

Library Assembly Meeting, University Libraries

10:30 a.m. – 11:30 a.m., JSAC, Skinner Room, March 24, 2015

Present: Fay Verburg, Sandra Bandy, Peter Shipman, Barb Mann, Brenda Seago, Kim Mears, Thomas Weeks, Melissa Johnson, Carol Waggoner-Angleton, Rod Bustos, Steven Shelton, Vicki Burchfield, Erin Prentiss, Darra Ballance, Julie K. Gaines, Kathy Davies, Maryska Connolly-Brown

1. Minutes of February 5, 2015 approved

2. OLD Business

- a. Library Assembly Committees (Verburg)

3. New Business

- a. Election of an Alternate Libraries Senator (Bandy & Mears)

At University Senate meetings there have been a lot of absent senators this last year - resolution to require attendance defeated but the other idea is to have an alternate so that he/she can attend in a senator's place. Allied Health already has alternates in place. This is important because a missing Senator can affect quorum and whether the Senate can vote at meetings or not. Sandra proposes that we elect an alternate for the Libraries. University Senate will ask other colleges to think about doing this also. The bylaws already has it in place that an alternate can attend for other committees, but Fay was concerned that it was not spelled out explicitly. Sandra suggested we ask Allied Health for a copy of their bylaws to see how they list it.

Bandy reported that the ballot is out for Senate positions. Results are due April.

- b. Peer review and class evaluations (Blake)

Mears reported in Blake's absence. She passed out examples of session and classroom evaluations used to support the portfolio for Promotion and Tenure (P&T). Lindsay proposes that we standardize these forms so that we submit the same documentations for P&T. This would not preclude other types of evaluations, but this came up with Lindsay's requirement for peer review for P&T last year. Should we develop a template or procedure for peer review? Brenda believed it should have more in depth questions for research consultation with small group students rather than just did you like it type of questions. Brenda suggested looking at forms from other universities and Barb has some examples that she can share. Kim indicated that these forms are not set in stone but that Lindsay feels that it would be helpful that we have a way to standardized peer review and class evaluations for P&T applications in future. Barb suggested that we should check literature. Darra reported that the Faculty Development committee is working on guidelines for summative evaluations like this, but they are just in the discussion phase. There are so many varieties of

teaching here that peer review will probably stay at the college level, but they do want to offer guidelines for this (reviewers, # of observations, etc.). May need faculty learning session to learn how to do this or even have multiple people observe a teaching session.

Fay called for a group to look at this issue. Please forward names to Fay (Darra offered to be involved based on her previous experience. The person who will take Darra's place on the Faculty Development committee should also be on this committee.)

c. University Senate Update (Bandy)

See the summary of the March 2nd meeting in Appendix I. Civility in workplace email - discussion in Butler room April 20th last meeting - guidelines to be voted on

d. University committee updates

Athletics: No report

Budget, IT & GRU Resources: Brenda sent master planning meeting information out to all Libraries employees. She encourages everyone to attend a sessions as important information that will affect the Libraries will be discussed, for example, the ages of buildings for renovation consideration. We all need to look at the master planning and weigh in.

Community Services: A proposal for Outstanding Community Service Award suggested as the first university wide award. Prize money is usually done for this at other universities. The committee suggested to Provost Office but they were not in favor. They made a motion to limit eligibility to the core instruction. The committee also attempted to find a community sponsor.

Curriculum & Academic Policies: No report.

Dispute Resolution & Grievance: Fay reported that the committee has not needed to meet.

Faculty Development: Darra was not present at the last meeting. The committee still working on a faculty handbook and peer review of teaching.

Faculty Rights & Responsibilities: Rod reported that they met in February to review and provide feedback on academic rights and responsibilities policy and provided feedback to Dr. Rychly.

Governance & Communication: Lindsay was not present to give a report.

Promotion & Tenure: Kathy reported that there were minor language changes to the Libraries P&T document ('dean' to Director of Libraries; appeals 10 days from communication). She also reported the need for Libraries representation on the because we

don't have tenure and appropriate faculty rank (see Kathy's printout) Thanks to Autumn Schumacker for advocating for the Libraries in regards to getting representation for us Guidelines will also be reflected in the bylaw changes (Sandra) - this summer Elizabeth Hogan will have a committee that will review bylaws and make any additional changes to committees and P&T in particular - to be brought to senate in fall, faculty will have 30 days to vote. If changes approved (Fay) we will need to look at our LA bylaws to make sure they remain in compliance with university senate by laws

Student Affairs: Kim reported that she is on a Financial Aid and Scholarship Committee and a search committee for the AVP for Enrollment Management. This is a new position for the strategic management of enrollment services would report to Dr. Mark-Allen Poisel. The search committee is in the process of inviting candidates to the campus.

e. Other University information related to faculty

Carol reported on the Lyceum committee. It has been a reasonably successful season but Second City did not do as well. The French film series did better. There was also an Indian dance troupe and the NPR pianist did very well.

