



## Minutes of the University Libraries Assembly

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

March 6, 2018, 1:00 p.m. – 2:00 p.m., Reese Library LIBR 141

Chair: Weeks

Vice Chair: Davies

Secretary: Stuart

Members Present: Weeks, Stuart, Shipman, Ballance, Logue, Bandy, Hendren, Flynn, Horton, Kubicki, Bustos, Kouame, Seago, Verburg, Davies, Gaines, Johnson

Call to Order 1:00pm

### 1. Approval of Minutes

- a. Add “Communication” to AU Governance and Communications Committee notes
- b. Add (Kouame) to Promotion and Tenure

### 2. OLD Business

- a. No Old Business

### 3. NEW Business

- a. AU Libraries Research Committee (Davies)
  - i. A committee consisting of Davies, Horton, Bandy, Gaines and Johnson has been revived and will host various professional development opportunities such as “lunch and learns”. A LibGuide has already been created and will be shared amongst library faculty.
- b. Elections (Weeks)
  - i. See Appendix I
- c. Professional Development Committee – Faculty Award (Johnson)

#### University Libraries

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- i. The University Libraries Professional Development Committee met and reviewed the spreadsheet with award and grant opportunities for both libraries. Individuals who may have qualified for the opportunities were identified and contacted. The committee is continuing to monitor listservs and websites for potential opportunities and will forward that information as it is made available. The spreadsheet with this information has been added to Box and all members of the Library Assembly have access.
- d. University Senate Update (Kouame)
  - i. See Appendix II
- e. University Committee Updates
  - i. Athletics (Stuart):
    - 1. Season for Women's Volleyball has been extended by two weeks.
  - ii. Budget, IT, and University Resources (Bustos):
    - 1. No report.
  - iii. Community Services (Logue):
    - 1. The senate voted to remove this committee from the bylaws. (Via email Nov. 30, 2017)
  - iv. Curriculum and Academic Policies (Johnson):
    - 1. No report.
  - v. Faculty Development (Bandy/Hendren):
    - 1. The committee met on February 4th. The committee has asked to build a strong relationship with Dr. Browder's office as well as the Office of Faculty Development & Teaching Excellence. Discussion topics included: a lack of mentoring for all faculty at all stages of career, a need for a formalized process/policies on mentoring, and a review of Augusta University's best practices and existing resource in faculty development and mentoring.
    - 2. The committee will have a working session on March 7th to review the Augusta University values and provide a list of model behaviors. These model behaviors is a request from the Senate.
    - 3. A working session will be conducted on April 11th to discuss and prioritize future faculty development committee tasks. Some suggestions included a web-portal as a "one-stop shop" for all faculty resources, improvement to the faculty orientation process, and mentoring for faculty at all stages of career (instructor, assistant professor, associate professor, professor, and administrator).
    - 4. The UFS Faculty Development Committee met on February 7<sup>th</sup>. Dr. Browder was present for the first half and asked the group to reflect on whether the committee is actually doing what the committee handbook describes the committee as doing. The general consensus was the committee did not do much beyond the "Caught in the Act of Representing AU Values" awards. A

few potential projects such as developing an official mentoring program and a web portal for all orientation resources were brought up, but ultimately tabled in favor of turning to the University Senate's new charge: creating examples of "tangible models and behaviors" for each University value. Dr. Richardson was present to explain what is being asked of us and suggest how we might approach the project. The committee will be using last year's blinded submissions for "Caught in the Act" to review for themes or patterns. Our next meeting will be on March 7<sup>th</sup>, and the group will workshop and brainstorm model behaviors. Our due date to complete this task is the end of April.

vi. Faculty Rights and Responsibilities (Hendren):

1. The Faculty Rights and Responsibilities Committee met on March 5<sup>th</sup> to discuss two new charges from the University Senate. The first was regarding policy outlining faculty leave and workload: specifically, a faculty member from a specific department was raising the issue of no written policies "with respect to the expectation/limits on teaching load," and no guidance surrounding "the relationship between load and effort." The committee decided the first step is to approach their perspective colleges and ask whether they currently have any policies surrounding this issue in place. If not, we will then ask each department. The second charge was to look at paid sabbaticals or professional leave. We discussed bringing in the American Association of University Professors because they are also interested in this topic: our intention is to invite them to our next meeting and see if they have any information or data already collected on what other state-run Universities for paid professional leave.

vii. Governance and Communication (Verburg):

