

Minutes of the University Libraries Assembly
<http://www.augusta.edu/library/about/library-assembly.php>
December 08, 2016, 1:00 p.m. – 2:00 p.m., JSAC Butler Room

Call to Order: 1:03 p.m.

1. Approval of Minutes

- a. The September minutes were approved.
- b. First: Verburg; Second: Mears

2. OLD Business

a. Peer Review of Teaching (Verburg)

- i. The committee (Verburg, Bandy, and Shipman) want to use it until the spring in order to test the forms further. Kouame has used it a couple of times to pilot it with Gaines and Shipman. There are some small tweaks that need to be made.
- ii. Submit forms to Verburg.
- iii. No procedure yet for formalized process/training.
- iv. Include forms in evaluations even if in testing phase. Verburg added one assessment item to the Post-Observation form: "What went well with your instruction session." Forms are accessible in Box. Verburg will share upon request. An email from Prentiss indicated that all faculty need access.
- v. Submit any change suggestions to Verburg.
- vi. Keep using it for feedback/promotion/evaluations. Procedures will be discussed next meeting.

3. NEW Business

a. Election Results (Logue)

i. University Level

- University Senator - Gail Kouame (alternate) (2016-2018)
- Athletics Committee – Peter Shipman (taking over Max Hackman’s 2016-2017 term), Ansley Stuart (2016-2018)
- Budget Advisory, Information Technology, and University Resources Committee – Rod Bustos (2016-2018)
- Community Services Committee – Natalie Logue (2016-2018)
- Curriculum and Academic Policies Committee – Melissa Johnson (2 years)
- Faculty Development Committee – Kathy Davies (taking over Vicki Burchfield’s 2015 – 2017 term), Kim Mears (2016-2018)
- Faculty Rights and Responsibilities Committee – Li Ma (2016-2018)
- Governance and Communication Committee – Fay Verburg (2016-2018)
- Student Affairs Committee – Natalie Logue (2016-2018)

- Promotion and Tenure Committee – Gail Kouame (2016-2019)
- ii. College Level
 - Vice-Chair/Parliamentarian – Thomas Weeks (taking over Erin Prentiss’s position) (2016-2017)
- b. Questions about the Dispute and Grievance Committee
 - i. Do we need a third elected representative on this committee?
 - ii. The current alternate will assume the role of second committee member. Darra Balance will not take a position on the Dispute and Grievance Committee.
- c. Library Standing Committees (Gaines)
 - i. Promotion and Tenure
 - In the process of finishing up guidelines. The Libraries will vote electronically on the new guidelines
 - Gaines will name a new chair.
 - ii. Professional Development
 - No current members. We need an active committee to advocate for libraries and library faculty.
 - Gaines will Name a chair.
- d. University Senate Update (Seago)
 - i. September 19, 2016 (See Appendix I)
 - ii. October 24, 2016 (See Appendix II)
 - iii. November 21, 2016 (See Appendix III)
 - Date of faculty assembly is set to March 02, 2017
 - Budget process and priorities for the year. Some of the priorities listed all lapsed fund for salary lapse to IT. The Library is hoping not to contribute to this because of the libraries' obligation to pay the license for Alma.
 - University has seen an increased enrollment.
 - Posters on Summerville Campus: Quincy Birdsong: Well-orchestrated hate posters on Summerville campus. Left climate open for students to respond to that. University focus on anti-hate on campus.
 - Student suicides rate is higher here than most of the country. Reached out to national groups for guidance.
 - One of our library chairs was not present to report. If you are the chair of a community and are not available to report, please designate another committee member to report.
 - Cyber Hack: offering a year’s worth of protection through a third party.

