



Minutes of the University Libraries Assembly

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

March 09, 2017, 1:00 p.m. – 2:00 p.m., JSAC Butler Room

Chair: Gaines

Vice Chair: Weeks

Secretary: Logue

Members Present: Seago, Johnson, Mann, Stuart, Kouame, Verburg, Bustos, Ma, Shipman, Balance, Mears, Borders, Gaines, Weeks, Logue

Call to Order: 1:03 p.m.

1. Approval of Minutes

- a. The December Assembly minutes were approved with changes.
 - a. Old Business PROT – Correction from Verburg to use new forms until the end of spring.
 - b. "Budget process and priorities" on page 3 needs rewording to be more clear.
 - c. Page 3 (6th bullet point) - change "community" "committee"
 - d. Mears – add page numbers
 - e. Verburg – f. i. First bullet - Change to "core" committee." Change "budget" to "community engagement."
 - f. f. v. to develop experiential courses that align with QEP
 - g. f. iii. Mann and Johnson.
- b. First: Mears; Second: Shipman

2. OLD Business

- a. Promotion and Tenure Chair (Gaines)

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- i. According to bylaws we have two standing committees: Promotion Committee and Faculty Development Committee. With some confusion the P&T was thought to be standing but it was ad hoc. The P&T chair will be Kouame. The chair will choose the members.
- b. Promotion and Tenure Guidelines (Mann)
 - i. The university guidelines changed on January 2016. The basic change for Library guidelines (that Blake sent) appear to be the same as July 2013. There was no date on the guidelines. The ones for January 2016 for the University went from 40 to 34 pages. There were a lot of changes and a senate meeting regarding these changes. The libraries had to change the guidelines to align with the language of university changes.
 - ii. The guidelines were sent out without the changes highlighted. The biggest change to the library guidelines took out any discussion of the requirement for tenure. "Unfunded research" was added to the expectations of scholarships on page 11. "Senior lecturer" was removed. "OER" was added to evidence of library faculty teaching on page 16 under bullet 5. "Digital literacy, or health literacy initiatives" was added to page 18. "Librarians at other institutions" was added to page 18 under "Evidence that the faculty member contributes to the continuous improvement of higher education."
 - iii. Mann will send out email with complete notes on the changes.
- c. Professional Development Chair (Gaines)
 - i. Gaines named Weeks as the chair. Stuart and Johnson have been named as members.
- d. PROT Procedures (Verburg)
 - i. Intent is to keep using these until the end of spring. There is a meeting scheduled in May. Verburg is collecting comments. Please send all comments/feedback to Verburg, Shipman, or Bandy.
 - ii. Comments may be regarding language or about the procedures itself.

3. NEW Business

- a. a. Election Results (Logue)
 - i. Terms will begin in July 2017.
 - 1. Athletics Committee (2017-2019) - Peter Shipman
 - 2. Community Services (2017-2019) - Melissa Johnson

3. Curriculum and Academic Policies (2017-2019) - Thomas Weeks
 4. Faculty Development (2017-2019) - Sandra Bandy
 5. Faculty Rights and Responsibilities (2017-2019) - Natalie Logue
 6. Governance and Communication (2017-2019) - Ansley Stuart
 7. Student Affairs (2017-2019) - Thomas Weeks
 8. University Senator (2017-2019) - Kim Mears
- ii. Both members don't have to attend every meeting, but there should be one library representative at every committee meeting. You can find your committee chair on the university senate website if you haven't been invited to any of the committee meetings.
- b. Scholarly Communications Intern (Mears)
 - i. Matthew Borders is Mears's scholarly communications intern.
 - c. Library Standing Committees
 - i. Promotion and Tenure Update (Mann)
 1. Discussion of external letter requirement (Mann)
 - a. Question that was raised to the ad hoc group was regarding the "Letters of Review or Recommendation". Librarians going up for promotion are required to have letters from someone at the promotional rank or above to achieve promotion. Listed under the "portfolio guidelines."
 - b. Written in university guidelines currently as: Letters from peers and academic leaders of the same or higher rank for which the faculty member is applying.
 - c. Communication from the senate indicated that if the chair of a professional committee is not in an academic position then that letter may not be used.
 - d. Senate supports colleges determining their own needs for letters.
 - e. Conversation surrounding the letters included concerns of include non-faculty or non-academic recommendations and how to standardize rank equivalency with academic non-faculty librarians from outside institutions.
 - f. Promotion Committee will present something on this to the next meeting.

- ii. Faculty Development Update (Weeks)
 - 1. Libraries submitted their nomination/ballot for faculty award for spring assembly. There is a winner but this person will not be revealed until the spring assembly.
- d. University Senate Update (Kouame)
 - i. December 9, 2016 (See Appendix I)
 - ii. January 9, 2017 (See Appendix II)
 - iii. February 6, 2017 (See Appendix III)
 - iv. March 6, 2017 (See Appendix IV)
 - 1. Executive Chair Report
 - a. Funding has been allocated by the governor for the cyber facility on the riverfront. Ground is expected to be broken in spring and open in 18 months.
 - b. Planning for new science and mathematics building is in state senate. Planning will occur over the next fiscal year.
 - 2. Vice Chair Report
 - a. John F. Beard Award – Most recommendations are in. The committee will have a recommendation by March 31, 2017. Standard operating procedures (SOP) are being developed for future use.
 - 3. Chair Report
 - a. An employee engagement survey will be coming out. This survey will be distributed by Great Colleges to Work For through the Chronicle of Higher Education. Kouame expressed concern about survey fatigue.
 - b. New parking rates for Summerville were approved and will take effect the new fiscal year.
 - c. QPR (suicide prevention) training is available.
 - 4. Provost
 - a. Strategic planning and engagement survey had 3500 responses.
 - b. Next survey by strategic planning and engagement will occur mid-march (see iii.1. above)
 - c. Resource alignment meetings coming up in March. Anyone is welcome to attend.
 - d. Graduate research day is coming up at the end of the month.
 - e. Match day is coming up.
 - 5. Dr. Rychly talked about faculty evaluations. The period being reported is March 1, 2016 through February 28, 2017. May be overlapping activities that you reported last year. Report those again.
 - 6. Announcement about outsourcing benefits to AON Benefits in Athens. Go live is June 26th. Appx 43,000 employees will be effected. Communication about this will be coming soon. Benefits won't

change, just the way in which they are managed. 24/7 customer service will be available.

7. Student report from Undergraduate Student
 - a. Students asked for review and expansion of the add-drop period from 3 to 5 days. Also increasing student activities fees by \$10.
- e. e. University Committee Updates
- f. Athletics (Shipman)
 - i. Was not able to attend a meeting. Contact the chair without effect.
- g. BAITUR (Mann)
 - i. Questions were raised regarding accepting donation and external funding.
- h. Community Services (Logue)
 - i. No Report
- i. Curriculum (Shipman)
 - i. Getting several policies from Dr. Wyatt and getting them turned around within 3 days. Student attendance and grievance are still up for review.
- j. Dispute Resolution and Grievance (Johnson)
 - i. Revamped policy to take off "dispute resolution." (Future Library Assembly and documentation will reflect this change.)
 - ii. Heard grievance filed in fall but that has been rescinded.
 - iii. Had a hearing 2 weeks ago and was resolved.
- k. Faculty Development (Mears)
 - i. No report
- l. Faculty Rights (Bustos)
 - i. Discussion focused mostly on faculty workload issues. Some concern faculty is not getting paid for teaching online classes. Co-chairs plan to meet with Dr. Rychly or Dr. Koffman.
- m. Governance (Mann)
 - i. Great college survey
 1. Questions about administrators. Looking to add more within various levels.
 - ii. Faculty manual group
 1. Communications part about list servs. There is no list serve for some colleges/departments.
 - iii. Bylaws and statues
 1. Those need to be updated. Will look at it this summer. New vice chair will be responsible
- n. Student Affairs (Weeks)
 - i. Job description in bylaws. Looking remove description. Working on blurb in faculty manual. Working on policies from curriculum committee.
 - ii. Started review scholarship applications for next year.
- o. P&T (Kouame)

- i. Minor revisions made on university guidelines.
 - ii. Contacted chair and was able to join the committee email.
 - iii. Chair did not know Kouame was a member.
 - iv. Meeting coming soon.
- p. Other University Information Related to Faculty
 - i. Mann – IT has sent out various governance groups. Communication and training, unassigned tickets, purchasing computer standardization, lab computer standardization. Already some work has been done to rectify shortage of staffing. Any concerns please send comment to Mann
 - ii. Seago – Yesterday there as a conference call about Dr. Rychly search committee. There are 39 applications. They will get access to the application materials tomorrow and rank the applications. This will be followed by an in-person meeting to determine who to bring to campus. The soft deadline has passed.
 - iii. Seago – The library advisory committee had a good discussion about the library budget and the location of the library link on the home page. Chair of the Library Advisory Committee will be sent to Jack Evans to urge considering putting the library link on the main university webpage. Some of this information came from the library website survey.
 - iv. Seago – May 12 is graduation. Faculty should be there in regalia.
 - v. Seago – GB renovations have no further updates.
 - vi. Seago – Faculty Evaluations. Please include PROT forms if you have used those in the past year. Due to Seago on April 21st. Give to Marianne.
- q. Search Committee Updates
 - i. Nursing Information librarian (Mears)
 - 1. Two candidates coming in 15th and 24th.
 - ii. Access Services Librarian (Ma)
 - 1. Two candidates coming in for visits.
 - iii. Special Collections Librarian (Johnson)
 - 1. Committee was just formed.
 - 2. Position has been posted.
 - iv. Clinical Information Librarian (Kouame)
 - 1. Two Skype interviews scheduled.
 - v. Reference and Instruction Librarian (Weeks)
 - 1. Round two. Candidate coming March 20th.
- r. Alma
 - i. Primo demos at both libraries coming soon.
 - ii. Entering Phase 5 (pre-cut over) currently filling out forms for migration and staff training.
 - iii. Whole university system of Georgia is changing over.
- s. Ansley got accepted as an Augusta University Scholarship of Teaching and Learning Fellow.