1. University Governance and Communication Committee met on January 25, 2018. A question arose from campus AAUP regarding whether the AU use of social media policy serves the academic freedom needs of the faculty. The policy was reviewed and it does seem to adequately meet academic freedom needs. The Intrafaculty Communication Committee will seek specifics as to the question, however. The Faculty Manual subcommittee reported that changes made to the manual need to be approved.

viii. Student Affairs (Logue):

1. Met on February 22, 2018. Joe Pierce, the Director of Student Life and Engagement, was invited to join our committee meetings to provide insight to student life on campus. The committee reviewed rules for how funding for student travel for academic purposes could be used. The concern is that students must pay for some things out of pocket and can be reimbursed later, but that this puts a financial strain on some students and weakens the QEP (Quality Enhancement Plan) projects. Pierce gave information on why funds were restricted in the way they were and further research and discussion is needed for the committee to come to a decision. There is a concern and request for better accessibility to tampons/pads for students on both campuses. The idea was proposed to have one dispenser in both men's and women's bathrooms on one floor of each building with clear directional signs. These should be maintained by facilities. Alternatively the information

desk in the student centers should have free supplies to hand out. Further training and awareness of LGBT students and appropriate social interactions needs to be provided to professors on both campuses. Gender & Sexuality Resource Directories from the Office of Diversity and Inclusion were provided to the group. It was noted that while training and resources were available, they were not well advertised and needed to be pushed to the departments through the usual training modules.

a. Next meeting not yet scheduled.

2. **Student Activity Fees Update (Subcommittee of Student Affairs):** Met on January 10, 2018 to review the SAF budget and respond to Spring 2018 funding requests. Funds were allocated to the Bellringer, Career Services, Greek Life, Homecoming, Jaguar Production Crew, Leadership (student), Library, Opera, JSAC, and the Health Sciences Student Center. A little over \$130,000 in funds were approved. A “bucket” will be established in coming budgets to allow for time-sensitive, culturally impactful, events to be funded after the budget has been approved for the year. Parameters to be determined in future meetings. 2018-2019 Proposals are open and are due at the beginning of April.

a. Next meeting is in April.

ix. Faculty Grievance (Johnson):

1. No report.

x. Promotion and Tenure (Kouame):

1. An update from Lori Bolga, “I just wanted to touch base and update you on some of the behind-the-scenes work regarding P&T. Due to sickness and conflicting schedules, Michelle and I could not meet with Dr Browder until Monday, 02/26/2018. Our main charge (and what we thought was realistic) was to develop a CV template that faculty would use for P&T purposes. The intent is to not have a comprehensive, lifelong career summary, just include items needed to fairly review and evaluate an applicant in a just, but efficient, manner. Another problem is that some portfolios had up to 1000 pages, which again is excessive. Attached are drafts (definitely working drafts) of a CV (based on input from Dr Browder, Michelle, and myself). I also have attached a draft for suggested portfolio format changes based on the meeting on 02/26/2018 to get your input as well (Neither Michelle nor Dr Browder have reviewed so it definitely is in its infancy stage). If you could review and provide comments by Thursday, 03/15/2018, that will be much appreciated. I also asked Dr Browder if she would be willing to meet with the committee as a whole in April or May. The purpose of the meeting will be to reflect on last year’s work and suggestions for improving the process in the upcoming cycle. We also will need to elect a chair, as I will rotate off the committee. As usual, thank you for your service and please let me know if you have any questions.”

f. Other University Information Related to Faculty

i. No announcements.

4. Announcements

a. AHA Heart Walk on Saturday, March 10. Over \$1100 has been raised.

- b. Spring Faculty Assembly is April 19.
- c. Tracy Busbee will be our new Cataloging and Metadata Librarian starting April 1.
- d. Logue needs our faculty headshots.

The next Libraries Assembly meeting is Thursday, June 7, 2018 at Greenblatt Library.

Adjournment

## Appendix I

The University Senate Executive Committee is asking for nominations to fill the positions of Vice-Chair, Secretary, Treasurer, and two Senators-at-Large whose terms end this year.

### **The Timeline:**

3/15	Deadline for Nominations for Vice-Chair, Secretary, Treasurer, and 2 Senator-At-Large positions
3/19-3/30	University Senate Election
3/19-4/13	College elections
4/16	New College Senators' names to Dr. Wendy J. Turner, Dr. Dave Hunt, and Jean Grover
4/30	Announcement of all new officers and senators at the Senate Meeting

The Vice-Chair is a three-year term (Vice-Chair; Chair; Past-Chair). The Secretary, Treasurer, Senator-At-Large positions are all two-year terms.

