCC over time. The vice chair could also site in for the chair at senate meetings to give reports and report back to GCC as needed.
- **GCC meeting schedule:** Chair Sligar advised that the GCC meet every month. Meetings will alternate between the Summerville and Health Sciences Campuses.