- t. Kim was appointed Chair of jury for MLA and was awarded a National Network of Libraries of Medicine Southeastern/Atlantic Region's Professional Development Award.
 - u. Julie was appointed Chair of grants and scholarship committee for MLA.
 - v. Kouame was appointed Chair of leadership curriculum committee MLA – develop or gather curriculum about the subject of leadership. Still in the process of being named.
 - w. Li received ACRL mid-career scholarship to attend the ACRL conference.
 - x. Bustos received the Special Libraries Association (SLA) Presidential Citation.
 - y. Jennifer Davis was sent to ALA conference with a full ride scholarship.
 - z. Student Learning Outcome (Logue)
 - i. Goal of the committee is to improve SLO and design based on SACSCOC feedback and notes.
 - ii. No funding for additional support to upload SLOs into Compliance Assist.
 - iii. Looking to improve CSV file uploading to Compliance Assist.
 - iv. Committee reviewing SLO Rubric.
 - v. Creating list of SLO suggested prompts.
4. Adjournment 2:15 pm

5. Announcements

The next Libraries Assembly meeting is scheduled for June 6, 2017 from 1:00 p.m. – 2:00 p.m. in AB 211.

Adjournment

Meeting Minutes

University Senate
Meeting
December 5, 2016
5:30 p.m. – 7:30 p.m.
Health Sciences Building, EC-1222, Health Sciences Campus

Chair: Cathy Tugmon

Members Present: Jean Pawl, Carol Rychly, Cathy Tugmon, David Hunt, Ric Topolski, Gretchen Caughman, Edgar Johnson (online), Scott Wise, Judith Stallings, Mahmood Mozaffari, Paulette Harris, Beth NeSmith, Jane Garvin (online), Renuka Mehta, Pandelakis Koni, Sandra Inglett, Barbara Mann (online), Hubert Van Tuyll

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

<u>TOPIC</u>	<u>DISCUSSION/ACTION TAKEN</u>
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AGENDA ITEMS

PRESENTERS

Meeting began at 5:30 pm.

Welcome

Dr. Cathy Tugmon

Jean Pawl and Laura Mulloy asked for a moment of silence in memory of Cathy Wepler, former administrative assistant to the University Senate, who passed away on November 25, 2016.

Review and Approval of Minutes

Dr. David Hunt

Motion to approve: Hunt, seconded, approved

Report of Officers:

- Executive Chair

Dr. Brooks Keel

No report

- Vice Chair

Dr. Wendy Turner

Updating of Faculty Manual

Creation of SOP for the Beard Award

- Chair

Dr. Cathy Tugmon

- Report from Parking Leadership Team meeting

Meeting was cancelled

- Report from FY18 Planning and Resource Alignment Kick-Off Meeting

Most information will be covered in later reports

Invited Reports:

- Provost
 - Strategic Planning update

Dr. Gretchen Caughman

All teams have met for their first meeting;

- Searches update
- BOR update

Questions related to communicating decision to allow admission of undocumented students and faculty involvement in hiring of new VPAFA

Decision to admit undocumented students was made by BOR; Senate Liasons of relevant Senate committees and an at-large senator will be invited to be on the search committee.

- Vice President for Academic and Faculty Affairs

Dr. Carol Rychly

5:49

- Promotion and Tenure meetings
- Faculty Evaluation Form

Promotion and Tenure:

Will meet twice more this year with the chairs of college-level Promotion and Tenure Committees to 1) discuss recommendations for changes to P&T Guidelines (from the University Committee) before bringing them to the Senate for a vote and 2) clarifying the P & T process for FY18.

Faculty Evaluations:

Faculty evaluation process will begin in February, as usual. Training sessions will be offered after the first of the year. The process should feel very much the same to faculty members as it did last year. Changes to the process involve administrative assistant responsibilities. Last year's goals should be prepopulated in the form.

- Student Life Moment
 - End of the Semester Wrap up
 - Division of Enrollment and Student Affairs

Dr. Mark Allen Poisel

Semester report from Division of Enrollment and Student Affairs

Over the past fall we have built, renovated, and opened some new facilities for students (housing, recreation, dining, student center). These facilities are helping us change and build a new kind of student life at Augusta University. We have also began new initiatives to help students like our Open Paws Food Pantry, an emergency fund, more programming in student life, counseling, recreation, and wellness. We have had more CARE reports and students with mental health concerns than in the past (including 10 hospitalizations).

On the enrollment front we have admitted 700 new freshmen for Fall 2017 last week. We delivered the acceptances to multiple schools around the state in areas like the CSRA, Atlanta, and Savannah. Our presentations with Augustus have gone very well. This is more acceptances for next fall than this fall. More students applied early to come here than in the past. We are also expecting more transfer students which will help us meet our new student enrollment goals. We are processing the financial aid packages for next fall which is ahead of past years due to changes within the USDOE and the FAFSA form. Please encourage your current students to complete the form now with last year's tax information. We have also given our more scholarship dollars this year over last year.

Student life has chartered a new fraternity and now has permission from the national organization to recruit for a new sorority on campus. We have expanded student programming and are engaging more students. We are currently searching for a new director of student engagement and assistant director of orientation and student organizations. We hope to have them in place in early spring.

We are also searching for a new director of student health services. We have an interim in place for 9 months, Dr. Liz Peisner. We are working on some changes in student health to work on more outreach and preventive health programs.

Finally, next year will be the 50th Anniversary of the Maxwell Performing Arts Center. There will be more information to come about special events around this celebration.

Committee Reports

Chairs/Liaisons

6:05

- **Athletics**

Committee will meet in December.

- **Budget, IT, and AU Resources**

The BAITUR Committee reported that it reconvened its first meeting on September 30th. Stepp and Kemp elected co-chairs. Committee determined that it lacked sufficient background information to faithfully execute its advisory function and decided to conduct exercises designed to enhance faculty understanding of budget priorities on campus. To this end, a sub-committee has formed and has met with CFO Tony Wagner and begun a process of self-education. The outcome of this effort will be to provide summary reports of our findings to the faculty via Senate minutes or other process as warranted.

- **Community Services**

University Community Services Committee Report to the Faculty Senate Meeting December 5, 2016

Committee met on 11/29/16

The Community Services Committee thanks the Senate for allowing the posting of a link to the Community Services Announcement form. We ask that members please continue to make other faculty, staff and community organizations aware of this outlet to request volunteers.

Community Service Committee members were asked to send reminders to their departments on the form service before Thanksgiving break, on their return from Thanksgiving break and immediately after Graduation. The rationale is that organizations will need more volunteers during the holidays and could use the extra advertising for volunteers.

Community Services has made requests to meet with University Development to discuss the logistics of setting up an endowment fund to enable awarding the University Community Award to faculty. This meeting will take place in December and the committee will receive the report of this meeting by email.

The date has not yet been fixed for the January meeting

- **Curriculum & Academic Policies**

Candace gave report

- **Dispute Resolution & Grievance**

Since the last Senate meeting, the Grievance committee (GC) handled two grievances. The first one was dropped before reaching the Hearing Subcommittee, due to the grievant leaving the institution.

On Dec 1st, the Chair of the GC, Dr. Todd Hoffman, received a new grievance. He appointed a Grievability subcommittee that will meet in the next week to discuss grievability.

The entire GC met on Nov 28th to discuss Grievance policy issues. The GC unanimously voted to submit a request to the Faculty Senate (FC) Executive Committee to arrange for the transfer of the Grievance policy, currently owned by HR, to the FS, as HR ownership of a FS committee policy presents both theoretical and logistical problems in handling faculty-filed grievances.

- **Faculty Development**

No report

- **Faculty Rights & Responsibilities**

Tadd Patton

- **Governance & Communication**

Scotty

AU Governance and Communication Committee Minutes

Date: 29 November 2016 (Tuesday) & 30 November 2016 (Wednesday)

Time: 11/1: 8:00 a.m.

11/2: 3:00 p.m.

Location: 11/29 meeting: N319, Allgood Hall, Summerville Campus
11/30 meeting: 227 UH, Summerville Campus

Attending: 11/29 meeting: Jake Turrentine (MCG), Scotty Scott (Chair, CoSM), Chris Sligar (CoSM), MJ Weintraub (Secretary, CAHS), Liana Babayan (PCAHSS) and Paulette Harris (Senate liaison).

11/30 meeting: Penny Noto (CON) by phone, and in person Scotty Scott (Chair, CoSM), Judith Anglin (CAHS), Ali Arbab (CGS), and John Krautheim (HCOB)

Unable to attend: Martha Brackett (DCG), Charles Jackson (COE), Michael Dugan (HCOB), Ahmed El-Marakby (DCG), Judy Glaser (CON), Barb Mann (LIB), Laura Mulloy (MCG), and Juan Walker (COE).

1. Approval of draft minutes of previous meeting

The meeting on 11/29 came to order at 8:04 a.m. The meeting on 11/30 came to order at 3:00 p.m. The minutes from the previous meetings on 11/1 and 11/2 were approved.

2. Subcommittee Reports :

a. Faculty evaluation of administrators:

No change from last month; the administration is working on hiring a contractor to create and administer the survey. No time frame has been identified at this point.

b. AU Policies

Scotty Scott said that the Policy Management Group (PMG) met in November and again in early December and reviewed several policies.