- Now audio recording and archiving senate committee meeting.
- Carol Rychly announced her retirement
- Martin Luther King Jr. celebration at Paine Jan 13th, 2017

e. University Committee Updates

i. Athletics (Hackman): No report.

ii. Budget, IT, and GRU Resources (Mann):

Upcoming meeting

iii. Community Services (Waggoner-Angleton):

Trying to promote community service form. Trying to find a way to fund the university community award. Will be meeting with development officer to set up endowment. Raise \$15,000 to consistently fund \$500 award.

iv. Curriculum and Academic Policies (Shipman):

Meeting Scheduled for December

May be cancelled in new year

v. Dispute Resolution and Grievance (Johnson):

Training schedule next week for new members

One grievance – grievance has been dropped

New grievance currently being introduced

Todd Hoffman meeting with Legal and HR to determine where this committee fits within the University. Might be seeking to remove “Dispute Resolution” from committee name.

vi. Faculty Development (Burchfield): No report.

vii. Faculty Rights and Responsibilities (Bustos):

Elected Co-Chairs

Meeting is in conflict with the Library Assembly

viii. Governance and Communication (Barb): No report.

ix. Student Affairs (Weeks):

Co-Chairs Elected

Meeting this afternoon

Respect Campaign in conjunction with the Office of Student Life in reaction to the poster event and other situations on campus.

New student Manual – No Update

f. Other University Information Related to Faculty

i. Strategic Planning for University (Kouame)

- 4 four committee, research, education, clinical , Budget
 - a. Support committees: Gail on Environmental scanning
 - i. Early stages. Process expected to take several months (Ask Gail for Details)
 - ii. Input for strategic planning should be sent to Gail or Brenda
 - ii. Carole Rychly's replacement search committee (Brenda)
 - Brenda and cast of thousands to search for Rychly's replacement
 - iii. Barb and Johnson on task force for Instep. Interdepartmental collaboration. Student Retention.
 - iv. SLO Committee (Logue)
 - First meeting was on November 30, 2016.
 - Goal of the committee is to improve learning outcome design and reporting
 - v. Curriculum and Assessment committee (Verburg)
 - Funding for people to develop Experience courses that align with
 - Defining what bridge courses will be available to students. Must be defined in Catalog.
 - vi. Greenblatt Library Renovation
 - Meeting with Dr. Caughman. There will be a 180 seat classroom in Library. This will take a considerable amount of library footprint. Entrance on Laney Walker. Compact shelving in AB 127. Ajax has been selected as construction manager. Want it done by August 2017.
 - vii. Kudos to Kim. The Arsenal has been published in the Scholarly Commons.
 - viii. Business School hired a new dean.
 - ix. Dr. Clark retiring from Pamplin college.
 - x. Dr. Buckley is moving to VCU.

4. Announcements

The next Libraries Assembly meeting is scheduled for March 09, 2017 from 1:00 p.m. – 2:00 p.m. in JSAC Butler.

Adjournment 1:55 p.m.

Motion to use the following criteria for ballot selection; balance among colleges, balance between junior and senior faculty, one team appointment per person, commitment (knowledge, experience, effort) in the mission area: Topolski, seconded, approved.

Motion to include all three nominees on ballot for Environmental Analysis Team: Topolski, seconded, approved.

Motion to include Paulette Harris, Renuka Mehta, and Arni S. Rao on ballot for Stakeholders Team: Turner, seconded, approved

Motion to include Ansley Stuart, Tara Schafer, Anna Harris, Lurelia Hardy, and Yanbin Dong on ballot for Outreach and Economic Development Team: Turner, second, approved with friendly Ammendment to replace Ansley Stuart with Megan Buning

Motion to include Ahmad Al-Basheer, Amy Allison, Baladhandayutham Balasudha, Lindsay Blake, and Ian Heger on ballot for Clinical Team: Topolski, seconded, approved.

Motion to include Lufie Young, Sandra Ribando, David Fulton, Nita Maihle, and Raghavan Raju on ballot for Research Team: Turner, seconded, approved.

Motion to include Olajide Agunloye, Peter Basciano, Christopher Bates, Helena Spartz, and Christina Heckman on ballot for Educational Team: Turner, seconded, approved.

- Qualtrics Survey Dr. Topolski
- Update on donations to the Foundation All

Deans have been contacted

- SOP
 - P & T changes time line Dr. Rychly
 - Sent
 - Beard Award Timeline Dr. Tugmon
 - 3 Year review of Policies and Regular Policy review Dr. Rychly

New Business:

- Grievance and Dispute Resolution Committee Dr. Tugmon
Proposed By-laws changes

Pulled

- Library Faculty number and new Senator Dr. Tugmon

Libraries will have the option of two members on each committee and will elect a second Senator

- Ombudsperson

Dr. Tugmon

Todd Hoffman, Tugmon will contact to ask if still interested
Robert Nesbit, tugmon will contact

- University Advocate

Dr. Tugmon

Hubert Van Tuyll, Tugmon will contact
Heather Abdelnur is still contemplating, Turner will contact

Other New Business as needed All

Discussion of a process for the creation of a Faculty Manual; how to create and how to maintain; Wendy Turner will begin the oversight and facilitation of the creation of a Faculty Manual.

