

Minutes of the University Libraries Assembly

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

September 07, 2016, 1:00 p.m. – 2:00 p.m., AB-211

Call to Order: 1:00 pm

1. Approval of Minutes

- a. June minutes were approved with corrections.
- b. First: Mann; Second: Davies

2. OLD Business

a. Peer Review of Teaching (Verburg)

- The committee (Verburg, Hackman, Bandy, and Shipman) went through several articles to identify and analyze best practices. The final process is intended to be a positive process that provides evaluation as well as guidance to improve teaching. The process will include three parts: Pre-observation, actual observation, and rating of observation. The process will also include a post-observation form so that the observed instructor may provide input on their own session.
- Feedback from Mann indicated a need to consider the baseline knowledge and training of faculty so that all faculty may be observed using the same scale and expectation. Further comments and feedback should be sent to Verburg to be considered further in the Promotion and Tenure committee with Seago.

3. NEW Business

a. Vice Chair Election (Logue)

- Logue will proceed with the nomination and election of a new Vice Chair for the Library Assembly.

b. University Senate Elections (Logue)

- According to the bylaws, Logue will proceed with the nomination and election of a University Senate Alternate. It is unclear if the libraries will have a second senator or not. Should the library be viable for a second senator, the elected Senate Alternate will automatically become the second senator per the Library Assembly bylaws.

c. University Senate Update (Davies)

- April 11, 2016 (See Appendix I)
- May 02, 2016 (See Appendix II)
- August 15, 2016 (See Appendix III)

1. The University Libraries have the opportunity to serve on several committees with the new University Strategic Plan. Send your name to Davies and she will nominate you. Davies will send out further information on the committees via email. There will be 15-20 Faculty on each committee.
2. The University Libraries are eligible under the new University Senate bylaws to have a Faculty member serve on the Promotion and Tenure Committee. This Faculty member must be associate professor rank and cannot be above the position of a Chair.

d. University Committee Updates

- Athletics (Hackman):

The committee will meet before September 12, 2016.

- Budget, IT, and GRU Resources (Mann):

In the process of electing a chair.

- Community Services (Waggoner-Angleton):

There is a meeting scheduled September 08, 2016.

Waggoner-Angleton is serving as chair.

Current agenda item is to work with the Office of Communication and Marketing to get the finalized form for Clearinghouse distributed.

- Curriculum and Academic Policies (Shipman):

No report

- Faculty Development (Burchfield):

The first meeting was held. Burchfield was voted in as Chair. Current agenda item is determine awards for faculty.

- Faculty Rights and Responsibilities (Bustos):

First meeting was held. Currently in the process of electing a chair. Mann is acting as the Senate liaison.

- Governance and Communication (Mann):

Two meetings have been held. A Chair of the faculty evaluation sub-committee is being determined.

The current agenda item is to establish a new survey instrument.

- Student Affairs (Weeks):

Meeting was held on September 02, 2016.

A new student handbook will be sent out. The student life and engagement section will be sent to the committee for approval and will be placed online for everyone to approve.

There was a request to address a concern from a student group about transgender students not being able to change their names on official school records.

e. Other University Information Related to Faculty

- The Fall Faculty Assembly will be held September 29th at 5:30 p.m. in the JSAC Ballroom on Summerville Campus.
- Constitution Day at Reese Library will feature a faculty panel discussion about free speech on campus on September 16th at 3:00 p.m. in the JSAC Coffeehouse as well as a feature of the film Suffragette at Augusta Richmond County Public Library. The league of women voters will be coming in to register voters September 20th, 2016 from 11:00 a.m. - 1:00 p.m.
- There will be a Confucius Ribbon Cutting Ceremony on September 20th, 2016 at 2:30 p.m. This will be a photo opportunity for the library to show collaboration with other department. Dr. Seago will be speaking in the Greenblatt Library lobby with Ma translating.
- The third annual Faculty Author Reception will be held on September 27th from 4:30 p.m. to 6:30 p.m. in the Historical Collections and Archives at the Greenblatt library. Sixteen faculty have responded from both campuses.
- National Archives Month will be celebrated on October 18th with Dr. Harris in the JSAC Ballroom at 7:00 p.m. with the "No Small Voices" presentation and Dr. Harris to speak on the roll of a collection in the history of education in Georgia.
- The fourth annual ghost walk is on October 27th, 2016.
- Additions to the University Libraries events calendar should be sent to Jennifer Davis or Natalie Logue.
- The *Three Faces of Eve* exhibit will be accompanying the public screening of Dr. Cleckley's work at the Harrison Education Commons Building on September 27th, 2016 at 5:30 p.m.
- The ARCPL library card drive will be held at the end of September.