- i. The Social Media Policy was approved. University approved social media will be reviewed and edited by the Department of Communication and Marketing (DCM). Faculty are not required to edit their social media because it is considered non-official. In addition, editing may make the faculty member legally liable for content.
- ii. The Student Attendance Policy was also approved. One change has to do with the wording of when faculty can withdraw students for excessive absences.
 - (a). It used to say that faculty could (at their discretion) withdraw any student who missed over 10% of scheduled classes for any reason.
 - (b). Now it reads as follows: "If the student has been absent for more than the equivalent of 10 percent of class time, then the professor may withdraw the student from the class for excessive absences. It is important to note that the faculty member may, or may not, withdraw a student from class based upon attendance. A student who is withdrawn for excessive absences may appeal the decision in accordance with the Academic Grievance Policy."
 - (c). The reason for the change was to accommodate concerns the legal rep at the PMG had. What if a student were pregnant and had the right under Title IX to miss some classes, but the prof was an ogre who thought all that was hogwash? The old policy with "for any reason" wouldn't do, so the new one was written more broadly with an appellate process mentioned.
 - (d). If the Student Affairs Committee wishes to review this policy, the Governance and Communication Committee will officially send it to them for a formal review and subsequent Senate action.
- iii. The AU policy previously entitled "Disciplinary Procedures for Classified Employees" has been retitled "Disciplinary Procedures for Employees," the distinction meaning that it now applies to Faculty as well. The PMG voted to approve the policy without faculty input; our faculty represented voted against that but was overruled. Instead, once some minor typographical corrections are made this Policy will be sent to several University Senate committees to review, with Faculty Rights and Responsibilities (FR&R) having the lead.
- iv. Two other draft AU policies have been sent to the FR&R Committee for review: the Contract Renewal Policy and the Faculty Recruitment Policy. Both will need to be brought to the Senate following FR&R review for a vote whether to accept them as written or to recommend changes to the Policy Owner, in this case Human Resources (HR).

- v. One draft AU policy has been sent to the University Promotion and Tenure (P&T) Committee for review: the Pretenure Review Policy. As was the case above, this policy will need to be brought to the Senate following P&T review for a vote whether to accept it as written or to recommend changes to the Policy Owner, HR.

c. Bylaws and Statutes

- i. The Senate Grievance Committee has submitted changes in the Faculty Grievance Policy to the Senate Executive Committee. The Executive Committee is still in the process of reviewing these.
- ii. It will be important once the policy is approved by the University Senate to make sure it is consistent in the Senate Bylaw and the Statutes. Once the Executive Committee finishes its review those changes must first be approved by the University Senate and then the "Policy" sent to HR for their submission via the PMG and the Bylaws changes (and Statute changes if any) sent to the faculty by the Governance & Communication Committee, for a faculty vote per Bylaws section V.1 .

d. Intrafaculty Communications

Matthew Buzzell (subcommittee chair) reported on his meeting with IT's Janice DeLoach. Development on the new listservs for "All Faculty" and "All Faculty in XXX College" / "All Faculty on XXX Campus" is at a standstill. Janice indicated that both the DCM's Jack Evans and Dr. Gretchen Caughman are the ultimate decision makers. As for addressing the current SPAM issues, Janice suggested that individuals consider "opting out" of the faculty-listserv. The problem, of course, is that by doing so a user "opting out" might miss an email from some other faculty member of true import. Perhaps they could "block" just certain senders (or have their emails go to "Junk") while not blocking all emails to the listserv? As for the "reply all" issue (preventing "Reply All" unintentional spam), Janice thought there might be a plug-in that could solve the issue. This, however, would need to be installed on an individual computer basis – which does not appear practical in the eyes of this subcommittee. The next step appears to be an in-person meeting between Janice and Jack with Dr. Caughman included via phone.

e. Nominations and Elections

- i. The library will be holding their elections to fill the additional senate positions on December 8th. Natalie Logue, Library Faculty Assembly Secretary, will communicate the names to Jean Grover, administrative assistant to the Senate, and to this Subcommittee chair, MJ Weintraub.
- ii. MJ will set the schedule for the 2017-2018 Senate elections and send it to the G&C Committee for review. Once reviewed MJ will send it to Jean Grover and Cathy Tugmon, President of the University Senate.

f. Faculty Manual:

No change from last month. Currently the decision as to how to draft a new Faculty Manual resides with the University Senate Executive Committee. A college-wide committee was created several years ago to do so, but its work was stopped when successive name changes made it impossible to link to the Policy Library.

4. Unfinished business: None.

5. New Business:

The Faculty Senate meeting is Monday, December 5th at 5:30 p.m. in the EC 1222 on the Health Sciences campus. Scotty will give the G & C report at the meeting.

6. Next meeting:

Scotty will send out a Doodle to set up the January meeting. The committee suggested we continue with meeting on the Summerville campus at 8:00 a.m. on Tuesdays in N-319 Allgood Hall and at 3:00 p.m. on Wednesdays with the meeting place to be decided.

The meeting on 11/29 adjourned at approximately 8:23 a.m. and on 11/30 at 3:35 p.m.

- **Promotion & Tenure**

The P and T committee completed their review of the final two appeals. They are currently working with department and P and T chairs. They should have suggested edits to the senate around February.

- **Student Affairs**
Melissa Powell-Williams

Invited Guests:

- Inclusivity at Augusta University Dr. Quincy Byrdsong

Ask for report

Inflammatory posters found on Summerville campus; faculty sent posters to Byrdsong, Byrdsong crafted the statement that was approved by the President's Executive Committee, no further investigation on how posters got on campus or who posted them, has met with faculty members in Pamplin College regarding future actions, extended the climate survey for more student input, Facilitated two Courageous Conversations related to the recent election and the posters; more work to do related to inclusion at Augusta University; all students need safe places to talk,

Question regarding investigation of the posters in the future A: groups were not hiding their identity, advertised on the posters, GBI is not investigating these posters

Comment by a Senator: Divisiveness is coming up to us through the high schools

Possibility of having a forum in the Spring related to this issue

- Budgeting at Augusta University Mr. Tony Wagner
6:30

USG Requests for FY18

- **Targeted Request for new funds**
 - - –Increase Enrollment
 - - •Add enrollment management capacity
 - •Cybersecurity program expansion

- •Health Sciences enrollment capacity increase
 - –Funding to Support Academic Research Faculty
- **Facilities**
 -
 - –Science & Math building

Today's Financial Realities

- •New funding is limited & usually specifically focused
- •Tuition rates not increasing
- •Enrollment now beginning to trend positively
- •FLSA mandate
- •BOR Special Review related to reserve drawdown
- •One time needs being addressed through FY17 salary lapse
- •Clinical landscape

It will take diligence on the part of every leader, in every unit, to ensure Augusta University's success within the financial resources we have.

Other notes: AU funding: \$200 million from state revenue, \$80 million from tuition; State legislators are very focused on tuition issues, lack of tuition increases being accepted to keep legislature from taking over tuition decisions

\$4 million for increased enrollment, \$8 million for support of academic research faculty

Funding for Science and Math building will be a multi-year process

Question regarding FLSA; Answer: University will move forward with new FLSA standards

Question regarding unfilled faculty positions; Answer: money related to unfilled faculty positions will be retained by the university until the position is filled and used for university priorities, money will not be permanently removed from colleges

Question regarding lack of tuition increase and what lobbying efforts are being taken; Answer: Lobbying efforts underway, undetermined whether a Senate resolution would be helpful, AU coordinates efforts with other USG schools, lobbying efforts undertaken by AU governmental relations

Question regarding what "enrollment management capacity" means; Answer: multi-faceted concept, components include recruitment, student-life,

Unfinished Business:

New Business:

6:55

- Date of Spring Assembly
Dr. Cathy Tugmon

March 2, 2017 at Alumni center from 5:30-7:30 pm; outstanding faculty and retirees to be honored

- By Laws 2 Year Review Process
Dr. Cathy Tugmon

Senate committees charged to send needed changes to the Executive Committee, Senators charged to review by-laws for any needed changes

- Meetings Audio Recording and Archiving of Senate
Dr. Cathy Tugmon

Has begun

- Committees Administrative Connections/Liaisons to Senate
Dr. Cathy Tugmon

Work will continue in this area

Other Business as needed:

Credit monitoring letters being sent out related to breach in September

Announcements:

Open Floor

Adjournment:

Dr. Cathy Tugmon

Motion to adjourn, Pawl, second

Next Meeting

January 9, 2017
JSAC Ballroom, Summerville Campus
5:30 p.m.-7:30 p.m.

Appendix II



Meeting Minutes

University Senate Meeting
January 9, 2017
5:30 p.m. – 7:30 p.m.
JSAC Ballroom, Summerville Campus

Chair: Cathy Tugmon

Members Present: Jean Pawl, Wendy Turner, Carol Rychly, Cathy Tugmon, David Hunt, Ric Topolski, Gretchen Caughman, Christina Heckman, Edgar Johnson, Scott Wise, Judith Stallings, Mahmood Mozaffari, Olajide Agunloye, Paula Dohoney, Paulette Harris, Jane Garvin (online), Amy Abdulovic-Cui, Kathy Davies, Jason Varghese, Pandelakis Koni, Stacy Bennetts, Sandra Inglett, Barb Mann, Ray Whiting

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

AGENDA ITEMS

Welcome

Meeting began at 5:32

Review and Approval of Minutes

Motion to approve the minutes: Hunt, seconded, approved

Report of Officers:

- Executive Chair
- Vice Chair
- Chair
 - Report from Parking Leadership Team meeting

See report from Parking Leadership Team later in these minutes.

