



Minutes of the University Libraries Assembly
2:00 PM, [TEAMS](#)
January 17th, 2024

Call to order at 2:01 PM

1. Approval of Minutes (Weeks)

- a. Motion: Jenn Davis
- b. Seconded: Natalee Reese

2. OLD Business

- a. None

3. NEW Business

- a. Dean of Libraries Update (Prepared Remarks)

I wanted to share some updates and thoughts relating to budgetary issues as well as programmatic things that are in the works. As usual, there are a lot of sticks in the fire, but here is an overview of current discussions related to budget and university initiatives that may impact the library:

i. Budgetary initiatives and updates

- 1. David Young and I will be meeting with the Provost and his budgetary designates to go over the current library budget and issues both for educating the team as well as preparing for the next alignment hearings. I plan on asking for substantive assistance in understanding and developing strategies to address our gaps and threats to existing budget based on several factors including inflation, increases in enrollment, new programs and cessation of funding from AU Health and Student Technology Fees.
- 2. The Senior Leadership Team have begun discussions to determine what we will focus on for requests for the FY25 alignments hearings.
- 3. I should hear back from the Smart Growth initiative on requests for funding positions and collections within the next two weeks.

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4. I will be meeting with Dean Hess and his budget manager to discuss funding gaps in supporting MCG's regional campuses, the need for beginning hiring processes for a librarian for the Savannah Campus and potential folks to talk to at Wellstar for library services and resources.
- ii. Facilities updates
1. New office furniture will be delivered and installed next week at Greenblatt. A second order for chairs at Reese and 1st floor Greenblatt furniture (it got accidentally left of the PO) will be ordered soon.
 2. Susan Davies and I are presenting to the President's Executive Cabinet on 1/18 to discuss remaining renovation proposals for the 2nd floor staff spaces and Student Success Center space on the 1st floor.
 3. The café RFP is still active with a vendor proposal going through final review. I hope to know if we will proceed with this solution soon. If it moves forward, we would anticipate the café opening in July/August.
 4. Investigation into completing the remaining 3rd floor lighting at Reese is active as well as our request for replacing stairwell and 1st floor office carpeting. It is a very SLOW process.
- iii. General news
1. ASERL (The Association of SouthEast Research Libraries) membership has recently approved changes to its membership criteria, which would allow for the AU Libraries to join. I will be reaching out to the executive director of ASERL to begin discussions about this.
 2. The fun of running for VP/Pres-elect of ACRL will begin in earnest starting in February, with voting happening in March/April.

Thanks, and if the faculty have any questions about this or other issues, please send them my way after the meeting.

- iv.
- b. Greenblatt Library Director Update (KDavies)
- i. Contact Greenblatt faculty / staff via email or chat while we are moving around
 - ii. Will soon begin plans on how to spend Young Fund (eBooks)
 - iii. Adding to leisure book collection this year
 - iv. Approved for ChatGPT survey to health science students (March 2024)
 - v. LCME site visit next week (1/22 – 1/26)
 - vi. Marty Duff new Greenblatt weekend / evening manager (they / them pronouns)
 - vii. Hunter Rhodes (R&ES Graduate Student) delay in start date
 - viii. AU Online library resources forthcoming (videos for students / faculty)
- c. Reese Library Director Update (MJohnson)
- i. Welcome Erin Prentiss to Faculty Assembly!
 - ii. 1 PT morning staff position open at Reese – FYI