4. Announcements

The next Libraries Assembly meeting is scheduled for December 08, 2016 from 1:00p.m. – 2:00 p.m. in JSAC Butler Room, Summerville Campus.

Adjournment

Motion to approve minutes: Hunt, seconded, approved

Motion to approve minutes

Report of Officers:

- Executive Chair

Dr. Keel

Campus budget distributions should be announced in April, legal planning continues toward building the new hospital in Columbia County, no decision yet on Campus Carry

- Vice Chair

Dr. Cathy Tugmon

Voting is continuing for University Senate positions, quorum has been reached, reminders have been sent out and will be sent out again before deadline, Dr. Keel has approved changes to statutes,

- Secretary

Dr. David Hunt

Has received election results for all colleges except Medical College of Georgia and the Libraries.

Invited Reports:

- Provost

Dr. Gretchen Caughman

Admissions update

Applications remain similar to last year, latest projections indicate a slight decrease in students next year and that will take until 2019 to get back to current levels, faculty are encouraged to prove the projections wrong by recruiting and attracting students

Investiture and Alumni update

Schedule of events can be found at augusta.edu. Faculty are asked to reply to emails asking for RSVP.

Facilities update

Laney-Walker streetscape is progressing to reopen on Wednesday, April 13, 2016, Cancer Building addition to begin soon to open in Spring 2018, residence Halls are projected to be ready for Fall 2016, Student Center undergoing renovations, Cyber Institute construction and remodeling in University Hall to be complete May 2, 2016, Experiential Learning space being renovated in Reese Library, space utilization to be optimized in Greenblatt Library, Natatorium being demolished

Dean search for Hull College of Business will be re-initiated.

New Academic programs in MS in Information Security Management, BA in chemistry, BA in communication, BA/MPA program in criminal justice or political science, dual degree program for DD/MBA program

- VPAFA
SACSCOC preliminary feedback

Dr. Carol Rychly

O recommendations, personnel in place to get Experiential Learning program underway: Kim Gray (director) and Heather McCoy (budget director)

P & T calendar for 2016-2017



Augusta University

Promotion and Tenure Calendar for FY17

Important Dates

April 15, 2016	Faculty will be notified of their eligibility for Promotion and/or Tenure for the 2016-2017 year, in writing from the Dean.
October 3, 2016	Portfolios and Appeals are due to the University P and T Committee.
February 8, 2017	Approval letters are distributed.

<http://www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php>

Committee Reports:

Chairs/Liaisons

Athletics

No report

Budget, IT, & Augusta University Resources

No report

Community Service

**Community Service Committee
Report to the University Faculty Senate
Monday April 11, 2016**☑ Committee met Feb 17th and March 21, 2016 in HT 2323

☑ The focus of the committee has been on the refinement of the JagWire community volunteer opportunities module.

☑ The purpose of the module is to house a calendar of current community events that faculty can use to identify volunteer opportunities

☑ The community volunteer module opened on March 30th and was high-lighted with a JagWire story

☑ The module is located on the JagWire website beneath the calendar of events on the right side of the University page.

☑ The committee encourages faculty to visit the JagWire module to identify upcoming community events and to locate the submission form to add additional events, such as walks/runs, health fairs, food drives, etc.