- Report from Strategic Planning Core Team
- Committee structure update

Some vacancies on a few committees.

- New Senator and committee members from the Libraries

Invited Reports:

- Provost
 - Strategic Planning update

PRESENTERS

Dr. Cathy Tugmon

Dr. David Hunt

Dr. Brooks Keel

Dr. Wendy Turner

Dr. Cathy Tugmon

Dr. Gretchen Caughman

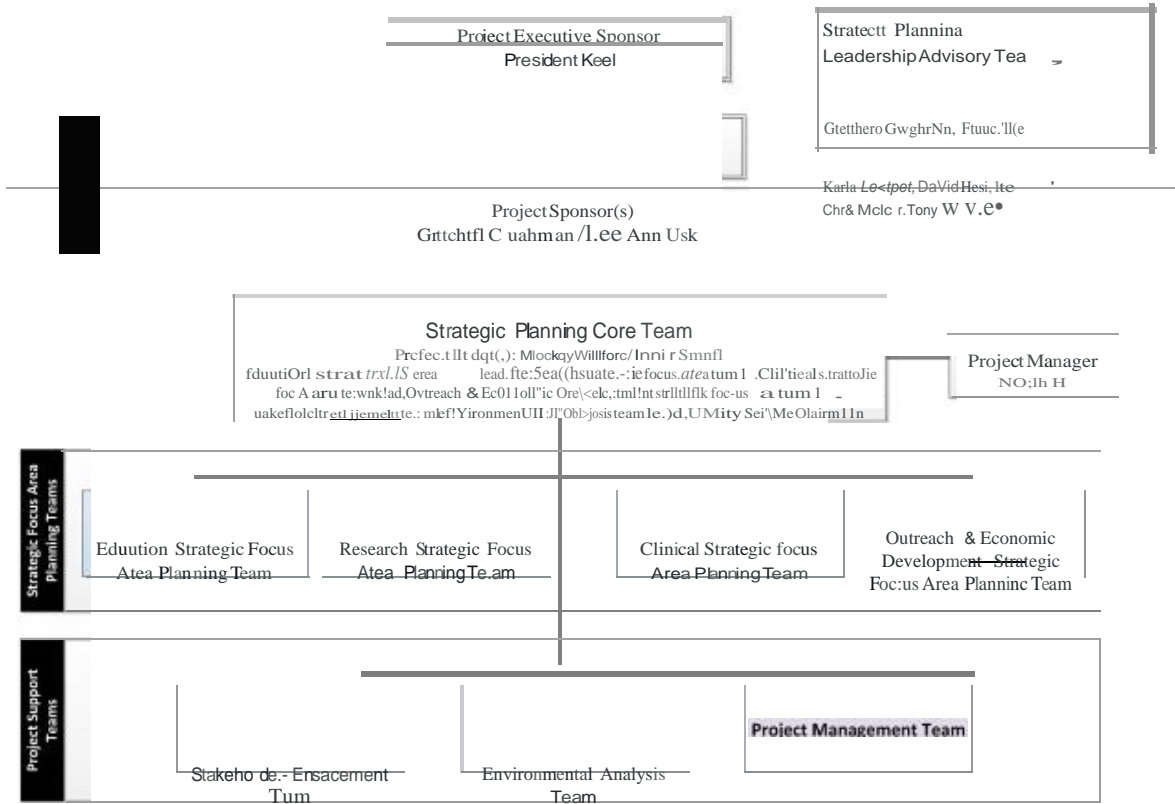
AU Strategic Planning

Stakeholder Engagement Survey

*University Senate
January 9th, 2017*

AUGUSTA UNIVERSITY

Augusta University Strategic Planning Project

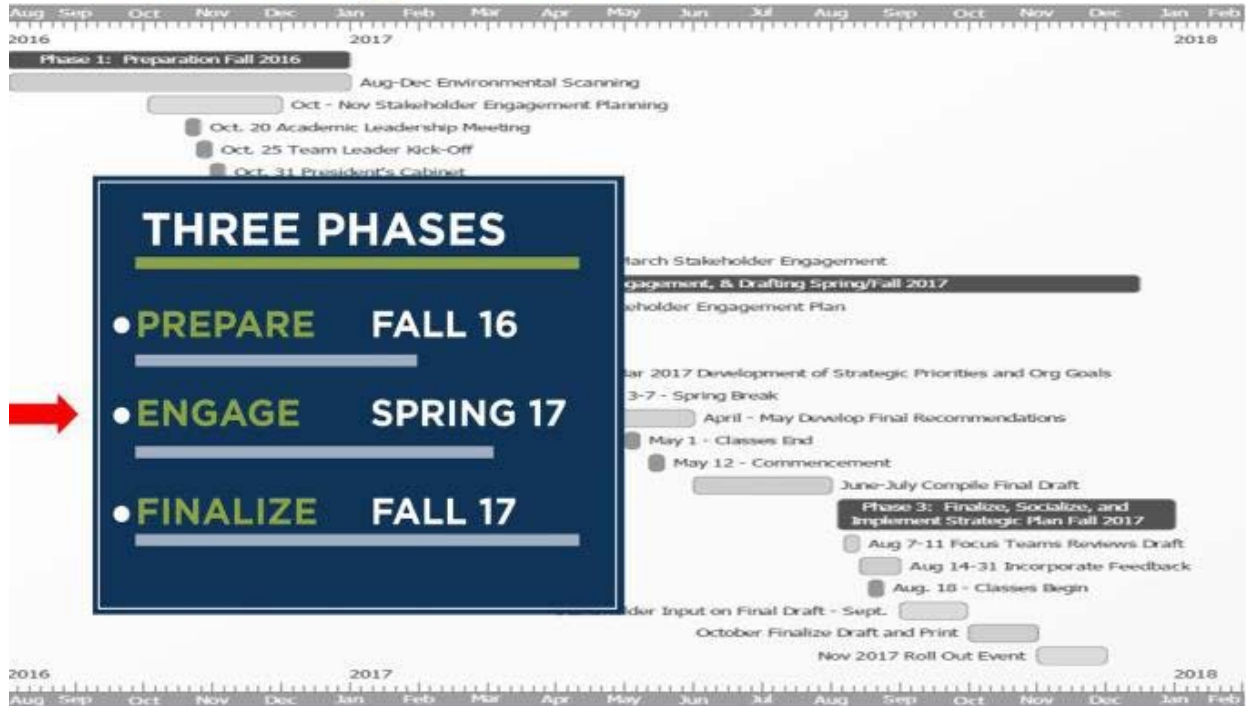


Project Resources
Critical resources or subject matter experts that can be brought in as needed.

Four Focus Areas



Planning Phases



First Engagement Opportunity

- A survey sent to all students, faculty & staff this week.
- Designed to introduce and receive initial feedback on AU Strategic Plan's **four focus areas**.
- You can respond to just those areas most relevant to you.
- Survey responses will be **confidential**.
- The **aggregated results** will be provided to the Focus Teams to use as they develop our strategic priorities and organizational goals
- Results will also be posted to the 2017 Augusta University Strategic Planning website. (<http://www.augusta.edu/aboutplanning>)
- The survey will close January 31, 2017

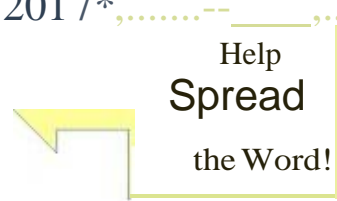
Getting the word out!

- **Leadership presentations**

- University Senate | January 9th, 2017
- HSMT | January 18th, 2017
- Student Government Association | January 2017
- Satellite Campuses | January 2017*

- **Email Invitations**

- Multiple dates during January 2017



Survey Email Message

WE NEED YOUR INPUT

AUGUSTA UNIVERSITY
2017 STRATEGIC PLAN

You are an important part of Augusta University's future, and we need your help as we develop our next strategic plan.

Our current plan, "Transition Forward," was designed to guide us through the period of consolidation. As we move into the next phase of our institution's life, together we must create a plan that builds on our strengths and moves us ahead into our future.

President Keel has identified four key focus areas - education, research, outreach & economic development, and clinical. Please take a few moments to complete a brief survey to help us refine those areas and to give us your best ideas for our future. Feel free to address just those areas most relevant to you.

The survey should take approximately five minutes to complete. Survey responses will be confidential, and the aggregated results will be provided to our planning teams to guide them in the development of our strategic priorities and organizational goals as well as posted to the 2017 Augusta University Strategic Planning [website](#). The survey will close January 31, 2017.


[SURVEY LINK BUTTON](#)

AUGUSTA UNIVERSITY

2

Survey

- Via Web or Mobile




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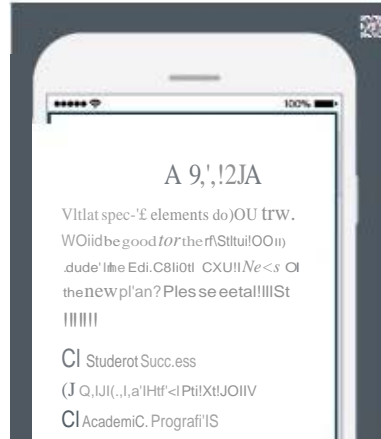
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Survey Questions

For our new Strategic Plan, what specific elements do you think would be good for the institution to include in the:

1. Education Focus Area? Please select all that apply*.
 - Opportunity to provide additional input (Free Text Box)
2. Research Focus Area? Please select all that apply*.
 - Free Text Box
3. Outreach & Economic Development Focus Area? Please select all that apply*.
 - Free Text Box
4. Clinical Focus Area? Please select all that apply*.
 - Free Text Box

•A list of items relevant to each focus area is included in the survey

University Senators Can Make a Difference!

