



## Minutes of the University Libraries Assembly

<http://www.augusta.edu/library/about/library-assembly.php>

June 7, 2018, 1:00 p.m. – 2:00 p.m., Greenblatt Library AB 211

Chair: Weeks

Vice Chair: Davies

Secretary: Stuart

Members Present: Weeks, Stuart, Shipman, Ballance, Logue, Bandy, Hendren, Flynn, Horton, Kubicki, Busbee, Bustos, Busbee, Johnson, Kouame, Seago, Davies, Verburg, Weintraub (guest)

Call to Order 1:02pm

### 1. Approval of Minutes

- a. Correction of Henderson to Hendren in Faculty Development.
- b. Under Governance and Communication, change Grievance to Governance.
- c. Add Bandy and Gaines to Research Committee and remove Verburg.

### 2. Updates from the University Senate (Weintraub)

- a. MJ Weintraub – Chair; Scottie Scott – Vice Chair; Ric Topolski – Treasurer; David Hunt – Secretary; Jean Grover – Senate Administrative Assistant
- b. There is a new Senate website. It will continue to be updated.
- c. Senate Onboarding & Retreat - Friday, August 10 8am-2pm, Location TBD
- d. Bylaws did not pass
- e. Thinking about Senate restructuring

#### University Libraries

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### 3. OLD Business

#### a. Election Results (Weeks)

- i. Library Assembly 2018-2019
  1. Chair: Kathy Davies
  2. Secretary: Jalesia Horton
  3. Vice Chair: Melissa Johnson
- ii. Athletics Committee 2018-2020
  1. Peter Shipman
- iii. Budget Advisory, IT, and University Resources 2018-2020
  1. Rod Bustos
- iv. Community Services 2018-2020
  1. Tracey Busbee
- v. Curriculum and Academic Policies 2018-2020
  1. Melissa Johnson
- vi. Faculty Grievance 2016-2019
  1. Peter Shipman
  2. Melissa Johnson
- vii. Faculty Development 2018-2020
  1. Kara Flynn
- viii. Faculty Rights and Responsibility 2018-2020
  1. Fay Verburg
- ix. Governance and Communication 2018-2020
  1. Josette Kubicki
- x. Student Affairs 2018-2020
  1. Natalie Logue
- xi. Promotion and Tenure 2016-2019

1. Gail Kouame
- xii. University Senator 2018-2020
  1. Gail Kouame
- b. Upcoming Budgeting Committee Election (Weeks)
  - i. Special election will be coming up in the next week.
4. NEW Business
  - a. Research Institute (Davies)
    - i. Davies is attending a yearlong institute for librarians to learn about research. There will be a retreat in Chicago later in the year.
    - ii. Davies proposal will focus on “What resources do faculty and librarians need to succeed at research?”
    - iii. Davies would like to start internal Libraries research presentations.
      1. Bandy made the motion to add an individual research updates item to the Libraries Assembly agenda.
      2. Verburg proposed there be separate research meetings twice a year.
  - b. Data Management Symposium (Davies)
    - i. The Symposium has finished.
    - ii. Davies will present on what she learned later in the year.
  - c. University Promotion and Tenure Committee (Kouame)
    - i. The University P&T Committee will be meeting with Dr. Browder on Friday, June 15<sup>th</sup> to debrief this year’s promotion review cycle and to discuss a proposed standardized format for promotion portfolios in order to streamline the process. If the proposed format goes forward, it won’t be implemented until the 2019/2020 review cycle.
  - d. University Senate Update (Kouame)
    - i. The University Senate held the Spring Faculty Assembly on April 19<sup>th</sup> and Rod Bustos was recognized as Outstanding Faculty from the Libraries.
    - ii. A ballot was distributed regarding proposed Senate bylaws changes with a deadline of May 11<sup>th</sup>.
    - iii. Senate will hold a retreat on August 10<sup>th</sup> and have their first regular meeting of the academic year on August 27<sup>th</sup>.