☑ The committee will review the submission and forward approved events to the JagWire editor Eric Johnson

Submitted by Lovoria Williams Community Service Chair

Reported by Carol Waggoner-Angleton

Curriculum & Academic Policies

No report

Dispute Resolution & Grievance

Committee submitted its report to Pres. Keel, Pres. Keel did not accept the recommendations, case is now closed

Faculty Development

Final meeting is April 28, 2 PM, Allgood N113. Please ask your new college reps to attend, as those new members and remaining members will be voting on a new chair.

We will wrap up the "Day in the life of" discussions with the remaining members who have not yet shared, Hasan, Mohan, Liana, and Barry.

We opened the meeting with a quick run through of the status of college elections for Senate Committees in 2016-2017.

Sam Park is returning, with Steve Loflin as alternate (Business)

Chip Darracott is not returning, but Molly Quinn will become primary. An alternate will still be selected. (Education)

Vicki Burchfield is returning, with no alternate (Libraries)

Mohan Wakade is rotating off, with no known replacement yet (Allied Health) Hasan

Korkaya is returning (Graduate School)

Beth McLearn is returning (Nursing) Nita

Maihle is returning (Medicine)

Barry Hammond is not returning, but Mark Brunner has already been elected as primary (Dental)

Dharma Thiruvaiyaru is returning as an alternate, and I will also return but not as Chair

(Science/Math)

Liana Babayan? (Pamplin)

We thought it might be good for the future to have a more solid timeline for faculty awards. In the future, the committee will need to make an immediate call in January for nominations for those awards, the Louis K. Bell and Richard S. Wallace, as well as prompting the colleges to supply Outstanding Faculty names. Spring Assemblies are normally in March, so Feb. 15 should allow for at least 2 weeks (and plaques/awards) prior to the Spring Assembly. Alternatively, we may need to make calls for some awards in December.

For "a day in the life of",

Nita Maihle shared some of her educational experience that led her to AU, including Medical School at Albert Einstein College of Medicine, a Post-Doc at Cold Spring Harbor Research Lab, and a faculty position at the Mayo Clinic doing cancer research on breast and ovarian cancers. She was motivated to pursue cancer research especially because of the death of her father while she was a teenager. She then became the Associate Director of Educational Programs at the Yale School of Medicine, and was recruited to the Cancer Center here 3 years ago. Her research is focused on serum biomarkers for tumors in blood, epidermal growth factor, and herceptin. She oversees about 200 students as the associate director of education, and has also recently been pursuing training and funding for early investigators, particularly with the DoD ovarian cancer academy. She has no typical day, but spends a portion of each day performing research, writing grants and papers, overseeing students, and acting as a member of her college's executive committee.

Chip Darracott began as a lecturer at NC State, teaching basic athletic courses and club sports. He described teaching a drownproofing class at Georgia Tech, where he also taught basic athletic courses. He earned his doctorate in education from UGA, and has since been focused on the interdisciplinary field of exercise psychology and physiology. While at Oxford College (Emory) and also here at AU he has been looking at the links between physical activity in children and exertion activities. He is currently working with the Literacy Center and their

students aged 8-13 on studies of academic performance and levels of exercise. He also serves as the coordinator for the Exercise Science Track, and has a large number of students which he advises.

Dharma Thiruvaiyaru described her days as being filled with class prep, research, and consulting. She particularly noted that online classes need extra levels of preparation above and beyond what face-to-face classes require. Dharma shared her experiences as a statistician working with colleagues on and off campus in analysis and experimental design. She does serve as the advisor for the biostatistics track in the math department, and actively recruits students for that track through her advising.

Beth McLear earned a degree in microbiology from Clemson, but decided to pursue nursing and has been active since then as a Family Nurse Practitioner. Early in her career, she became focused on pulmonary care, and was initially recruited in 2005 as a part-time clinical educator. After earning her DNP, she has been full-time faculty for the past 3 years, and is the coordinator for the Adult Gerontology Acute Care Track (not sure I got the full name!). She has faculty practice one day a week, and has been focused lately on faculty development as it relates to student engagement in online courses. Recently she has been participating in the admissions process, and recruiting preceptors. She has recently participated in student defenses for their DNP degrees, has been part of a curriculum revision to update the M.S. courses for the DNP program, and has been traveling to visit preceptors and students in Atlanta, Macon, and Austell.