Talk to your colleagues

Use this presentation (as needed) within your college

- Searches update

Search processes on schedule

- Announcements

Introduction of Lee Ann Liska

Martin Luther King, Jr. events

Acknowledge the loss of Dean Rickie Hicks, College of Science and

Math Legislative Day –Feb 1, 2017

- Vice President for Academic and Faculty Affairs
- 5:56
 - Facilities

Dr. Carol Rychly

Grand Opening of Academic Success Center

today Greenblatt Library renovations

Provost will be sending Promotion and Tenure letters by Feb 8, 2017.

New P&T cycle begins in March 2017

- Faculty Development

CIRCA - Jan 20, 2017

Training sessions for Faculty evaluations will be held in February 2017

- Student Life Moment Ms. Gina Thurman
 - Student Counseling and Psychological Services

Change in name to reflect what they are now doing, including psychological services, focusing on mental health issues

Career counseling has moved to Career Center

- Testing and Disability Services

Faculty should refer students who express need for accommodation to Testing and Disability Services

- Open Paws Food Pantry

Working with Golden Harvest Food Bank, has been highlighted in the media and is supported by units across the University and Health System. Located in Bellevue Hall on Summerville Campus

- CARE

Responding to many reports, making efforts to provide feedback to reporters when possible.

Committee Reports

Chairs/Liaisons

Athletics

No report

Budget, IT, and Augusta University Resources

Drew Kemp

Community Services

University Community Services Committee Report to the Faculty Senate Meeting

January 9th 2017

December 17th 2016 meeting was held by email to inform the members on the progress of scheduling a meeting with the development office.

Meeting was held with the Development Office on January 5th 2017 to discuss an endowment account for the University Community Services award. The results have not been discussed with the committee and will not be reported on at this time.

Curriculum and Academic Policies

Candace Griffith and Edgar Johnson

Motion to approve no changes in following policies: committee, no second required, approved. However, the policies voted on were actually not correctly approved by the committee, so the motion is invalid.

Dispute Resolution and Grievance

Almira Vazdarjanova

Faculty Development

Amy Abdulovic-Cui

Faculty Rights and Responsibilities

Tad Patton

Governance and Communication

Motion to endorse social media policy: committee, no second required, approved.

AU Governance and Communication Committee Semi-Annual Report

Date: 9 January 2017 Senate Meeting
--

1. Number of meetings: The G&C Committee met each month from August through November, but did not meet in December. We'll count that as four meetings, although in each case we actually met twice – each time with a subset of members, in order to maximize everybody's opportunity to attend despite their vastly different academic and clinic schedules. The number of attendees is as follows:

- a. Two members were not able to attend any of the meetings.
- b. Six members attended just one meeting.
- c. Three members attended two meetings.
- d. Three members attended three meetings.
- e. Four members attended all four meetings.
- f. On average, of our 18 members (counting primary and secondary members) the typical member attended 2.1 meetings – just over half the meetings. And that’s to be expected, since really only the primary members are required to attend.

2. Business accomplished and ongoing :

a. Faculty evaluation of administrators:

Not much was accomplished. We are waiting for HR to designate this year’s survey contractor and then to begin working up our faculty input questions, based on lessons learned from last time.

b. AU Policies

We have had at least one attendee representing the committee and therefore the University Senate at every Policy Management Group meeting.

- i. The Senate Executive Committee has approved an SOP for how Senate approval should work, for those policies the PMG determines a need for such approval. Several such policies have been sent to Senate Committees under the new process, and most of them are still in work. The first one should be voted on for Senate approval at the January 9th Senate meeting.
- ii. There are a large number of Augusta University policies facing their three-year mandatory review cycle due dates. We anticipate this will mean that many Senate committees will be asked to review, recommend, and report on those policies (whether just a “no change” or something more substantive) at meetings spring semester. The G&C Committee representatives will be coordinating between the PMG and the Senate to keep those reviews on track.

c. Bylaws and Statutes

- i. There were no changes processed during the fall semester, but we expect at least one (to keep the Bylaws consistent with a revised Faculty Grievance Policy) to be sent out for a faculty vote in the spring.
- ii. This summer there will be a biannual review of the Bylaws, chaired by the incoming Senate Vice Chair. Our committee stands ready to assist in any way we can, including soliciting reviews and inputs before everybody disperses for the summer if needed.

d. Intrafaculty Communications

- i. We worked with OCM on the new Augusta University Social Media policy, just approved (and to be voted on by the Senate at the 9 January meeting). That was quite an effort, stretching out over the past several semesters.
- ii. We still need to work with OCM on a policy and procedures for Intrafaculty communications – mostly what faculty-use Listservs there are for “all faculty” and for “all faculty in xxx college” and perhaps “all faculty on xxx campus.” This, too, is complicated

to walk the line between authorizing too many and authorizing too few people to send such emails. Our goal is to have this completed during spring semester.

e. Nominations and Elections

- i. There were no University-wide elections during fall semester. We did work with individual colleges and the library, on filling all their required committee and senate seats.
- ii. We put together a schedule for the spring semester for coordinating the nine colleges plus the library in selecting their committee and senate membership for next academic year. That schedule has been approved by the Executive Committee and will be briefed at the January 9th Senate meeting. We will be working with colleges to effect that schedule as well as working with the Executive Committee in holding University-wide elections in the spring for the new Senate Vice Chair as well as other Senate offices and at-large Senate seats coming vacant at the end of the academic year.

3. Next meeting: We will be holding our January monthly meeting the week before the February Senate meeting; the date and time will depend on everybody's spring academic and clinic schedules but we'll try to keep the Senate Admin Assistant apprised so it can be placed on the Senate web page. (We omitted doing that most of the time in the fall, so that's one area for needed improvement!)

Promotion and Tenure

Todd Schultz

Student Affairs

Student Affairs Committee Report
December 8th 2:00-3:30, Allgood Hall E-123, Summerville

Committee Members Present: Olajide Agunloye, Steven Page, Pam Hayward, Rebecca Rule, Faith Wiley, Wendy Habegger, Thomas Weeks, Melissa Powell-Williams (Chair)

A. Invited Guests Dr. Quincy Byrdsong (Vice President for Academic Planning and Strategic Initiatives and Chief Diversity Officer), Dr. Mark Allen Poisel (Vice President for Enrollment and Student Affairs), and Dr. Scott Wallace (Dean of Student Life):

1. Clarifying the Relationship between SA with Student Life: Attendees discussed ways in which the committee will work with the guests respective offices including:
 - a. provide faculty representation on standing and ad hoc committees;
 - b. bridge gaps between colleges and campuses as it relates to various student issues; and
 - c) help to facilitate communication between student, faculty, and administration.
2. Current Student Concerns: Attendees shared current student issues observed from their respective colleges and offices including the need to:
 - a. continue to increase utilization of student services through various awareness campaigns including health services and alcohol and drug programming;

- b. increase student representation within governance structures and clearer pathways for communication between student, faculty, staff, and administration;
- c. provide a sense of unity and identification to foster civility and respect among students, faculty, and staff; and
- d. improve our assessment of campus climate in regards to inclusivity, harassment, and tensions.

3. Next Steps: The committee will move forward to address concerns by:
- a. exploring ways to connect the student governance structures with the faculty governance structures. The committee will recommend that the University Senate consider ways to encourage student participation (if not membership) within its standing committees, request an agenda item for student leadership at the University meetings, and provide faculty presence at the SGA meetings;
 - b. encouraging our respective colleges to utilize the Health Respects program; and
 - c. working with Student Life in efforts to provide a sense of unity and identity for our students.

B. Other Needs:

- 1. Code of Conduct revision meeting, Thursday, 1-19, 9-10:00am: Rebecca Rule will be attending this meeting on behalf of the committee.

C. Future Meetings: Meeting locations will rotate between the Summerville and Medical campuses. Our next meeting will take place on the Medical Campus (date TBD)

Invited Guests:

- Three Year Parking Plan Dr. Karla Leeper
6:30

Karla Leeper and Karl Munsch

Unfinished Business:

New Business:

- 7:02 • Two Policies from Curriculum and Academic Policies Committee Representative

Motion to approve no changes: committee, no second required, removed

Motion to approve endorse no changes to the center change policy and refer the attendance policy to the athletics committee with the time limit existing in bylaws, second, approved

- Moving Grievance policy from HR to Academic and Faculty Affairs, leaving Dispute Resolution Policy in HR Dr. Cathy Tugmon

Motion to split the overall policy and move the grievance policy from HR to AFA, leaving Dispute Resolution Policy in HR: committee, no second required, approved

Name of policies need to be changed.

- Timeline for Elections Dr. Robert Scott

For information:

Senior Senator charged with sending committee and Senate vacancies to Senate Secretary and oversee their college elections.

Other Business as needed:

none

Announcements:

Open Floor

none

Adjournment:

Dr. Cathy Tugmon

Motion to adjourn: Edgar Johnson, seconded

Meeting Ended at 7:15

Next Meeting

February 6, 2017
Health Sciences Building, EC-1222, Health Sciences
Campus

5:30 p.m.-7:30 p.m.

Appendix III



Meeting Minutes

University Senate Meeting

February 6, 2017

5:30 p.m. – 7:30 p.m.