- iv. See Appendix I (Shipman)
- e. University Committee Updates
  - i. Athletics (Stuart):
    1. No policy was found on concussions in regards to how it might affect class attendance.
    2. Women's Softball made Regionals.
    3. Some Track players made All State.
    4. Christina Wetzel is now the Assistant Director for NCAA Compliance.
  - ii. Budget, IT, and University Resources (Bustos):
    1. No report.
  - iii. Curriculum and Academic Policies (Johnson):
    1. The Curriculum and Academic Policies Committee met on April 19. We approved two new degree programs: Bachelor of Arts with a major in health, Behavior and Society (sponsored by the Pamplin College, Department of Social Sciences) and a Bachelor of Science with a major in Health Promotion (sponsored by the College of Education, Dept. of Kinesiology). We also approved several curriculum revisions. For two of the History Degrees, the BA in History and the BA in History with Secondary Teacher Certification, now include one course from the Hull College of Business in Area F (Courses Related to the Major). Also the BS with a major in Computer Sciences with a concentration in Cyber Operations removed the Humanities Classes from Area C and added the Area C Electives. It also includes one new CYBR course from Pamplin as a requirement; and the BS in Information Technology with a concentration in Business also revised the Area C and now includes multiple required courses from the Hull College of Business.
  - iv. Faculty Development (Hendren/Johnson):
    1. The Faculty Development Committee met on April 11<sup>th</sup>. We had submitted a proposed "list of model behaviors" based upon Augusta University's values to the Senate, but did not hear news on whether they were accepted at the time of the meeting. Dr. Richardson joined us briefly and asked for volunteers to serve on one of the three Teaching Excellence Award Committee, review of applications would take place sometime in late May/ early June. Afterwards, we discussed potential projects the committee could take on in the spring, and two main projects were the main focuses. The first would be to create a "one-stop-shop" portal for information and resources such as orientation information, policies, handbooks, and faculty development series. A second is recommending/outlining a formal mentoring program for the University. The group will not be meeting again until

- the start of the fall semester. (Hendren)
2. At the Spring Assembly Rod Bustos was recognized as the University Libraries Outstanding Faculty Member for 2018. At the Celebration of Faculty sponsored by the OFDTE was held on May 1, In the “Caught in the Act of Representing University Values,” Natalie was nominated for Leadership, and I was nominated for Collegiality. (Johnson)
  3. Deadlines for some of the MLA scholarships are Nov 1 and Dec 1 and the ALA scholarships are Dec 1. The committee will be meeting sometime in late July/Early August to identify qualified applicants and potential opportunities. I strongly encourage everyone to apply for Scholarships and Travel Grants – I was able to attend ELUNA through an ex Libris Scholarship. (Johnson)
- v. Faculty Rights and Responsibilities (Hendren):
1. The Faculty Rights and Responsibilities has not met. The previous issue of percent effort vs. workload has been delegated to an ad hoc committee put together by the University Senate.
- vi. Governance and Communication (Stuart):
1. It is estimated to be about two years before the GRU Faculty listserv is changed over to Augusta University Faculty.
  2. Stuart will be Secretary of the committee in the 2018-2019 year.
  3. It was suggested that committee representatives must acquire a letter stating they performed their duties in order to have that committee’s service on their faculty record.
- vii. Student Affairs (Logue):
1. The Student Affairs Committee did not meet since the Spring Library Assembly. We did support a letter to the University Senate from the Women’s and Gender Studies Committee addressing the lack of feminine hygiene products, lack of clearly marked gender neutral bathrooms, and the lack of lactation rooms that is expected to be presented at the first University Senate in the Fall 2018. Additionally, the Student Activity Fees sub-committee allotted the funds from 2018-2019. There were significant fund increases to both department programs and student governments. The libraries received an additional \$7200 for free 3D printing for students in 2018-2019 and an additional \$800 for the Greenblatt Library Finals Frenzy to host a pizza lunch during Fall and Spring FF events.
- viii. Faculty Grievance (Johnson):
1. Still getting emails that there is a possible grievance in the works, but nothing has come of that since classes ended.
- ix. Libraries Promotion and Tenure (Kouame):
1. No report.

x. Libraries Faculty Development (Johnson):

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f. Other University Information Related to Faculty

- i. The Nursing Information Librarian position vacancy announcement has not yet been approved.
- ii. Gaines will receive Michael DuBaki award
- iii. NN/LM Funding Awards were received by Davies, Seago, Hendren, Shipman, and Stuart

5. Announcements

- a. There are three upcoming interviews for the Reese director position.
- b. There is little known about the budget other than there is an 8% increase on the overhead for the Libraries.
- c. Open house for the Creative Technology Lab on August 16.
- d. Faculty Author Reception will be held on October 15 in the Historical Collections and Archives (HCA) at Greenblatt Library.
- e. There is an upcoming interview for the vacant Scholarship and Data Librarian position.

The next Libraries Assembly meeting is Wednesday, September 12, 2018.