Kathy reported that the PKP initiation was on March 20th and went very well. There are 58 new student members and several new faculty.

Maryska reported that the PKP conference went well and she is working on getting students to submit their posters to the institutional repository. Hopefully more automated next year.

Kathy and Fay reported on QEP progress. The team is trying to combine two QEPs into one.

Kathy reported on the LCME committee for MCG. They turned in draft. There are 12 standards and the library is listed under standard 5 with the IT section. With help of Brenda, all library data was turned in.

Kathy reported on the SACS committee. Feedback is coming in from different sections. One sentence of feedback for changes to the Libraries section. Changes were made and sent back.

Barb reported on the Institutional Effectiveness Planning Committee. They have met twice and discussed if they should open FY16 budget planning meetings to campus stakeholders, but were not sure how they would go about doing it. Comprehensive program reviews for next year were also discussed.

Brenda reported that as part of her SACS committee work she will be participating in a pre-accreditation review for the University of Toledo.

Barb reported that she will attend ACRL in Portland, Oregon from March 25-28.

Kim gave an update on Digital measures. It will be rolling out soon and will be branded as PACT. She leads the Research and Scholarship Sub-team. Peter and Lindsay served on sub-teams: Peter on the P&T and Lindsay is on the college customization sub-team. This system provides an opportunity to provide reports for P&T and to see data that university maintains on you and to submit corrections. It will import citations from SciVal (which will be moving to Pure soon). A lot of library literature will not be captured so we may need to add stuff manually. Four students will be working over the summer to enter CV information for faculty will be working in the library. Kim will call for CVs soon. Training will be offered soon. Customized reports will be an option for administrators. You will soon be able to login with your NetID but it isn't ready yet so let Kim know if you want link to log in. Within Digital Measures teaching is pulled from Banner which will not import library teaching. It will go into a section called non-credited teaching (generally as a guest lecture). If we teach larger sections maybe we need to request effort for this teaching so that it'll go into banner and be pulled as scheduled teaching.

4. Announcements

Melissa reminded the faculty that staff development at Greenblatt on May 7, 2015. Lunch is provided.

Barb provided an update on the 24/7 access pilot at Reese Library. The pilot is going well, and have had good responses especially on the flip chart comments. The students like that the Library is checking IDs; they feel safe. The pilot will not run during spring break. They have been repeated comments about the Reese Library ghost. The students would like to see food offered. Wednesday night is busiest night and there has been an increase in students staying later in the last couple of weeks. Two employees have left but they have been able to fill gaps. Some students have reported that it too dark in parking lot and do not feeling safe leaving. Brenda asked if the 24/7 people they think might be good candidates for the digital measures temp students. Please forward names to Kim.

The search committee for the Allied Health Librarian has been formed. It includes Vicki, Maryska, Kathy (chair), Renee, and Dr. Bill Andrews

Carol is chairing the search committee for the Access Services Librarian at Reese Library. Skype interviews have been set up for two candidates.

Brenda reported that Greenblatt Library submitted a letter of interest (due April 1) for second year associate fellow from NLM for two different projects - one clinical and one digitization plan of action. The next Biomedical Informatics course is the week after Masters.

Erin reported that she is working on an ALA National Endowment for the Humanities grant for \$3000 or \$10,000. She is trying to get a faculty member to partner with her. She approached English and Foreign Languages and History, Anthropology and Philosophy. Community organization support also a possibility.

The next author faculty reception is set for September 22, 2015. If you know of any faculty authors in your embedded or liaison areas let members of the committee know. A new book or

chapter published this year eligible. Late last year fine too - we want to be inclusive. Fay requested that a list from last year be sent out

Fay encouraged everyone to vote for Library Faculty Assembly and University Senate committees.

Next meeting is June 16, 2015 in AB 211 from 10:30 AM -11:30 AM

The meeting was adjourned at adjourned at 11:25 am.

Appendix I

University Senate, March 2, 2015

Lots of Motions, Discussions, Approvals, and Defeats

Dr. Caughman

Updates:

Board of Regents (BOR) met in February: funding for graduate medical education expansion, not a done deal yet but moving forward.

There were a number of endowed members, she read off their names.

New programs--17 new programs were reviewed from the last 10 years. Focus was on the projected enrollment (data given to the Regents); no action at this time, only informational.

Discussion about the bylaws of the BOR in regards to appeals, at what point and extent do appeals go to BOR. They are looking at an application. Stay tune for more information.

Changes (clarifications) to the "language" around student mandatory fees. Mandatory food service fees (new).

