

University Libraries Assembly Meeting Minutes  
March 15, 2013  
9am-10am

Jeff Heck, Chair, called the meeting to order at 9 a.m.

Jeff provided a handout with a listing of all University Libraries officers and committees. Camilla Baker confirmed that she is serving as noted in the handout. The committee chairs will need to find two volunteers to serve on their committee. The charge for each committee is included in the Library Assembly Bylaws, also distributed.

**New Business:**

*Bylaws Amendments:*

We reviewed bylaws amendments designed to bring the Libraries' Bylaws in line with the University Bylaws. Fay Verburg moved to approve all of the amendments. Melissa Johnson seconded the motion. Discussion followed before approval. Brenda Seago asked if the word "ranked" was necessary in the first sentence under article viii. After discussion, a motion to remove "ranked" was put forward, seconded, and approved. Amendments were then approved as a whole by voice vote.

*Promotion and Tenure update:*

The University promotion and tenure guidelines are posted to the web at [www.gru.edu/universitysenate/](http://www.gru.edu/universitysenate/). The faculty should soon vote on the guidelines. The Libraries' proposed P&T guidelines have to be in line with the University guidelines, so final approval of Libraries P&T is dependent on this vote. Discussion about the make-up of P&T committees and what constitutes sufficient rank followed.

*University Artifacts Update:*

A faculty manual is being worked on; there is an outline of all the different policies that it will include. An online version is likely, with links to statutes, bylaws, and an introduction for new faculty members as well as policies. Policies related to SACS accreditation must be approved first.

*Other university information related to faculty:*

Brenda mentioned that there will be a demonstration of a product related to faculty reporting called Digital Measures. A decision for which system will be used for faculty reporting needs to be made by April, and it will be implemented by Fall 2013.

Kathy Davies asked if there was any feedback from the SACS 2.9 readers. Brenda noted that there were questions that came up in the process but many did not require action.

*Announcements:*

The faculty evaluation forms have been delayed beyond the original March 1<sup>st</sup> due date.

On Wednesday, March 27<sup>th</sup>, a candidate for the Serials Resources Librarian will be interviewing and there may be a second candidate. Sandra Bandy will keep us informed.

Georgia Knowledge Repository (GKR) training will be on April 18<sup>th</sup> and 19<sup>th</sup>. Sandra will send out an email. The speakers are Marlee Givens, Jackie Radebaugh, and Lisa Macklin.

Grant application responses should be received in the next few weeks from the Institute for Museum and Library Services and the Association for College and Research Libraries grants submitted last year and in March respectively. The ACRL proposal is in partnership with the Nursing, Education, and Sociology departments at GRU and is designed to measure library impact on student success and retention.

Education Day is Friday, March 29<sup>th</sup>. There will be several poster presentations by librarians from both Reese and Greenblatt.

Sandra and Jeff gave a brief summary of the last University Senate meeting:

- Nominations are sought for two positions in the Senate, an Ombudsperson and a University Advocate , both of whom are meant to be senior or retired faculty.
- Each committee will be receiving a senator liaison, whose role is to help communication between the Senate and the Committee.
- Strategic planning priorities comments closed on March 8th.
- The Beard award (Health Sciences Campus) will be presented at the individual college level during graduation ceremonies this year. Awards for this year were already in process so they will proceed as normal, but a Senate Committee will establish a slate of new awards for next year, including teaching, research, and service awards.
- In April, there will be elections for vice-chair and secretary/treasurer. Offices begin in August.

Commencement will be on Friday, May 10th at 2pm. Tickets are limited. Faculty will be asked to walk with the procession and will sit in a section next to the floor on one side.

Meeting adjourned 9:43 a.m.