Standing Business:

- Crafting an Agenda for Senate/Assembly Meetings All
 - HR Benefit Change update Susan Norton
 - New System Wide study about Campus Security (Suggested by Robert Scott) Chief Lyon
- Updates and Reports to Senate
 - **President** Dr. Keel
 - **Provost** Dr. Caughman
 - **Vice President for Academic & Faculty Affairs** Dr. Rychly
 - **Student Life Moment** Dr. Scott Wallace
 - **Adjournment** Dr. Tugmon

Meeting ended at 5:52

In an email vote, committee members were notified by Cathy Tugmon that Todd Hoffman withdrew his name for consideration for ombudsperson and Heather Abdelnur withdrew her name for university advocate. Cathy Tugmon moved that Robert Nesbit be approved by the executive committee as the committee's recommendation to the Senate for appointment to Ombudsperson and Hubert van Tuyll be approved by the executive committee as the committee's recommendation to the Senate for appointment to University Advocate. The motion was seconded and approved.

Unfinished Business:

- Replacement of Past Chair Dr. Tugmon
- Faculty Manual update Dr. Turner

Add Augusta University College of Nursing – Columbus

Faculty Manual will be put in electronic format and be made available online.

A group will vet the recommendations from each involved committee.

Motion to assign Part 1 to Governance and Communication Committee, Part 2 to Faculty Rights and Responsibilities for "Academic Freedom" and "Disciplinary Procedures" subheadings and to Grievance Committee for the "Grievance Procedures" subheading, Part 3 to Student Affairs (Senate committee) for "CARE," "Student Activities," and "Student Policies" subheadings and to the Curriculum Committee for the "Registrar and Advising," "Campus Emergencies" and "Other Resources for Teaching" subheadings, Part 4 to Promotion and Tenure for "Evaluation and Record-Keeping" subheading and to Faculty Development committee for remaining subheadings, and Part 5 to Faculty Rights and Responsibilities for "Policy Library," "Human Resources," and "Further Education for Faculty" subheadings and BAITUR for "Intellectual Property" and "Augusta University Business" subheadings: Hunt, seconded, approved.

- SOPs
 - 3 Year review of Policies and Regular Policy review Dr. Rychly

Change Item 3 to reflect iterative process. Rychly will send revisions out for email discussion and vote to be presented at November Senate meeting.

- Beard Award Committee/Timeline Dr.

Tugmon Changes will continue to be made.

- Date for November Executive Committee meeting Dr.

Tugmon Keep as scheduled

- Treasurer's report Dr. Topolski
 - Update on Foundation gifts
 - Update on cost of Fall Assembly

New Business:

- Religious holidays and Senate meetings Dr. Tugmon

Should the executive committee take into account religious observances when scheduling Senate meetings?

- Committees and Administrative connects Dr. Tugmon
 - Student Affairs rep on Advisory committee to Mr. David Barron

Administrative personnel to connect with Senate committees as liaisons between administration and Senate.

- University Senate Box for Committees Dr.

Tugmon Folder in Box for every committee for reports and other documents

- Ideas for Fall Assembly Next year Dr. Turner

Count Fall Kickoff as a Fall Assembly? Tabled for further discussion.

- Bylaws 2 year review process for next Summer

All Reminder for Senate Committees to begin considering bylaws updates.