Following the discussion, we proposed that the committee might consider doing more next year for Faculty Development for Online Course Development.

Faculty Rights and Responsibilities

The FRRC met in March to discuss issues of job protections for faculty not on the tenure track. We decided further investigate other models from other universities for providing such protections. We will meet this month to discuss the recent draft of the Workforce Reduction Plan sent back to us by Human Resources.

Governance & Communication

Promotion and Tenure

No report

Student Affairs

Looking at Student Handbook

Special Orders and Unfinished Business:

New Business:

- Nomination for Naming Committee

Dr. Cathy Tugmon

Motion from Executive Committee to nominate Dr. Laura Mulloy for the Naming Committee; approved

- FAR Dr. David Hunt
- Legislative update Margie Coggins Miller
State Director of Legislative
Priorities
- USG Student Code of Conduct
and Sexual Misconduct Policies Dr. Scott Wallace

http://www.usg.edu/news/release/usg_to_provide_more_consistent_and_clearer_system_wide_practices_regarding

http://www.usg.edu/images/news_files/USGSexual_Misconduct_and_Student_Conduct_Policy030919.pdf

Every attempt will be made to conform to University statutes regarding Senate review of changes to Student Code of conduct

We are not allowed to change the Sexual Misconduct policy

Motion to approve resolution: Raju?, fails for want of a second

Committees must submit an annual report to the Senate,

Announcements:

Open Floor

none

Adjournment;

Dr. Cathy Tugmon

Motion to adjourn: Lewkowitz, seconded

Next Meeting

April 14, 2016, 5:30-7:00 p.m.
Spring Assembly
Ed Commons, GB-1120-D

May 2, 2016, 5:30-7:30
Senate Meeting
JSAC Ballroom, Summerville
Campus

Vice Chair

Dr. Cathy Tugmon

Length of term of naming committee representative: not specified in committee bylaws; possible bylaw changes will be reviewed, necessary changes can be expedited, other changes will be made in a two-year cycle; some requested changes to Sexual Misconduct policy and student handbook were made, SOP for Beard award

Secretary

Dr. David Hunt

Invited Reports:

Provost

Dr. Gretchen Caughman

Thank you to those who participated in

any part of Investiture Week;

Admissions and
Enrollment

Currently, applications down slightly, accepted number up slightly, enrollment down slightly, hoping for 4% increase in new freshmen, summer enrollment is flat, reduced fees in summer for part-time students effectively immediately, fees waived for online classes

Budget Update

No decrease in formula funding, merit increase pool of 3% was funded, adjustments for fringes, funding for special projects (strategic enrollment management and cyber security education initiative), continued special funding initiatives (cancer and cardiovascular), non-state portion of the merit pool has been identified, salary equity adjustments for Summerville faculty have been approved.

VPAFA

Dr. Carol Rychly

Academic Programs

Program changes since last meeting:

MEd with a major in Curriculum and Instruction changes to MEd in Instruction

BA with a major in Communications changed to BA with a major in Communication

Prospectus filed with USG (first step in the two-step process for new program approval) for a BA with a major in chemistry and an MS with a major in Information Security Management.

Jaguar Jumpstart

Program part of access mission, for students who qualify for old AU admission standards, but don't meet current standards, to help them succeed

Promotion & Tenure

Letters have gone out from Deans to candidates, calendar has been moved up by USG, Kim Gray is new Director of Experiential Learning with an office on the 1st floor of Reese Library, Allgood Hall refresh will happen this summer, feedback has been received and will be incorporated in plan

Committee Reports:

Chairs/Liaisons

Athletics

No report

Budget, IT & University Resources

No report

Community Services

Nothing new to report, end of year report has been submitted

Curriculum and Academic Policies

End of year report submitted

Dispute Resolution and Grievance

No report

Faculty Development

No report

Faculty Rights and Responsibilities

The FRRC met on March 16th to discuss the new draft of Workforce Reduction Policy Proposal sent to us from HR. After discussion we decided that we still wanted further clarification on several points, including the policies that would be used to govern the elimination of faculty positions. We sent back to HR our concerns, and some editorial changes we suggest for the document. We look forward to continuing to work with HR on this policy in the fall, as well as addressing broader issues of faculty job protections.

