



Minutes of the University Libraries Assembly
<http://www.augusta.edu/library/about/library-assembly.php>
Wednesday, September 16, 2020, 2:30 – 3:30 p.m., Virtual Meeting

Call to Order: 2:34 p.m.

Present: Bandy, Bustos, Davis, Davies, Fredsell, Gaines, Gallay, Gomez, Johnson, Kouame, Kubicki, Morgan, Shipman, Smith, Verburg, Weeks

Absent: Balance, Reese

1. College of Science and Mathematics Building Construction
Guests: Ron Booth, Vice President of Facilities, Facilities Management and
Tom Dunaway, Director of Facilities Planning, Design and Construction
 - a. Pushed to November's Assembly Meeting
2. Approval of Minutes (G. Kouame)
 - a. First: A. Gomez Second: F. Verburg
3. OLD Business
 - a. Faculty Workload Task Force Update (P. Shipman)
4. NEW Business
 - a. Welcome to first Assembly meeting of the academic year/new officers (G. Kouame/A. Gomez/J. Davis)
 - b. Libraries Committees and Working Groups
 - i. Kathy will inquire about which committees, working groups, and task forces are still active
 1. Next Steps: a) determine which are still needed and b) create charges
 - c. COVID-19 Updates for Libraries Procedures (A. Gomez/EK. Morgan)
 - i. Slides sent after meeting

University Libraries

d. Director's Update (K. Davies)

- i. Funding is available for planning stage of Greenblatt Library reconstruction - no timeline or final details available as yet
 1. Focus will be the HVAC update and possible consideration of entrance on Laney Walker Blvd dependent on funding
 2. Reese Library – Vacant space on first floor has been proposed for New Student Family Transition initiative
- ii. Meeting with Associate Deans monthly – a new initiate for cross-communication
- iii. Student Learning Objectives for SACS Accreditation – Kathy has formed a sub-committee to draft outcomes to meet accreditation standards for SACS
- iv. Goals for the Libraries have been entered into Campus Labs
 1. Libraries are included with Instruction and Innovation
 2. Goal regarding Libraries Faculty teaching Inquiry Courses was highlighted
- v. Course Evaluation Project – led by Dr. Browder
 1. Dr. Browder is soliciting library representation for task force
 2. See Senate notes for more information on this Project
- vi. Augusta University Intranet project has been launched to evaluate content for public facing website vs. employee intranet
 1. Institutional Effectiveness scheduled meeting with Kathy and Vonny Nogales (webmaster) for Friday, September 25

e. University Senate Update (P. Shipman/J. Davis)

- i. See Appendix I

f. University Committee Updates

i. Athletics (R. Bustos/N. Fredsell)

1. Met on August 28 via Teams
2. Main items covered include:
 - a. Hannah Bennett (chair) reviewed committee membership and asked if there were any discrepancies
 - b. Christina Whetsel from the Athletics department gave an update that included:
 - i. Fall sports to continue with limited schedule and teams (tennis, golf, cross-country)

- ii. Tennis has elected not to play; international players are not currently on campus
 - iii. Volleyball is moved to spring – still assessing and organizing schedule
 - c. Athletics department is following NCAA guidelines for testing and practices.
 - d. David Hunt (faculty athletics rep) will be giving a presentation to the Provost cabinet on 9/25 and offered to share his slides with us at the September meeting
- ii. Budget Advisory and University Resources (K. Davies/P. Shipman)
- iii. Curriculum and Academic Policies (T. Weeks/ M. Johnson)
 - 1. Met on August 26
 - 2. Discussed charges and any changes to that
 - 3. We also discussed and approved the changes to the COMM 1100/COMM1110 sequence requirements and descriptions.
 - 4. Dr. Addulovic-Cui wants to step down as chair and has requested volunteers
- iv. Faculty Development (S. Bandy/G. Kouame)
 - 1. On Thursday, August 6, both Sandra and Gail attended the Augusta University Senate Onboarding Session II. This meeting was to inform all University Senate committee members about committee roles and responsibilities.
 - 2. On Thursday, September 3, Sandra was invited to be on the Augusta University Teaching Excellence Awards Review Committee. The committee were selected members of the University Faculty Development Committee. The committee reviewed and discussed the applications for this year's AU Teaching Excellence Awards for the following categories: Individual, Online, Program and SoTL. The selected winners of the Awards which would then go forth to the Regents Teaching Excellence Awards in their category for Augusta University.
 - 3. There are no scheduled committee meetings at this point.
- v. Faculty Rights and Responsibilities (N. Reese/F. Verburg)
 - 1. We met via Teams on 8/26. Prior to that meeting, we discussed policy reviews assigned by Faculty Senate (Faculty Extra Duty Compensation Policy, Relocation and Moving Expenses, Shared Sick Leave Program, Accrual and Use of Annual Leave, Faculty Action and Approval Process, & Workforce Reduction) via email. All policies other than Workforce Reduction were recommended for approval. Meeting consisted of further refinements of Workforce Reduction policy in conjunction with HR & Dr. Browder, which has been ongoing since Spring 2020.

vi. Governance and Communication (A. Gomez/N. Reese)