- iii. Furniture in place in study rooms
 - iv. Be careful on stairs at Reese – wonky carpet
 - v. Various size task chairs for folks to try at Reese – let Melissa know your selections. Chairs coming to Greenblatt soon for employees here to decide on
 - vi. Thanks for help with LEAP week (orientation, ice skating, lemonade brigade, etc.)
 - vii. AU Online creating tutorials applicable to Online courses
 - 1. Emily, Josette, Thomas, Aspasia
 - 2. Kathy and Melissa meeting to discuss providing info to online faculty
 - viii. Cat pictures to be hung throughout the Reese Library!
- d. University Senate Update (JDavis)
- i. Changes to evaluation form and policies
 - ii. Next meeting is Jan 29th – Rebecca Carrol (HR) discussing faculty salary questions submitted through the Faculty Senate
- e. [Student Success Activities for Evaluation Discussion](#) (All)
- i. Melissa: when **instructors** go up for promotion, they have to be strong in teaching AND student success
 - 1. There is a reason we have what we do in the areas we do. Make sure you aren't compromising your percentages and goals
 - ii. It is up to us / our supervisors to decide if we want to add percent of efforts to Student Success and Professional Development
 - iii. Promotion & Tenure committee focuses scrutiny most on your highest percent effort category, FYI
 - iv. Compare our list to AU evidence of student success activities
 - v. Erin's job is quite different. Do any former access services folks have input on what student success means?
 - vi. Student Success activities list is not to be exhaustive, just ideas. Echo verbiage of AU and USG policies
- f. University Committee Updates
- i. Curriculum and Academic Policies (TWeeks)
 - 1. No update
 - ii. Student Affairs (ALuster)
 - 1. Undergraduate Student Attendance Policy Review
 - a. "The Student Affairs Committee met in November to review and discuss the revised Undergraduate Student Attendance policy. The 8-page document has now been reduced to four pages and the committee clarified some wording within the

document regarding missing classroom time for student club activities. This policy will probably be voted on during the February or March Faculty Senate meeting.”

iii. Athletics (RBustos)

1. No update

iv. BAUR (Budget Advisory and University Resources Committee) (RBustos)

1. 2025 Planning and Resource Alignment Survey
 - a. See email that Rod sent out on Tuesday, 1/16
 - b. Call for projects to be funded

v. Faculty Development Committee (TDority)

1. The Office of Faculty Affairs will host workshops for Chairs on best practices and curating external letters for P&T. They are also working with Tina Baggott, Volunteer Services, to secure speakers for sustainability and service-learning workshops.
2. “Hotel office” spaces will become available in the Health Sciences Building and Allgood Hall. There could be a third office in University Hall.
3. The Online Teaching and Learning committee highlighted the What Works for Me series and will be hosting a student panel discussion in the spring to hear graduate and undergraduate perspectives.
4. An online hub for faculty development activities was proposed. Several sites were suggested, including the Libraries and the Center for Instructional Design. Also suggested creating a faculty development web page and making the link accessible on other pages.

vi. Faculty Rights and Responsibilities (JKubicki)

1. “The Committee undertook initial reviews of each of the 4 policies (named below) by sending in our suggestions and inquiries, from copy-editing to content. We have received the policy holders’ (Dr. Ray Whiting and Dr. Karen Head) revisions and responses to our concerns. We are undertaking a second review of each as we receive them, and letting the committee chair know if we accept the policies with the changes, wish to make additional changes, or just reject the policy entirely.
 - a. Reviewing the Annual Faculty Performance Evaluation Policy
 - b. Reviewing the Faculty Tenure Policy document
 - c. Reviewing the Faculty Promotion Policy document
 - d. Post-Tenure Review Policy

2. In summation: From an email from Mike Milano, Chair of the Faculty Rights and Responsibilities: “In looking over the three policies it does seem that Faculty Affairs has addressed or changed everything we have asked them to do.” And, later in his email: “To be honest, [the Annual Faculty Performance Evaluation Policy] the policy will go into effect at some point because it is required by the University System [of Georgia] so we are trying to make it as best as possible.”

vii. Governance and Communication (EHarris)

1. No updates at this time; committee meets monthly

- viii. Information Technology (RBustos)

1. Committee not met. Recently received a cyber security policy to review. In process

- ix. Promotion and Tenure (JGaines)

1. Met Nov 9th and 10th. Went through 76 portfolios.

4. Announcements

- a. Please submit your nominations for Faculty Award to Emily Harris no later than end of day, Monday, January 22nd.
- b. Mental Health Panel Discussion on Thursday, Jan 25th HCA, 4:30 – 5:30. Speakers are McCall, Turner, and Fields.
- c. Reminder: Faculty Unassembly Thursday, 1/25 at 11 AM at Reese. LibGuide Repository Training from 9 – 10:30.
- d. Natalee out on leave for a few weeks beginning 1/22. Direct all HS inquiries to Shafer or Emily.
- e. The next Libraries Assembly meeting is scheduled for Wednesday, March 20th, 2024.

5. Adjournment at 2:45

- a. Motion: Shafer
- b. Seconded: Natalee