Governance and Communication

Promotion and Tenure

End of year report has been submitted

Student Affairs

Nothing new to report, will submit annual report

Special Orders and Unfinished Business:

New Business:

Campus Security Chief James Lyon
Introduction, community-oriented policing, guardian mentality rather than warrior mentality, assessing department internally and externally, rebranding of the department, questions from floor regarding specific policies and Campus Carry

Research

[Put Link here](#)

Dr. Michael Diamond

University System of Georgia Update and Q&A Session Dr. Houston Davis

Executive Vice Chancellor and Chief
Academic Officer

Shared governance is highly valued by USG and is integral to the functioning of the system, Campus Carry passage would require costly and immediate implementation issues, FY17 budget is best since his arrival 4 years ago, tuition freeze, Affordable Learning Georgia, open educational resource use in courses to make course materials more affordable, New Programs, our campus is expected to develop new programs and opportunities since consolidation and becoming a research university, Essential skills and Learning outcomes, LEAP, considering working to become 13th LEAP state, questions from floor regarding marriage equality laws, new programs, policies should be current and relevant



USGFC

Dr. Jean Pawl

Report from April 15 meeting, challenges of three Georgias (southern GA, Atlanta, not Atlanta), free speech, diversity, and safety, financial aid management problems at some institutions, anonymous letters are not helpful, focus on getting students through the educational process, senators encouraged to read official minutes of the USGFC

[Put link here](#)

New Senators

Dr. Elizabeth Ferguson

Introduction of new senators

University Senate 2016-2017 meeting schedule

Dr. Tugmon

[Put link here](#)

Will check to see if Executive committee can get the current draft of student

conduct to Senators, Point of information regarding term of service for naming

committee representative **Announcements:** Open Floor

Adjournment; Dr.

Elizabeth Ferguson Next

Meeting:

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

Mailing Address:
1120 15th Street
Augusta, Georgia 30912

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

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

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

Gavel passed from Ferguson to Tugmon

Review and Approval of Minutes

Dr. David Hunt

Motion: approve the minutes (Hunt), second, approved

Invited Reports:

- Provost

Dr.

Gretchen Caughman

- Admissions & Enrollment updates

Total enrollment: 8550 (high point),

- Student Services update

Residence Halls

Open

Virtual campus tours

Live link on the admissions web page with still pictures, panoramas, and 3D virtual tour

- August BOR meeting

MS-Information Security Management approved; 40 year master lease between BOR and medical center was approved; changes to health insurance (will be addressed in a future Senate meeting); Chancellor Huckaby announced his retirement as of Dec 31, 2016, Dr. Steve Rigley (associate chancellor) will be interim chancellor as of Jan 1, 2017

- VPAFA

Dr. Carol Rychly

- Jaguar Jumpstart

First summer program was successful, 18 of 19 enrollees successfully completed the program and have enrolled in the fall semester

- HUB

Academic Success Center, 1st floor University Hall, Summerville Campus, intended for academic support and help for students, like a “mental gym”, tutors available, not a remediation center

- New Programs

To be submitted soon, contact Deans and Quincy Byrdsong, VP-Academic Planning

Report of Officers:

- Executive Chair

Dr. Keel

- Praise for Jaguar Jumpstart; Move-in to residence halls was successful;
- Vice Chair Dr. Wendy Turner
Welcome
 - Chair Dr. Cathy Tugmon

Invited Guests:

- Sexual Misconduct and Electroshock Devices Chris Melcher
Title IX issues, mandated by USG, no discussion allowed by institutions after adopted by USG; Christine Reid is Title IX coordinator; all employees are “responsible employees” meaning they must report all incidents to Title IX coordinator, no guarantee of anonymity allowed; 3 deputy coordinators.