The Bylaws state that no college may have more than one person hold the position of Senator-At-Large; therefore, since the Pamplin College of Art, Humanities, and Social Sciences currently holds one position (Dr. Debra van Tuyl) and the Medical College of Georgia holds the other (Dr. James Wilde) until 2019, all nominations shall come from the other colleges. Furthermore, all four Senators-At-Large need to come from different colleges and each college may only submit one nomination for a Senator-At-Large position. Please run any necessary election or nomination process early in order that your nominee will be on the ballot.

### **The Duties for these positions are as follows:**

#### **University Senate Vice-Chair:**

Assume the duties of the Chair in the Chair's absence from any meetings of the Assembly, the University Senate, or the University Senate Executive Committee. Except when assuming the duties of the Chair, this individual will have full voting privileges at all meetings of the Assembly, the University Senate, and the University Senate Executive Committee. This individual will chair the Beard Award Committee and will also perform such duties as are assigned by the Chair. This individual will serve as Vice-Chair of the Executive Committee of the University Senate during FY19, will assume the duties of Chair of the Executive Committee and the University Senate for the year of 2019-2020, and hold the position of Past Chair for FY21.

The duties as Chair of the University Senate include being a member of the President's full cabinet, Provost's cabinet, Commencement Committee, Parking Leadership Team, and may include representing AU at the University System of Georgia's Faculty Council among other duties. The University Senate Chair organizes the Executive Committee agenda. This position is the interface with the university administration and meets at least twice a month with the VPAFA.

#### **University Senate Secretary:**

Serves on the Executive Committee of the University Senate and takes minutes at all University Senate and Executive Committee meetings. He or she may serve in other ways by request of the Senate Chair and will work closely with the Senate Administrative Assistant housed in the Office of the Provost (currently that person is Jean Grover). This officer can be reelected for up to three consecutive terms.

**University Senate Treasurer:**

Serves on the Executive Committee of the University Senate and works with others on the Executive Committee to produce a budget plan and to maintain the related fiscal records for the University Senate. He or she may serve in other ways by request of the Senate Chair and will work closely with the Senate Administrative Assistant housed in the Office of the Provost (currently that person is Jean Grover). This officer can be reelected for up to three consecutive terms.

**Senator-At-Large:**

Each of these senators will represent all faculty members in their role as Senate members. They will attend all University Senate meetings and Assemblies. There might be a call for these senators to serve as liaisons to the various University Senate committees. Senators assigned as liaisons will attend those committee meetings and function according to the Bylaws.

**Nominations:**

Each nomination should include a picture (or link to a web-image) along with a brief bio-sketch (under 250 words); contact information; and any online links that would further voter information. Ideally, each nominee should have had experience in faculty governance, including experience at the college or university level. A nomination form is attached.

Please submit all information to the Senate Office Administrator, Jean Grover [JGROVER@augusta.edu](mailto:JGROVER@augusta.edu), by March 15, 2018. Please COPY Dr. Wendy J. Turner (Senate Chair), [wturner1@augusta.edu](mailto:wturner1@augusta.edu) and Dr. David Hunt (Senate Secretary) [HDHUNT@augusta.edu](mailto:HDHUNT@augusta.edu).

**College Senators:**

The following colleges have Senate positions that need to be filled for the coming year: CAHS, PCAHSS, HCB, DCG, CED, CN, CSM, and University Libraries all will have one Senate position open. MCG will have 3 positions open.

The vote for all positions, except the College Senators, will be electronic to the entire AU faculty. College elections are up to College governance. Those elected at the university level will be announced at the April 30, 2018 University Senate meeting.





- Student Life Moment

Ms. Stephanie Myers

#### GSGA efforts

- Recycling
- Healthy eating
- Solar panels
- Parking
- Campus Safety
- Dining options in the Health Science bldg.
- Augusta Locally Grown
- Signage
- Student Health Advisory Council
- Health Services on Summerville campus
- Encourage students to contact SGA or GSGA with problems

#### University Senate Business:

##### Review and Approval of Minutes:

Dr. David Hunt

Motion to approve the minutes: Hunt, seconded, approved.

##### Report of Officers:

- President
- Chair

Dr. Brooks Keel

Dr. Wendy Turner

#### Chair's report

USGFC met December 1 at Fort Valley State University, in their beautiful Agricultural Technology Center.