Adjournment 02:19pm

## Appendix I

### University Senate Meeting – April 30, 2019 - Notes

- I. Welcome
- II. Invited Guests – information only
  - A. Comprehensive Administrative Review (CAR) Report – B. Brigdon
    - i. BOR effort to find efficiencies and streamline processes in operations
    - ii. Enhance administrative effectiveness looking at organizational structure and processes – too many layers, or too wide (too many reporting to a supervisor), or too narrow (too few reporting to a supervisor).
    - iii. Find cost savings to redirect to teaching, research and service functions.
    - iv. AU, AU Health part of Phase II of CAR (second wave of BOR institutions going through CAR) – beginning now.
    - v. Using consultant to look at processes, data gathering, and strategic plan, as well as inter-organizational agreements and contracts.
    - vi. Survey supervisors to look at *best in class* activity and where there could be *room for improvement*.
    - vii. Activity survey – how much time they spend on certain tasks.
    - viii. Not a performance review, salary review, or reduction in force for supervisors or employees.
    - ix. AU administration will decide the actions to be taken after report is produced by consultant.
  - B. Professional and Personal Leave – S. Norton
    - i. Shared leave update – broadened language for sick leave (FMLA categories included in shared leave coverage).
    - ii. Contact Benefits for information; sign-up for shared leave during open enrollment.
- III. Review and Approval of Minutes of previous March 2018 meeting - approved.
- IV. Report of Officers
  - A. Executive Chair – Dr. Keel – absent, no report given.
  - B. Chair – Dr. W. Turner
    - i. President’s Cabinet
      - (a) 16 X 30 initiative – 16,000 enrolled AU students by 2030 (add 500/year)
      - (b) Disruptive innovation – come up with ideas to make the institution better  
Ex.: Georgia Tech had online Masters degree in computer science
      - (c) Art museum in Cyber building
      - (d) Summer enrollment is increased from last summer
      - (e) Communication should be going up the chain, not just down the chain
      - (f) New budget approved for USG with slight increase
      - (g) See attached document for legislative updates affecting USG

- ii. Budget \$4.4M for Cyber, \$10M bonds for Cyber, \$49M for Science and Math building, \$10 one-time for graduated medical education (AU health deficit), \$750K for 6 new fellowships for MCG.
- iii. USG Faculty Council –
  - (a) College 2025 final report coming this summer
  - (b) This year is “momentum” year
  - (c) Chancellor wants textbook costs for students to decrease
  - (d) FY19 is “Year of the Faculty” – faculty development report at the USG level is being developed.
  - (e) Fall 2018 USGFC meeting at AU campus 10/18 and 10/19

*Discussion of deficit brought forward by MCG US J. Wilde; no one present from administration could definitively answer AU Health current financial picture beyond general comment that it seems to be improving, but still not out of the woods. Caughman: [Keel] is aware the University may have to take up some budget shortfall for MCG mission that AU Health system can no longer cover.*

C. Treasurer – R. Topolski – balance \$7636.83 in accounts.

V. Invited Reports

A. Provost – G. Caughman

- i. Great Colleges  
Recommended to customize the survey and resend in the fall.
- ii. BOR meeting here at AU 10/9-10/10
- iii. USG - No tuition increase.
- iv. USG – two new Regents Professors approved for AU.
- v. USG - Online tuition will be standardized to an agreed amount across all institutions over the next three year.
- vi. Renovating the Fine Arts center \$3.4M from existing internal funding at AU.

VI. Committee Reports

A. Curriculum and Academic Policies committee

- i. Minor changes in several majors and concentrations suggested by committee – approved.  
New major – BS Health Promotion (Kinesiology) – approved.  
New major – BA Healthy Behavior and Society (Social Sciences) – approved.

VII. Unfinished Business

- A. Faculty Manual ad-hoc committee is forming to update content in three sections.
- B. Working Group for By-Laws (BJ Weintraub) – voting on bylaws will go out 5/7.

VIII. New Business

- A. Model Behaviors from Great Colleges survey– Faculty Development Committee, US
  - i. FD committee created model behaviors for each of the values
  - ii. If approved, the behaviors would be forwarded to Great Colleges faculty development committee and the Provost for approval.



- iii. Core values given model behaviors: Collegiality, Compassion, Inclusivity, Leadership, Integrity, Excellence
  - iv. Discussion: J. Wilde objected to “power and privilege” phrase in Inclusivity. Motion to remove phrase was defeated; original model behaviors was approved in full.
  - v. Approved.
- B. Election results
- i. At large Senators - Cathy Slade, Kathryn Moore
  - ii. Vice-Chair – R. Scott
  - iii. Treasurer – R. Topolski
  - iv. Secretary - open
- C. Recognition of service by outgoing senators
- IX. Announcements
- X. Adjournment