



Minutes of the University Libraries Assembly
<http://www.augusta.edu/library/about/library-assembly.php>
Wednesday, March 15, 2023, 2:00 pm– 3:00 p.m., Microsoft Teams Virtual Meeting

Call to Order: 2:02 p.m.

Present: Balance, Bustos, Davies, Gaines, Harris, Johnson, Kubicki, Luster, Reese, Weeks
Absent: Davis, Dority, Warren

1. Approval of Minutes (Reese)
 - a. Previous Minutes of November 30, 2022 were corrected
 - b. First: Gaines Second: Ballance
2. OLD Business: None
3. NEW Business
 - a. Greenblatt Library Director Update (KDavies)
 - i. Grand Reopening April 26th
 1. Chancellor is visiting, more details to come
 - ii. AB 2103 Conference Room Update
 1. Technology upgrade with large screen at the front of the room and smaller screen to the sides for breakout sessions
 - iii. Study Rooms will receive technology upgrade to the new study rooms with TVs
 - b. Reese Library Director Update (MJohnson)
 - i. Furniture
 1. Vendors have had walk throughs for furniture updates
 - ii. Morning Clerk Position Hired
 - iii. Weekend Clerk is submitted to Human Resources

University Libraries

- iv. Student Success Librarian
 - 1. Aspasia Luster has been hired and official word about selection will be sent shortly
- v. Special Collections Librarian
 - 1. Candidate coming in on Monday and everyone will receive a link to their presentation and faculty meeting
- c. Dean of Libraries Update (BWarren, KDavies as proxy)
 - i. Library Faculty Performance Appraisals options
 - 1. DWarren made the decision that we choose the opt-out option, which is the 18-month review
 - 2. Exceptions: If one decides to go up for promotion a review is due this spring; or if you have less than a year of service a review is due this spring.
 - 3. No confirmation from Faculty Affairs on what date it is due in Spring 2023
 - 4. The process should be like before with a download from PACT, fill and sign, then submit to the box folder in which Faculty Affairs can access
 - ii. Academic Administrators Policy Review
 - 1. TWeeks asked about language in there about special faculty and KDavies is not sure what that refers to.
 - 2. Some schools don't hire at the instructor level but rather start as assistants which is why there is a different category. It may be to distinguish faculty on tenure and non-tenure track. It also has a section for visiting or adjunct faculty. Will communicate with Faculty Affairs for clarification
 - 3. The time frame will probably be this fall with the Deans. Unsure if it will be everyone this year or not. We are not sure when the 360 review survey will occur, but it will probably be similar to the one the previous director of both libraries completed, in which she logged in and answered the questions online.
 - iii. AUL Faculty Travel Policy Draft
 - 1. Last discussion, there was a \$2000 limit; we need to determine if it includes memberships and organization. KDavies will reach out to BWarren.

2. BWarren meeting with Budget Hearing next week. Possibly asking for enhanced faculty roles and collection; will follow-up with details.
 3. MJohnson asked if BWarren wanted an ad hoc committee to develop the AU Travel Policy. KDavies agreed that it was verbally asked and nothing official. KDavies asked for volunteers regarding this committee to email her and she will pass it along to BWarren.
 4. STharrington said BWarren's email stated the Dean will provide parameters, the amount, things the money can be used. He would like an ad hoc group to draft the policy so it will go into effect for fiscal year 2024.
- d. Promotion and Tenure Committee Update (JGaines)
- i. Working to align university P&T guidelines with what is being done at the college level in terms of promotion. The updates were sent to the University's P&T committee, and the committee members each sent them to our affiliated college. I forwarded all of the changes to Thomas Weeks and the team to update the Libraries' Promotion and Tenure guidelines. These changes will align with the University's P&T and will vote on during the Library Faculty Assembly on March 15, 2023.
 - ii. Reviewed 74 portfolios for promotion and/or tenure from October 26 to November 7 from all the AU colleges.
- e. Promotion Guidelines Discussion and Vote (TWeeks)
- i. College P&T we don't have a standing college P&T committee. Bustos, Luster, Weeks chosen as standing P&T. Thanks to Rod and Aspasia for their help. Changes to document. No vote today. Electronic vote to be completed by the end of the week. Final electronic vote due by this Friday afternoon. Screen shared about the "Guidelines for University Libraries Faculty Promotion".
 - ii. TWeeks shared screen with the highlighted changes on the Draft Document.
 - iii. Evaluated on teaching, research/scholarship, and service. Newly added is Involvement and Student Success along with Professional Growth and Development. All these will need to be taken into account as faculty members for the Promotion Portfolios and Annual Faculty Evaluations.
 - iv. Section added for Expectations for Student Success and Professional Development; both are brief as we are unsure how this will apply. Professional Development and Student Success should be interwoven with other areas like teaching and learning.