Approved: A street plan improvement for Laney-Walker. 1.5 million construction project--grants used. A street "calming" not a closure. It will narrow to two instead of four lanes, raised cross walk and utilities underground.

Good News: Mark Allen and his crew, student numbers up, local and statewide. Applicants--freshman, 1,000 new freshman for the fall, last year only 660, up 347 admits. 1,595 /1,086 (this time last year) applicants to date.

Leadership searches: New dean to the College of Education, coming on board July 1st. Dr. Kent Guion (Vice President for Diversity and Inclusion) will be leaving GRU at the end of March. Interim has been named, I missed the name.

Dr. Rychly

Updates:

1. Online training for evaluations.

2. PhD Applied Science--new programming, more information hopefully by the end of March 3. Summer camps for high school students, Sunday-Thursday. They will be staying on campus. Two camps, Cyber Track (NAS) and Health Sciences tuition is free, see <http://gru.edu/academy/> for more information

Outstanding Community Service Award

Discussion:

Dr. Caughman, requested the Senate to look at the scale based of other awards out there (they do not have monetary amount).

A friendly amendment by the Senate was presented: Use wording as what constitutes a faculty member, use the Bylaws (Core of Instruction, 75%).

Another friendly amendment to withdraw the monetary amount apart of the award--(Dr. Caughman, at this time can't commit to the funds, she's concerned). Commits: put an amount at an undisclosed amount. How did the committee come up with this amount?

Another friendly amendment: table discussion, until the Committee comes up with additional information for monetary amount.

P&T--

They are beginning to improve the Guidelines and Bylaws--recommendations at this point were presented by Dr. Autumn Schumacher.

III. 2.5.4 (Library will be considered as a college and the Director of Libraries as a dean.) Update the committee rotation since we have finished the first three years. She explained them as "groups".

Update Library Committee since they do not have representatives.

The Graduate School will not have a representative on the University P&T committee since they don't have its own promotion and tenure committee.

Dr. Schumacher will be sending the recommendations to the Senators to review. Once the Senate approves the changes, it will go to the Faculty for at least 30 days to review and make comments before voting. (Additional Bylaw changes listed below)

Guidelines updates for P&T

More transparency needed.

"All faculty shall be notified in writing of the recommended decision, and receive a copy of the written summary, at each step of the promotion process outlined in Figure 11: Promotion Process for Georgia Regents University and Figure 2: Tenure....."

Promotion Appeals--faculty letters, they have 10 days to appeal.

Other "stuff" regarding letters (sorry didn't get all of the other areas of updates); These are the most frequently questions/confusions the committee worked on at this time.

(Bylaw revisions) Dr. Hogan, in-coming Vice Chair, is reviewing all of the amendments for the Bylaws, since we now have the vote that allows 25% of the faculty not 60% A bylaw revision committee will meet over the summer, present at the Augusta Senate Meeting (P&T revisions will be included).

Senate Nominations: two for Vice-Chair; two At-Large; nothing for the Secretary at this time. Need to twist arms. It was recommended based on the current Bylaws that if we don't have a Secretary elected by the fall, that the Senate can appoint a Secretary until someone is elected.

Faculty Assembly--March 19th Alumni Center Ballroom A, B, and C at 5:30 p.m.

Quick update on Digital Measures:

32 faculty members mostly Senators voted for a name.

PACT will be the name (Professional Activity Capture Tool)

A Resolution for Senate Attendance (this was presented to the Senate a couple of months ago. It was tabled for the Senate to review). Another vote by the Senate -the motion was defeated.

New motion: recommend that the bylaw committee for amendments over the summer make changes to ask each College to elect an alternate for Senators, so if the elected Senator can't make the Senate meeting, the alternate would be at the meeting. Currently, the College of Allied Health has a Senate Alternate in place. (On a personal note--this would be a really good idea for the University Libraries, since we only have one representative on the Senate.)

2 Policies came out of committee:

Academic Rights and Responsibilities--table until next meeting (Chair was not in attendance) General Institutional Admissions Policy--the purpose, undergraduate admission standards for applicants to non-health sciences programs will rise over a period of five years to match the admissions requirements of other research universities in the University system of Georgia. (The Senate at this point is asked to approve this policy so it will go to the Policy Review Committee for approval). Basically, a stamp of approval from the University Senate.

Senate Actions

Dr. Jean Pawl over the past two months has reviewed all of the Executive Committee notes and University Senate meeting minutes and created an Excel spreadsheet, tracking actions from the Senate since 2013.

This will be given to the next Vice-Chair so that person knows where the Senate is currently at in positions, actions, motions, etc.

She is also wanting to develop a template for each Committee meeting minutes to help keep track of their progress. There are some committees that no meeting minutes have been given to the Secretary.

QEP Phase II has asked for Senators to help find representatives for the QEP since they aren't getting a lot of commitments. This would be an 18 month commitment.