1. Chancellor Wrigley spoke, giving us incite as to the new direction of higher education in GA. More on his report and that of Dr. Venn, the Deputy VCAA, from Dr. Weintraub in a few minutes.
2. Dr. Denley, VCAA & CAO, explained a bit about College 2025, Affordability of College, Bundled majors, and dual enrolled students
  - a. I am on the College 2025 Commission, representing faculty at Research Institutions. The Commission has members from the State Faculty Council, A few faculty, several administrators, and members of the business community. We meet approximately once a month for an afternoon.
    - i. We have come up with 3 key areas that need focus: adaptability, life-long learning, and essential skills.
  - b. Majors no longer have to be "bundled" together if low producing as programs (such as our Foreign Languages). They now can be counted as a group for accreditation but be listed as separate majors, such as Spanish, French, and German, rather than Foreign Languages with a track in Spanish, etc. so long as they can logically be seen as a group.
  - c. We are once more going to use the term "dual enrolled" for high school students taking college classes.
  - d. He is aware of the problem of textbook costs, but has yet to find a solution.

I have had several queries about policies this month.

1. We do have a policy by which you can donate your sick days to other employees of the university, but you have to belong in order to get time. For example, if you become ill and need extra days, your colleagues cannot give you any time unless you are in the system already as part of the program. You can donate as little as one hour to get into the program and then people can give you time if you need it. We will have someone from HR come and review this policy and others on sick leave and vacation time in March.
2. There have been several questions about the new signage for parking on the HS campus. I have no answer yet, but am working with the administration to find out what can be done.

We will soon be running up to election time again. Please begin the process of thinking through your college's election process. In addition, we need to appoint a new University Advocate. If you or a colleague is interested in this position—an important one on our campuses—please let us know by the end of February.

- Past Chair

Dr. Cathy Tugmon

Great Colleges to Work For Core Team meeting on January 12<sup>th</sup>.

- Based on the Preliminary results from the faculty/staff survey about Great Colleges to work for:
  - A survey was administered to all full-time faculty and staff who were included in the Spring 2017 GCTWF
    - Results are being analyzed
  - We began to discuss what our recommendations would be regarding:
    - When the survey should be administered again? Options the committee is discussing:
      - Every year especially during the recently rolled out strategic plan
      - Every 2 years or some other time frame.
    - Who should the survey be administered to? Options the committee is discussing:
      - Same groups as last time
      - add in some less than full time members of faculty i.e. part time and 0.75 FTE
      - use the free randomly selected version the Chronicles of Higher Education offers
    - Web site for survey results
      - <http://www.augusta.edu/provost/greatcolleges/>
      - Other information will be posted here as decisions are made
  - I have contacted the co-chairs Tad Patton and Amanda Barefield of the Faculty Development committee and they are in the process of informing their committee and collaborating with Dr. Deborah Richardson.

5:15 pm

- Vice Chair

Dr. M.J. Weintraub

**Updates from USG FC Meeting in December 1, 2017 Fort Valley, GA**

- a. Marti Venn, Deputy Vice Chancellor Academic Affairs
  - a. Formal review of BOR policies – update & modernize. Starting with small groups to review
  - b. Low producing degree programs – organize common degrees as families to increase # in program and/or change to new degree better matches needs of new graduate
- b. General Discussion
  - a. Benefit plans Optimal Retirement Plan & Teachers Retirement System Plan. ORP resolution redeem accumulated sick days on TRS but not on ORP
  - b. Summer salaries - several state-wide committees to both look at USG policy and practice and write resolutions to bring everyone into line with best practices to present at Spring USG FC Meeting.

- Treasurer Dr. Ric Topolski

		Account Number		
1/29/2018	Foundation 1	22-110020	fund supported by AU annual budget through the President	1,458.63
	Foundation 2 (Raiser's edge)	22-110020	fund supported by administrator and faculty donations	6,136.00
		10100050		
1/29/2018	State Funds	1000		5,603.51

- Secretary Dr. David Hunt

**Invited Reports:**

- Provost Dr. Gretchen Caughman
- Vice President for Academic and Faculty Affairs Dr. Kathy Browder

**Committee Reports:** Chairs/Liaisons

**Unfinished Business:**

- Bylaws Dr. M.J. Weintraub
- Great Colleges Dr. Cathy Tugmon

**New Business:**

- University Senate Retreat Dr. Wendy Turner

See Powerpoint reports of survey results and governance models

**Other Business as needed:**

**Announcements:**

Open Floor

All faculty encourage to complete the survey at [www.usg.edu](http://www.usg.edu) – College 2025 Commission Field Survey, available until February 8

**Adjournment:**

Dr. Wendy Turner

Motion to adjourn: Mazzoli, seconded

Meeting ended at 6:18