- v. Guidelines and order has been changed. Mostly in the appendices. Performance Evaluation, evidence of teaching, scholarship, and service. No more than 100 pages.
- vi. TWeeks and JGaines note we have portfolio review committee and she is happy to share her personal portfolio to add.
- f. Bylaws Review (NReese)
 - i. Thomas appointed as chair and committee created. Gaines and Tharrington agreed to be on the Ad Hoc committee.
- g. Council of Equity Leaders certificate program (ALuster)
 - i. The program is launching in Fall 2023 for faculty and staff. This is modeled after similar program at UGA. There are six trainings to complete to get the certificate. There is no enrollment cost, however it is still in the ideation phase but will finalize in July of 2023. They will be engaging session and not just lecture-style sessions. This will be tied to faculty credential software and there is a graduation celebration at the end.
- h. University Senate Update (Luster)
 - i. January Meeting:
 - 1. Discussed check-in survey that is now embedded in D2L courses that will be used for evaluations and P&T. This is also a way for professors to check-in with their students on a more regular basis.
 - 2. Evaluation of Academic Administrators Policy was discussed and sent out. Guidelines regarding the 360 assessment and the number of people involved was discussed.
 - ii. February Meeting:
 - 1. Some asked about bomb threat scenarios that happened in the Science Hall on Summerville and whether the university was investigating it further. Dr. Kelly said they were studying the situation and how it could have been communicated differently. Renovations for the Science Hall this summer.
 - 2. Discussion of Faculty Evaluation and changes was discussed and how they will create a transition period that scaffolds the different colleges. Tina Baggett did presentation on Carnegie Communication Engagement Imperative and that AU has institutional membership to campus compact and she can do a separate presentation on that to the colleges that affects it.

3. Student Government Resolution

- a. Faculty upload syllabi onto AU website similar to what Georgia Tech is doing, not binding yet or finalized.

iii. March Meeting:

1. Dean searches

- a. Searching right now for Dean of the School of Public Health
- b. DCG actively recruiting for Dean and the College of Business, should start shortly.

2. Misc.

- a. AU Online first degree program starting in the fall.
- b. Budget hearings next week and money approved for Christenberry Renovations.
- c. Dr. Keel attended and informed Senate that AU signed a Letter of Intent with Wellstar. Currently in heavy negotiations, but still confidential phase. Dr. Keel stated the governor has earmarked money for new electronic medical records system.
- d. AU parking deck on Health Sciences campus has been finally approved and funding secured
- e. Dr. Kellaher reported their search for Vice-Provost for Faculty Affairs. They are beginning course schedules for the fall and realized they are running out of classroom space. Also, starting course feedback protocol testing. Summer programs for faculty that was mentioned in his last Teaching Matters newsletter.
- f. Dr. Stallings stated rolling out with the new P&T process. College units have been sent a list of eligible faculty, and those members have been sent letters directly as well. Deans are choosing the transition time for their colleges.

g. BWarren and TDority gave a presentation on libraries' collection development statement on diversity. BWarren gave overview of the libraries last year, how we have our monograph budget reestablished and fill the majority of all requests to add to our collection.

i. University Committee Updates

i. Curriculum and Academic Policies (Weeks)

1. Met in November and February. We voted to approve changes to classes in College of Education and Human Development. We also voted to accept the Instructor of Record policy. We are also in discussions with Dr. Ray Whiting about changing the curriculum approval process.

ii. Student Affairs (Weeks)

1. We have not met but have had email conversations. Discussions include the new syllabus repository initiative of the SGA (our chair, Dr. Griffith, is working with them on this project and soliciting faculty feedback) and the Incomplete Grade Change policy, which went through a few revisions before it was accepted.

iii. Athletics

iv. BAUR (Budget Advisory and University Resources Committee) (RBustos, MJohnson as proxy)

1. February 9th reviewed the funding proposals that were submitted by the colleges. Three were selected to move forward to the Senate Executive Committee, including the libraries proposal regarding the APC charges.

v. Curriculum and academic policies

vi. Faculty Development Committee (STharrington)

1. Work has already started for onboarding resources for new hires regarding Augusta and the University

vii. Faculty Rights and Responsibilities

viii. Governance and Communication

ix. Information Technology

x. Promotion and Tenure

xi. Student Affairs (TWeeks)

1. No meeting, but email correspondence. New syllabus repository initiative of the Student Government Association. Chair of the Student Affairs Committee (Dr. Candace Griffith) has been working with SGA on this project and it needs faculty feedback.
 2. Revisions were made to the Incomplete Grade Change Policy that was approved.
- j. Other University Information Related to Faculty
- i. Vote for Outstanding Faculty Member due Today
4. Announcements
- a. Aspasia Luster ask that information regarding her new hire to not be release to her staff until she passes the word along
 - b. Reese ask if meeting should be 90 minutes verses 60 minutes.
 - i. Gaines agrees it needs to be longer
 - ii. Johnson asks if it is possible to meet in person
 - iii. Kubicki seconds meeting in person
 - iv. Weeks agrees to extend time as needed in June

Adjournment: 2:51 pm (Reese)

Next Libraries Assembly meeting: Wednesday, June 21, 2023, 2:00-3:30 p.m. in-person