Other New Business as needed All

Standing Business:

- Crafting an Agenda for Senate/Assembly Meetings All
 - University Wide Teaching Awards 10 Minutes
 - Dr. Deborah Richardson
 - Community Service Committee Volunteer Events Service 10 Minutes
 - Ms. Carol Waggoner-Angleton
- Updates and Reports to Senate
 - **President** Dr. Keel
 - **Provost** Dr. Caughman
 - Strategic Planning
 - BOR meeting
 - Final Official Enrollment
 - Cyber Georgia
 - **Vice President for Academic & Faculty Affairs** Dr. Rychly
 - Complete College Georgia update
 - P & T update
 - Academic Success Center
 - **Vice Chair Report** Dr. Turner
 - USGFC report
 - **Treasurer Report** Dr. Topolski

- Cost of Assembly
 - Foundation donations
 - Budgeting process
- **Chair of Senate** Dr. Tugmon
 - USGFC update
 - President's Cabinet
- **Student Life Moment** Mr. Dale Hartenburg
 - Student services
 - Housing, Student health, Wellness, etc.
- **Adjournment** Dr. Tugmon

Meeting ended at 5:44

Meeting Minutes

Executive Committee Meeting
Nov. 21, 2016
4:00 p.m. – 6:00 p.m. Greenblatt Library

Chair: Cathy Tugmon

Members Present: David Hunt, Brooks Keel, Ric Topolski, Carol Rychly, Gretchen Caughman, Jean Grover, Cathy Tugmon, Jean Pawl, Wendy Turner, Quincy Byrdsong

Regular Meeting Special Meeting

Minutes of the last meeting: were approved as circulated
 not read or approved
 read and approved
 not approved, quorum not met
 corrected: No Yes

David Hunt
Secretary

TOPIC	DISCUSSION/ACTION TAKEN
--------------	--------------------------------

Welcome	Dr. Tugmon
---------	------------

Meeting began at 4:03 pm

Approval of Minutes	Dr. Hunt
---------------------	----------

Motion to approve: Hunt, seconded, approved

Unfinished Business:

• SOP Beard Award	Dr. Tugmon
-------------------	------------

Dr. Turner will continue to work on SOP with the intention of presenting to the Senate by the end of the academic year to be in place for next year's Vice President.

• Faculty Manual update	Dr. Turner
-------------------------	------------

Letter to be sent to Committee Chairs

- Date for Spring Assembly Dr. Tugmon
 - o March 2nd or 23rd

Motion to have the Spring Assembly on March 2, 2017: Pawl, seconded, approved

- By Laws 2 year review process for next Summer All
Need to start looking at bylaws for anything that might need to be changed.

New Business:

- Committees and Administrative connects Dr.
 - o Tugmon Student
 - o Affairs rep on Advisory committee to David Barron

Admin Connects or

Liaisons Athletics

Already has Faculty Athletics Representative and Athletic Director on the committee

Budget, IT, and Augusta University Resources Lee

Fruitticher

Michael Casdorff

Community Services

Cedric Johnson

Curriculum and Academic Policies Committee Adam

Wyatt

Faculty Development

Office of Faculty Development and Teaching Excellence (already happening)

Faculty Rights and Responsibilities HR

VPAFA

Promotion and Tenure

Laurie Bush

Governance and Communication DCM –

Jack Evans

Need more communication focus

Student Affairs

David Barron Mark

Allen Poisel



Other New Business as needed

All

Discussion with Quincy Byrdsong regarding posters recently discovered on campus. Discussion will continue regarding possible faculty forum. Quincy will come to the December Senate meeting.

Web presence: Senate meetings can be recorded and archived on the web Will begin with December meeting

Standing Business:

- Crafting an Agenda for Senate/Assembly Meetings All
- Updates and Reports to Senate
 - o President Dr. Keel
 - o Provost Dr.
 - o Caughman
 - Strate
 - gic
 - Plann
 - ing
 - BOR
 - meeti
 - ng
 - o Vice President for Academic & Faculty Affairs Dr. Rychly
 - Report on Promotion and Tenure revision meetings
 - o Vice Chair Report Dr. Turner
 - o Treasurer Report Dr.
 - Topolski
 - Tony Wagner: Budgeting process

UNIVERSITY LIBRARIES
ROBERT B. GREENBLATT, M.D. LIBRARY
REESE LIBRARY

Mailing Address:
1120 15th Street
Augusta, Georgia 30912

T (706) 721-2856
Info. (706) 721-3441
F 706-721-2018

T (706) 737-1745
F (706) 667-4415

[augusta.edu/
library](http://augusta.edu/library)

- o Chair of Senate
Tugmon
Parking Leadership Team meeting

Dr.

- Student Life
Moment
Mark
Allen
Poise
1

Quincy Byrdsong

- o Adjournment Dr. Tugmon Meeting adjourned at 5:33