Health Sciences Building, EC-1222, Health Sciences Campus

Chair: Cathy Tugmon

Members Present: Jean Pawl, Wendy Turner, Carol Rychly, Cathy Tugmon, David Hunt, Ric Topolski, Gretchen Caughman, Christina Heckman, Scott Wise, Onyeka Ezenwoye, Ahmed El-Marakby, Mahmood Mozaffari, Paulette Harris, Beth NeSmith, Jane Garvin, Ric Topolski, Amy Abdulovic-Cui, Kathy Davies, Gail Kouame, Jason Varghese, Pandelakis Koni, Stacy Bennetts, Sandra Inglett, Ray Whiting, Cathy Slade (online), Edgar Johnson (online), Paula Dohoney (online), Olajide Agunloye (online), Amber McCall (online)

X Regular Meeting _____ Special Meeting

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

David Hunt

Secretary

TOPIC

DISCUSSION/ACTION TAKEN

AGENDA ITEMS

PRESENTERS

Welcome

Dr. Cathy Tugmon

Meeting began at 5:33

Welcome new senator from the Libraries

Motion to amend the agenda to replace Michael Kessler with Quincy Byrdsong: Pawl, seconded,
approved

Review and Approval of Minutes

Dr. David Hunt

Motion to approve the minutes: Hunt, seconded, approved

Report of Officers:

- Executive Chair

Dr. Brooks Keel

No report

- Vice Chair
 - Faculty Manual

Dr. Wendy Turner

Augusta University Faculty
Manual Or Guide, or Handbook,
or ...?

Faculty Manuals

- Collect all information, policies, and procedures for faculty into one place
- They convey the message of the university
- They can provide explanation and suggestions –they are not policies in and of themselves
- New faculty, especially, find them helpful guides to who does what at the university

Online and Printable

- Major topics with drop-down menus
- Searchable by keyword
- Topics
- Organization
- Freedom, Responsibility, & Ethics
- Student Issues
- Faculty Personnel Practices
- University & System Policies Affecting Faculty
- Others?

What Univ. Senate Committees should do

- Form a sub-committee to oversee the project
- Write explanations as necessary
- Locate policies on the policy library
- Try to find procedures if possible
- Locate USG policies, if applicable
- Have the whole committee
- Proofread
- Suggest other topics or subtopics
- Read as if a new faculty member
- Have the sub-committee
- Compare to peer institution faculty manuals
- Write the sections
- Connect with urls

- Beard Award

The procedure is still being fine-tuned, will be completed soon. Nominations will be online. Nominations due Feb. 15.

- Treasurer Dr. Ric Topolski
 - Update on 3 more donations to our foundation accounts

College of Allied
Health College of
Nursing
Pamplin College of Arts, Humanities, and Social Sciences

- Chair Dr. Cathy Tugmon
 - Report from the Executive Committee meeting

Motion in Executive Committee:

Motion that while the Executive committee appreciates the work of the interim President of the Augusta University chapter of AAUP, because AAUP is a separate entity from the University Senate it is not under the purview of the committee to approve funding: Turner, second, approved.

- Report on USGFC information about potential consolidations

Two more mergers in process: Armstrong State with Georgia Southern will be called Georgia Southern; Abraham Baldwin Agricultural College with Bainbridge will be called Abraham Baldwin Agricultural College.

- Report from Parking Leadership Team meeting
- Report from Strategic Planning Core Team

Comments are being organized and will be considered by teams.

Other:

Legislative recap will be sent to Senators

Faculty Assembly March 2, 2017

Invited Reports:

- Provost
 - Six Months Update

Dr. Gretchen Caughman

6:00 pm

- Vice President for Academic and Faculty Affairs

Dr. Carol

Ryckly 10 month faculty will be charged for a 10 month parking rate

Some parking lots are being gated

Inspections being done on parking structures

- Day at the Capital

All research institutions, mascot, 30 students, Dr. Keel spoke on the floor

- Faculty Evaluations

Training sessions available, schedule has been distributed to Colleges and Departments

- Grievance Committee meetings update

- Student Life Moment
 - Graduate Student Government

Mr. Evan Monson
Graduate SGA

President GSGA working on making recycling available on all campuses

Distribute funds to student organizations for travel and activities

Has led to an increase in these categories

Trying to coordinate more healthy food on campus

Committee Reports
Athletics

Chairs/Liaisons
Beth NeSmith

ATHLETIC COMMITTEE MEETING MINUTES

January 26, 2017 CHAIR: LISA STEPHENS, DNP, CRNA 4pm-5pm

Attendees: Lisa Stephens David Hunt Coach Bryant Josefa Gurrero Millan

I. STANDING AGENDA ITEMS:

1. Athletic Director Report: Coach Bryant

Coach Bryant reported:

• 126 out of 185 student athletes will be recognized for maintaining a GPA of 3.0 or higher at the basketball

game in Aiken on 1/30/2017. • 2/4/17 Military appreciation day with 500 soldiers from Fort Gordon being recognized • 2/18/17 Homecoming recognition of the 25th anniversary of the 1992 Women's teams winning the Peachbelt conference II. **ADDITIONAL AGENDA ITEMS:**

1. Student Representative Report: David Hunt Dr. Hunt reported: • NCAA Convention report given • Proposed changes to the attendance policy, no quorum present so electronic vote to be solicited by

Chair

Meeting Adjourned at 5 pm

Budget, IT & University Resources

Christina Heckman

Since our last Faculty Senate meeting, the BAITUR has added two committee members – Rod Bustos from the Library (expended representation) and Mike Stefanek to replace Jackie Cohen from CSM. We have met once since the last UFS meeting and begun a systematic budget review for the entire enterprise and selected three units for a more detailed evaluation as an initial exercise. Reports on those observations should be available by the March meeting. The Executive Committee forward a Procurement Policy for IT that has been distributed by members with a request for comment. Recommendations for improvements will also be available by the March meeting.

Community Service

Carol Waggoner-Angleton

University Community Services Committee Report to the Faculty Senate Meeting

February 6, 2017

Meeting had a late start do to connection issues.

Meeting with Mike Kessler took place in mid January. It was determined that the Committee could explore setting up an endowment to fund a Community Service Award. Approximately \$15,000 dollars would be needed to fund an endowment which could generate \$250 to \$300 a year for this award.

Mr. Keesler asked that a meeting between the committee, himself and Dr. Caughman be arranged to discuss this endowment, specifically to generate a list of individuals who might have an interest in donating to this fund. Donations could be made during the Annual Giving campaign and directed to this fund. The impetus would be those with an interest in establishing a community service award, those looking for a suitable way to give a donation in recognition of a member of faculty upon retirement or another occasion. Effort will be put into establishing this meeting

In response to the University Senate budget request to committees, the chair asked that a small amount (\$100) be earmarked to support the endowment if it was created in the next academic year.

The communications on the faculty manual, that were received by the chair February 6, 2017 were discussed. Committee members were asked to send their comments to the chair. The chair will summarize these comments to send as the committee's comments on the documents. Members are asked to send their comments to the chair by February 15th. The Senate must receive the committee's comments by April 1

The chair informed the committee that she is resigning her position with the University effective February 28, 2017. The Community Services Liaison has been approached to serve as chair but no arrangements are finalized.

Curriculum and Academic Policies

Candace Griffith

A discussion was had regarding the attendance policy and the revisions suggested by the Athletics committee and is still under review.

There was a previous error. The policies we accepted are Auditing Classes, Posthumous Degree, Incomplete Degree, Regular and late registration, and Deans list. All others have been sent back to the owners for revisions or will be reviewed in our upcoming meeting.

The BS Health Services went through without our committee approval but it is done now and we were informed that we would not be overlooked in the future.

Dispute Resolution and Grievance

Todd Hoffman

Separate Dispute resolution and grievance, Dispute resolution will be moved to Human Resources

Faculty Development

Amy Abdulovic-Cui

Faculty Development Committee:

- We have two new co-chairs – Beth Mclear and Nita Maihle
- We are meeting on Feb. 8th to discuss the Outstanding Faculty Awards and review some policies

Education Technology Advisory Committee

- Met 3 times
- Working closely with IT to compile a list of education software available on campus and who has access to which software packages
- Discussed IT personnel that are available to help faculty develop and deliver on-line courses
- February and March we are going to look at the student course evaluations and how they can be improved

Faculty Rights and Responsibilities

Tadd Patton

Governance and Communication

Robert Scott

Promotion and Tenure

See later in agenda

Student Affairs

Met in January to discuss Healthy Perspectives for students on campus – ideas generated for inclusivity in Summerville (Dr. Wallace, Dr. Poisel, and Dr. Byrdsong also participated).

Invited Guests:

- Travel Ban and AU

Dr. Quincy Byrdsong
VP for Academic Planning and
Strategic Initiatives

6:50

Unfinished Business:

New Business:

- Elections – Senators report

CSM

Pamplin

Nursing

Libraries

Education

- Nominations needed for two upcoming AURI nominations

Dr. Cathy Tugmon

Bylaws: FACULTY REPRESENTATIVES ON THE AUGUSTA UNIVERSITY RESEARCH INSTITUTE BOARD OF DIRECTORS

- III, 2.4.12.1 Selection. Three faculty representatives are to serve as voting members on the Augusta University Research Institute (AURI) Board of Directors. The term is for three years, and two of the representatives should be involved in research. Not all Faculty Senate selections shall be from the same college. The representatives shall be appointed by the Executive Committee and approved by the Senate.

AURI nominations

- No nominations from the College of Science and Mathematics since they have a representative.
- All nominations need to be involved in research
- Deadline to submit names and CVs is: March 13, 2017
- AS per By laws the representatives will be appointed by the Executive Committee and approved by the Senate.