Electroshock Devices are permitted for those 18 or older or enrolled as a student at an institution of higher learning; faculty may not prohibit devices in any space on campus; faculty are not allowed to query regarding having a device and students are not required to answer; unprovoked discharge can be defined as a criminal act, faculty should call 911 and not try to handle the situation; request for creation of a FAQ regarding the issue; permitted on Health system property as well, looking into this issue.

- Transportation and Shuttle Routes David Santa Ana
New shuttle route – Teal route; begins Wed., Aug 17, more information on transportation website; plan for parking decks dependent on funding; Pres. Keel asked for tolerance and patience regarding students being late at start of semester as they get used to the new route.

New Business:

- AU Research Institute Board of Directors Appointment Dr. Wendy Bollag & Sarah

White
Nominees should be familiar with funded research; 4 meetings per year, 90 minutes per meeting; three members appointed by President, three appointed by Senate; three-year term; members can come from any college; one member appointed by Senate is rolling off; send nominations to Senate Executive committee.

- Student Code of Conduct - Student Responsibilities Dr. Scott Wallace
Student Responsibilities section; section had been distributed to Senators; this policy refers to non-academic conduct, separate policy for academic conduct;
Motion: accept document as written (Amy), seconded, approved.
Discussion: has policy been presented to colleges and departments? No, has followed statutes, has moved quickly over the summer to get a policy in place before classes start, based on changes required by USG, faculty would like to provide feedback based on their experience in the future.

- Policy for Multiple Graduate Degrees Dr. Carol Rychly
Graduate students can currently enroll to multiple programs, this policy requires the program in which the student first enrolled to not allow multiple enrollment
Motion: from committee to approve, approved.

Other Business as needed:

Minutes from Summer Committee Meetings

AU Senate Governance and Communication Committee Minutes

Date: 11 August 2016 (Thursday)

Time: 9:00 AM

Location: 227, University Hall, Summerville Campus

Attending: Matthew Buzzell, Liana Babayan, Michael Dugan, John Krautheim, Charles Jackson, Scotty Scott (Chair), Chris Sligar (Secretary pro tem), Barb Mann, Paulette Harris (Senate liaison)

1. Approval of draft minutes of previous meeting

The meeting came to order at 9:07AM .SS State that due to extenuating circumstances the last meeting was in February, and that we would strive to have monthly meetings from now on. The minutes were approved.

2. Introductions

Members present introduced themselves and indicated their college and membership status on the GCC committee.

3. Subcommittee Reports:

a. Faculty evaluation of administrators :

BM (Chair) indicated that nothing significant had happened since the last meeting for this subcommittee. She stated that Susan Norton (VP of HR) said that Press-Gainey would no longer be used to evaluate administrators (since Press-Gainey is geared more toward evaluating hospitals) and that an alternative survey company was currently being looked into, but that she had since heard nothing. CJ asked about the report on administrators in the last Press-Gainey survey, and BM stated that this had been put off and then incompletely reported in a web-site document. CJ then asked what could be done to emphasize the importance of this process. SS stated that he would state our dissatisfaction with the process at the next senate meeting and that change on the issue would only come with peer support and faculty Senators who would vote on any changes to the process.

b. AU Policies

SS explained the function of this subcommittee. He stated that the process used to evaluate policies wasn't working properly yet, and that they were working on streamlining it. There are a few policies left from last year to be voted on in the senate, with which he was in communication with Carol Rychly in the provost's office.

c. Bylaws and Statutes

MD (Chair) stated that this subcommittee put bylaw changes into a form (i.e. draft ballot) that could be voted on by the faculty last year and the changes

were approved around Thanksgiving (after a last minute crunch). SS stated that this subcommittee was also charged with insuring that the statutes and bylaws are in sync (which was done this past year), though some statutes do not have corresponding bylaws (e.g. statute putting student conduct under the purview of the faculty). It is incumbent on this committee to familiarize ourselves with both the bylaws and the statutes, and to make sure that all bylaws and statutes are appropriate for the faculty. Since bylaw changes run on an every other year basis, there should be no major changes this coming year, though the current policies and bylaws concerning grievances between faculty and administrators is unworkable and the grievance subcommittee in the senate has proposed some changes in which we will undoubtedly be involved.

d. Intrafaculty Communications

MB (Chair) stated there were currently two key issues being dealt with by this subcommittee:

- i. Use of listservs at AU.
- ii. Use of social media at AU.