- P & T Report on updates to the P & T policy

Dr. Todd Schultz

Motion by table: Abdulovic-Cui, seconded, approved

Other Business as needed:

7:05

Motion for the US to consider the resolution at the March Senate meeting. If there is an emergency before then, an electronic vote will be taken: Mozaffari, seconded, approved.

Resolved, that the University Senate of Augusta University fully supports the letter sent to President Trump on February 2, 2017, urging him to rectify or rescind the recent executive order closing our country's borders to immigrants and others from seven majority-Muslim countries and to refugees from throughout the world. That letter is appended to this resolution for reference purposes.

Further, the University Senate of Augusta University urges our Georgia Congressional Delegation to oppose any legislative initiatives that might support this executive order or any portion of it, for the reasons so eloquently expressed in the appended letter.

Finally, the University Senate of Augusta University urges individual faculty members, as private citizens, to contact their United States Congressional Delegation.

Senate Chair expressed her opinion that all other avenues should be exhausted before pursuing a resolution.

Announcements:

Open Floor

A student engagement survey will be sent to instructors of undergraduate students, should be completed by April 17, 2017.

Adjournment:

Dr. Cathy Tugmon

Motion to adjourn: Pawl, seconded

Next Meeting

March 6, 2017
5:30 p.m.-7:30 p.m.
JSAC Ballroom, Summerville
Campus

Appendix IV



University Senate Meeting
 March 6, 2017
 5:30 p.m. – 7:30 p.m.
 JSAC Ballroom Summerville Campus

Chair: Cathy Tugmon

Members Present: Brooks Keel, Jean Pawl, Wendy Turner, Carol Rychly, Cathy Tugmon, David Hunt, Ric Topolski, Gretchen Caughman, Christina Heckman, Edgar Johnson, Judith Stallings, Cathy Slade (online), Onyeka Ezenwoye, Olajide Agunloye, Paula Dohoney (online), Beth NeSmith, Jane Garvin, Amy Abdulovic-Cui, Gail Kouame, Laura Mulloy (online), Stacy Bennetts, Barb Mann, Ray Whiting.

Regular Meeting _____ Special Meeting

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

_____ David Hunt _____
 Secretary

AGENDA ITEMS

PRESENTERS

Welcome

Dr. Cathy Tugmon

Meeting called to order at 5:30

Review and Approval of Minutes

Dr. David Hunt

Motion: Approve the minutes: Hunt; seconded; approved.

Report of Officers:

- Executive Chair Dr. Brooks Keel

\$50 million to build Cyber Facility has been approved and signed, funding approved I next year's budget for Match and Science building.

- Vice Chair Dr. Wendy Turner
 - Beard Award

Process moving along smoothly, Standard Operating Procedures are being developed.

Senate Committees urged to continue working on their portions of the Faculty Manual

- Chair Dr. Cathy Tugmon
 - Report from the Executive Committee meeting

Employee Engagement Survey
Will be discussed later in this meeting

Grievance Policy was sent back to the committee with a change regarding the obligations of the President

Senate budget was approved and will be presented later in this meeting.

AURI selection process is moving forward

- Report Parking Leadership Team meeting
- Report from Provost Council meeting
- Report from Strategic Planning Core Team
- AURI Board of Directors nominations
- Donations to University Senate Foundation Fund

**Invited Reports:
5:45**

- Provost Dr. Gretchen Caughman
 - Strategic Planning
 - Resource Alignment Hearings
 - BOR meeting
 - Update on searches
 - Upcoming events

Strategic Planning

- More than 3,500 faculty, staff, and students across the university and the health system, including our regional campuses, completed the Strategic Planning Survey that was administered in January.
- The responses, included all 1,000+ written comments, were reviewed by the teams to get an understanding about what elements were particularly important for inclusion in the plan.
- Based on that feedback as well as other key documents (such as, mission plans and SWOTs), the teams have completed drafting the Strategic Priorities and Organizational Goals.
- Next, we want your feedback on what's been drafted:
 - Throughout March and April, there will be several events – such as Town Halls and various popup engagements – where you can learn more about the drafted priorities and goals
 - These events will provide the background information you'll need to provide your direct feedback in a second survey that will be sent out in mid-March to faculty, staff, and students as well as members of the community
- All of this keeps us on track to finalize and unveil the plan late next fall.

Resource Alignment Hearings

- This year's Planning & Resource Alignment Hearings will take place March 20 – 31 at the JSAC.
- We have made some changes to the presentations in light of our expectation that we will not be receiving new resources for FY18.

- Leaders will be expected to discuss the goals they plan to achieve next year using existing resources, and we're asking them to share their priority in the event that new resources become available.
- The hearings are open to all who wish to attend, and I highly encourage you all to join us and listen to presentations from your respective deans or any other leader whose mission is important to you.
- The schedule, as well as the presentation template and some other documents, is currently posted at the **Annual Planning, Assessment & Resource Alignment** webpage.

February USG BOR meeting

- Re-designation of the Barbara A. Schnuck Cancer Research Chair to the Barbara A. Schnuck Chair in Translational Medicine
- Appointment of Dr. Roni J. Bollag to the Distinguished Chair in Oncologic Pathology
- BOR Policy revisions: 3.9 Academic Advisement, 4.7.1 Student Appeals
- Transfer of the Riverfront property to GA Technology Authority to expedite design and construction of GA Cyber Innovation and Training Center

Upcoming Events

- PKP 18th Annual Research and Fine Arts Conference - this Wednesday beginning at noon
- Graduate Research Day – Thursday afternoon and Friday morning
- MCG Match Day – noon, Friday March 17th

- Vice President for Academic and Faculty Affairs Dr. Carol Rychly
 - Faculty Evaluations

An online training session will be recorded next week

Stay with announced timelines

- Promotion and Tenure update

See attached

- Student Life Moment Undergraduate Student
 - Undergraduate Student Government

Updating Constitution and Bylaws

Elections taking place now

Support extending the add/drop period to 5 days

Easing the transition from Advisement Center to faculty advisors at the 60 hour level

JSAC programs being evaluated

Supported raising the student activity fee \$10

Current fee is the lowest compared to other research universities

To support more student life programming and opportunities

Committee Reports

Chairs/Liaisons

Athletics

Beth Nesmith

Attendance policy being discussed with Curriculum Committee

Budget, IT, & University Resources

Christina Heckman

Community Services

Curriculum and Academic Policies

Peter Shipman

University Curriculum and Academic Policies

Committee Report to University Senate – March 6,

2016

1. UCAP met March 3, 2017, and approved minutes of last UCAP meeting (1/13/2017).
2. The Attendance Policy is under review and is expected be completed this week.
3. The Faculty Manual segments assigned to this committee are largely written and are due for review.
4. Completed policies:
 - a. Course Numbering, Cross-Listing, and Cross-Leveling, and Suffixes
 - b. Curriculum Approval
5. Policies returned for further review:
 - a. Academic Honesty
 - b. Standard Course Meeting Times
6. Policy tabled: Student Academic Grievance Policy

Report submitted by Peter Shipman on behalf of chair Tiana Curry-McCoy

Dispute Resolution & Grievance

Amy Abdulovic-Cui

Faculty Development

Amy Abdulovic-Cui

Working on organizing the annual award winners

Faculty Rights and Responsibilities

Tadd Patton

Governance and Communication

AU Governance and Communication Committee Minutes

Date: 1 March 2017

Time: 12:00 – 12:50 p.m.
3:00 – 3:50 p.m.

Location: 227 UH, Summerville Campus

Attending:

12:00 p.m. meeting: Scotty Scott (Chair), Paulette Harris (Senate liaison), Barb Mann, Fay Verburg, Michael Dugan, Michael Buzzell and Ahmed El-Marakby.

3:00 p.m. meeting: Scotty Scott (Chair), Chris Sligar, MJ Weintraub (Secretary), Liana Babayan, Jake Turrentine, Penny Noto, Juan Walker and John Krautheim.

1. Approval of draft minutes of previous meeting

The February meeting minutes will be reviewed by representatives and approved at the April meeting.

2. Subcommittee Reports:

a. Faculty Evaluation of Administrators:

Barb Mann reported that she met with Beth Brigdon, VP for Institutional Effectiveness, on February 24, 2017. They discussed the Chronicle of Higher Education Great Colleges Survey and the incorporation of questions regarding the evaluation of administrators. Barb raised the committee's questions regarding anonymity and what will be done with the results. Beth asked that the subcommittee to evaluate the survey and submit their thoughts on its use. The committee was also asked to develop the questions to be included on the pilot survey. Barb sent the subcommittee a bank of questions that could be used in addition to the ones included in the basic survey. There has been discussion concerning piloting the basic survey in late March/April to a selected group of faculty. The basic survey would include some questions regarding administrators. The results would be returned to the University by July 31, 2017. Faculty then may be surveyed in the fall regarding the pros and cons of this survey. Based on this information, the survey instrument will be revised adding/deleting questions and then re-administer to all faculty in spring 2018. Issues that will be addressed include ensuring that respondents understand the various categories of administrators being evaluated, the ability to "cherry pick questions" from the master list, and the processes for addressing problems discovered. Mike Duggan suggested that focus groups be created to review the survey results and then this information presented to the University Senate. Scotty suggested that the survey include other aspects relevant to faculty and staff which included: Human resources, travel claims, etc. MJ asked if the Great Colleges Survey had already been purchased and was a funding source available for its purchase. Liana believed that it had yet to be purchased.

b. AU Policies

Scotty reported that the review process is improving but that there were still issues with Policy Tech. The Policy Management Group (PMG) is now able to identify the policies that need to be reviewed, send them to the policy owners for changes and then to the PMG committee to suggest committees that may need to review the policy and suggest changes. The role of the Governance and Communication committee is to make sure that the policies are reviewed by the appropriate senate committees. One issue has been that it is taking the policy owners too much time to complete the review of the policies. The PMG has met several times since the last G&C November committee meeting.

c. Bylaws and Statutes

Scotty reported that there will be no changes to the bylaws this academic year. Tentatively the review will take place fall 2017. The Vice Chair of the University Senate is tasked with the mandated biannual review. Chris will work with Mike to see if there are any recommended changes from the G & C in the past 2 years. It will be important once the policy is approved by the University Senate to make sure it is consistent in the Senate Bylaws and the Statutes. The Vice Chair will more than likely not be elected until late April. Scotty mentioned that one of the changes will involve changing the Dispute Resolution and Grievance senate committee to handle faculty grievances only as AU Human Resources will administer disputes and resolutions made by faculty.

d. Intrafaculty Communications

Matthew Buzzell reported on his meeting with Jack Evans, Vice President of the Department of Communications and Marketing. A new software, News Weaver, will be coming in the next year. It will allow IT to shift through email, sort it and send it only to the appropriate faculty and staff. The committee is also reviewing two policies which include (1) The Use of Electron Communication and Email List and (2) Employee Use of Official Email.

e. Nominations and Elections

MJ reported that the nomination lists from each college are due at the next Monday, March 6th, senate meeting. MJ will send an email to Cathy Tugmon to remind her that the senior senators will be submitting the lists at the meeting. The G & C's only responsibility is to administer the election process for the University Senate officers and senators-at-large positions with the Division of Institutional Effectiveness. Scotty asked that the G & C members look at the roster to confirm their term dates and let him know if any changes needed to be made. Scotty also mentioned that it would be important that the College of Education and MCG each elect one representative for one year term and a second representative for a 2 year term to insure committee continuity.

f. Faculty Manual:

Scotty Scott reported that the Wendy Turner, the Senate Vice Chair, has been working on the AU Faculty Manual. An outline has been created and sections assigned to each senate committee to complete. Ahmed El-Marakby, Penny Noto and Paulette Harris compose the G & C subcommittee. Ahmed is serving as the subcommittee chair. Paulette has been communicating with Wendy about the draft. The draft is due at the end of March. Wendy will then meet with the each senate committee's Faculty Manual subcommittee chair to finish the review and have the manual completed by the fall of 2017.

4. Unfinished business: None.

5. New Business:

The Faculty Senate meeting is Monday, March 6th at 5:30 p.m. in the JASC Ballroom on the Summerville campus. Scotty will give the G & C report at the meeting.

6. Next meeting:

The next meeting will be during the last week of March on a Wednesday at two different times so committee members can attend. The first meeting will be from 12:00 to 12:50 p.m. and the second from 3:00 to 3:50 p.m. The last meeting of the academic year will be during the last week of April on a Wednesday with a similar schedule. The March 1, 2017, 12:00 p.m. meeting was adjourned at approximately 12:50 p.m. and the 3:00 p.m. meeting was adjourned at approximately 3:40 p.m.

Minutes respectfully submitted by MJ Weintraub

Promotion and Tenure

Todd Schultz

Student Affairs

Student Affairs Committee Report

March 2016

- 1) The committee has been continuing to provide feedback and suggestions to the Student Code of Conduct manual.
- 2) The committee will meet this week to work on our area within the faculty manual.

Other Committees:

Educational Technology Advisory Committee

Amy Adbulovic-Cui

Local support numbers provided at each teaching station

Student course evaluations

End User Advisory Committee

Onyeka Ezenyowe (SP)

Pain Points

Communication

Unassigned Help Desk Tickets

Staffing Issues

Computer Standardization and Acquisition

Lab Computer Standardization

Invited Guests:

6:13

- Update on Benefits and AON

Ms Susan Norton

- Great Colleges to Work For

Ms Beth Brigdon

Unfinished Business:

- Elections – Senators who did not report at last meeting

New Business:

6:35

- Proposed Budget for FY 18 Dr. Ric Topolski

Motion: Approve proposed Senate budget: Committee; no second needed; approved.

- P & T Report on updates to the P & T policy Dr. Todd Schultz

See attached.

Motion: approve changes brought out of Promotion and Tenure Committee: Committee; no second needed; approved

- Motion from Executive Committee Dr. Cathy Tugmon

Motion: For the University Senate to approve a recommendation to the President that all the Academic Faculty and all the staff should be included in the survey if they chose to participate: Committee, no second needed, approved

- Travel Ban Resolution Dr. Cathy Tugmon

Resolved, that the University Senate of Augusta University fully supports the letter sent to President Trump on February 2, 2017, urging him to rectify or rescind the recent executive order closing our country's borders to immigrants and others from seven majority-Muslim countries and to refugees from throughout the world. That letter is appended to this resolution for reference purposes.

Further, the University Senate of Augusta University urges our Georgia Congressional Delegation to oppose any legislative initiatives that might support this executive order or any portion of it, for the reasons so eloquently expressed in the appended letter.

Finally, the University Senate of Augusta University urges individual faculty members, as private citizens, to contact their United States Congressional Delegation.

Motion: Approve the resolution: Mahmood Mozaffari;; seconded; approved.

- Request for a faculty member for AU Safety committee Dr. Cathy Tugmon

Motion: Approve Dr. Candace Griffith to serve on this committee for a one year appointment: Hunt; second; approved.

- Policy for endorsement Authorship of Scholarly Activities Faculty Development Committee

The creation of new knowledge and its dissemination by publication and presentation are essential to the mission of Augusta University. In such scholarly activities, having fair and accurate attribution is essential to the integrity of the University's academic enterprise. All faculty, staff, and students at Augusta University should follow the guidelines within this policy when determining authorship of scholarly activities (e.g., manuscripts, grants, presentations, and electronic communications).

Faculty should be free to publish the results of their research and scholarly work. Graduate students, fellows, and other trainees should be co-authors on scholarly publications resulting from their work, providing they meet the criteria listed in this policy. Individuals who have made contributions to the scholarly work but do not meet these criteria should be acknowledged in the publication but not be granted authorship.

All faculty, staff, students, and any others involved in the communication of scholarly activities at Augusta University should read and be aware of this policy.

Standards for authorship vary between disciplines and journals. However, it is important that certain standards for authorship be maintained within an institution. Differences of opinion about authorship are not to be treated as research misconduct when the parties who differ are acting honestly, honorably, and in good faith. Should individuals at Augusta University believe an authorship dispute is rooted in potential misconduct, they should use existing policies and procedures to address such concerns related to potential misconduct. For those who have an honest difference of opinion but who do not believe misconduct is involved, this policy is intended to be a working resource. This policy provides guidelines that should be followed when determining authorship of scholarly activities emanating from Augusta University.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITION

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- **Scholarly activities** – products of research and other intellectual pursuits such as manuscripts, grants, presentations, and electronic communications.

PROCESS & PROCEDURES

The issue of authorship should be discussed early in every collaborative relationship and should be reviewed periodically during the writing process so that ongoing development can be taken into consideration.

Standards for authorship vary between disciplines and between journals. Faculty, staff, and students are expected to conform to the policies stated in each journal's instructions to authors. In the absence of more specific standards, faculty should follow the "Uniform Requirements for Manuscripts," established by the International Committee of Medical

Journal Editors (<http://www.icmje.org>). Of particular importance from those guidelines are the following considerations, excerpted and annotated below:

An **author** is generally considered to be someone who has made substantive intellectual contributions to a published study.

Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Authors should meet conditions 1, 2, and 3.

All persons designated as authors should qualify for authorship, and all those who qualify should be listed.

The group should jointly make decisions about authors before submitting the manuscript for publication. The corresponding author should be prepared to explain the presence and order of these individuals. It is not the role of editors to make authorship decisions or to arbitrate conflicts related to authorship.

Each author should be given the opportunity to see the creative work in an essentially completed form and should give consent to co-authors on scholarly publications resulting from their work, providing they meet the criteria listed above.

Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship.

The responsibilities each party has in connection with this policy are:

Responsible author(s)	One or more authors should take responsibility for the integrity of the work as a whole. This is usually the Principal Investigator, but might be another individual so designated by the Principal Investigator.
All authors	Should jointly determine order of authorship based on contribution of the individual authors and the practices of the particular field. An explanation of order of authors should be available. Should see the work in completed form. Should give consent to authorship.
Academic leadership	Should authors not agree on authorship in a specific situation, they are encouraged to engage their most immediate academic leadership and escalate within the academic leadership as required.
Senior Vice President for Research	If, after working with academic leadership, authors have not reached a mutually acceptable solution, the Senior



Vice President for Research should be contacted as a resource. The SVPR, in turn, may consult with academic leadership (e.g., deans, chairs, and center or institute directors), convene an ad hoc committee to review, or take other appropriate action.

REFERENCES & SUPPORTING DOCUMENTS

Intentionally left blank.

RELATED POLICIES

Intentionally left blank. The policy already makes reference to other policies and procedures in paragraph 4. Given this fact, leaving this section intentionally blank does not seem reasonable.

APPROVED BY:

President, Augusta University and CEO, AU Health System Date: Not Set

Motion to approve policy as written: Committee; no second needed; approved

Other Business as needed: Announcements:

Open Floor

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University Assembly
rescheduled for April 26
Nominations sought for
Wallace Award

Adjournment:

Dr. Cathy Tugmon

Motion to adjourn:

Johnson; seconded.

Meeting ended at 7:05

Next Meeting

April 17, 2017
5:30 p.m.-7:30 p.m.
Health Sciences Building, EC-1222, Health
Sciences Campus