He explained issue i. and that after meeting with Jack Evans from DCM (Department of Campus Marketing), Carol Rychly from the provost's office, and a representative from IT a model for what the subcommittee thought was workable concerning the use of listservs was presented. Since then he has received a draft from Janice DeLoach in IT which is currently incomplete and still needs work. The subcommittee plans to get back with Janice to see what the current status is, and to possibly invite her to one of our meetings to explain the new model.

Concerning issue ii., since social media policy is completely under the purview of DCM, a policy was drafted by them and presented by Jack Evans. The subcommittee was not completely happy with the proposed policy and the subcommittee proposed some changes to the policy with which Jack Evans agreed, and a redraft of the policy is still forthcoming.

LB requested further explanation of what the policy would include, and there was some discussion about appropriate use of social media at AU.

BM stated that Janice DeLoach (now located in the library) was swamped right now, so MB should wait a few weeks before approaching her about the listserv issue. SS also stated his frustration with the faculty directory, and there was some discussion about what the solution would be to access to the faculty directory.

MB also said that pursuant to his involvement with the recruitment and marketing committee (Chaired by Wes Kisting) an outside contractor would be hired to do a "content infusion" on the current AU website, and opinions on the use of outside contractors were given. MB stated that in his opinion

this was a positive step, since he had no confidence in the current staff to do web design.

e. Nominations and Elections

SS spoke for MJ (Chair) and explained the function of this subcommittee. Activity for this subcommittee is typically light in the Fall semester, and heavier in the Spring. The subcommittee's work is complicated by having to coordinate elections not only to the senate, but to each of the nine colleges at AU, and "herding those cats" could be a headache. Thankfully MJ's exemplary abilities are perfectly suited to the task. There will certainly be vacancies this year, so the subcommittee will have to work with the executive committee to determine which positions need to put on a ballot.

f. Faculty Manual

AU currently does not have a faculty manual, but should have one. One ongoing issue has been exactly who should write the manual. Two years ago, Carol Rychly set up a "core committee" to write the faculty manual consisting of heads of various senate committees and it was agreed that the manual should consist of various "hot links" to various policies concerning faculty at AU. The name change complicated this process, together with the fact that many of the members of the core committee have rotated off the senate. It has been passed back to the executive committee (Cathy Tugmon specifically), and we are currently awaiting their direction, but fully expect that we will be involved with at least part of whatever direction the composition of the faculty manual takes. BM stated that there was some "core" of information concerning faculty policy floating around that could possibly be encapsulated together as a start to the faculty manual. SS stated that all that he knows exists right now is a table of contents with no accompanying content. CJ stated that in his opinion, given the difficulty of this task, that it could only be achieved by giving the faculty members involved "substantial" reassigned time to accomplish it. SS also stated that Carol Rychly's office should be the focal point for the effort to get the manual completed.

4. Unfinished business: None.

5. New Business: SS Stated that subcommittee assignments were negotiable, and members should indicate preferences if they differ from his current assignments. Each subcommittee should elect a chair and meet at least once before each GCC meeting.

6. Next meeting: SS will circulate a doodle poll to determine the time and place of the next meeting.

The meeting adjourned at 9:57AM.

Announcements:

Open Floor

Author reception Sept 27, 4:30, Greenblatt Library.

Look for an increase in the number of student activities, efforts to create a university community.

Adjournment:

Dr. Cathy Tugmon

Meeting ended at 7:13.

Next Meeting

September 12, 2016
JSAC Ballroom
5:30 p.m.-7:30 p.m.