1. The Governance and Communication Committee met on September 3 and reviewed the proposed change to the charge of the GCC committee as proposed in the bylaws change to Appendix A (lines 1169-1202). The committee finds no inconsistencies at this time with this proposed change and the most recent update to the AUFS bylaws. The committee would like to reserve the right to be involved in senatorial elections to the colleges, as this is a daunting task for the AUFS secretary. The committee also suggests that the communication facilitation should be not only between the faculty and the senate, but also between the faculty and other units on campus, such as parking services.

vii. Grievance Committee (M. Johnson)

1. Reviewed and updated committee description for Bylaws.
2. Melissa will be training new members of the committee, and those wanting a refresher, on the grievance process Thursday and Friday.
3. Next committee meeting will be Sept. 24 – Reviewing the Conflict of Interest Policy and the Compliance and Ethics Complaints Policy.
4. No current grievances in process.

viii. Institutional Technology (R. Bustos/J. Gaines)

1. Elected a chair (Paul Attie from SCCS) via email.

ix. Promotion and Tenure (G. Kouame)

1. The University Promotion & Tenure Committee met on August 26th. Dr. Kathy Browder started the meeting giving the Committee a proposed work plan to complete assigned tasks. She is especially interested in having the committee consider how to address the impact of COVID-19 on the promotion and tenure process as many faculty members have had teaching and research and scholarship activities affected due to limited access to labs, juggling home life with teaching and/or research, or inability to travel due to travel restrictions. We have also been tasked with reviewing and updating the Promotion & Tenure Guidelines to provide clarity and alignment at all levels.
2. The Committee also elected a Chair for this year: Mohamed Al-Shabrawey.

x. Student Affairs (T. Weeks/J. Davis)

1. We met for the first time this year on August 19. We discussed what we accomplished last year. We also discussed out charge as written in by-laws and decided it needed major edits, especially as related to language around heling with recruitment and admissions. We also discussed the policy about service animals and approved with changes. We were also asked to address how the committee will be appointed with the new scheme.

5. Announcements

Next Libraries Assembly meeting: Wednesday, November 21, 2020, 2:30 – 3:30 p.m., Virtual

Adjournment

Appendix I

AUFS Meeting 8/17/20
PShipman notes

Invited guest Ingrid Tutt

- Look for email invitation to support health care workers at AUHealth

Invited guest R. Kohle (Covid-19)

- Any AU employee can get a test freely; new location in Faculty Office Building, Harper Street (old SRP location)
- Turnaround time on test results is based on priority – hours for at-risk in-patients, usually about a day for employees
- The algorithm for who qualifies for testing has varied during the pandemic, so numbers do fluctuate

Dr. Keel

- Enrollment census not set, but now at 9600, and increase of +300 over last year; excellent growth considering all factors
- Working in contingency plan 1 at present
- Will begin to report, once weekly, overall Covid-19 numbers of AU faculty, students, and staff, respecting privacy concerns.
- Kelehear interim provost effective 9/1
- Candidates for provost expected on-campus (3-5 projected) in late fall.

Dr. Caughman

- BOR meeting – three endowed chair appointments approved by BOR
- 2021 health plan approved for employees
- New eDegree program for adult learners looking to add skills for career advancement starting; fixed price, all virtual
- Masters patron free means no changes to clinical schedule, but seeking approval for 3 of the 5 Masters days to be part of Thanksgiving week break to end exam period a few days early.

Dr. Browder

- 113 new full-time faculty
- Faculty orientation is now year round; Research Academy 101 from Dr. Diamond is first component being offered.

- Orientation for new faculty administrators is also be rolled out over the course of a year.
- Faculty Grievance policy approved.
- Starting to look at course evaluations – more information to be shared in Sept.

Dr. Kellehear

- Compared to other universities, AU faculty has worked hard to adapt to Covid-19 instruction requirements and are to be commended for this.

Dr. Basciano

- Provost virtual meetings (i.e. airport meeting type) this week to get number to 8-10 candidates. Hope to narrow to 3-5 candidates by mid-Sept and then schedule on-campus interviews. Hope to have new provost start in spring term.
- AUFS fall and spring assemblies will be scheduled this week; changing format to a forum event with a business meeting preceding if necessary.
- Communication must be improved in both directions. Committees to Executive Committee, Executive Committee to committees and senators, senators to faculty constituents, and faculty to senators and committees. Faculty must review policies.

Dr. Scott

- Committee vacancies close to being filled

Dr. Vazdarjanova

- Continue to promote shared governance
- Review policies up for review carefully and thoughtfully

Dr. Balas

- AUFS budget small and cut slightly, like all budgets

Old Business

Browder – Ombudsman review

- Looked at other schools and recommending the creation of an AU Ombuds office with five committee members to share responsibilities and decision-making

Browder – Faculty Workload Task Force

- One more meeting planned to finalize the task force report but outline shared with provost; provost is making this an important legacy item and expecting Kellehear to follow through on the report

AUFS vacancies filled

- Uncontested – Secretary (Surendra Rajpurohit), Advocate (Gianluca De Leo), Parliamentarian (Ryan Bloomquist), and Ombudsman (Todd Hoffman).
- Contested – Liaison to the BOR (Peter Basciano), AURI (Manuela Bartoli and Wendy Bollag)

New Business

- AU Policies – a yearly rotation of Policies are to be reviewed by the relevant AUFS committee. All senators and faculty should look at policies carefully as they come up for revision. Legal Affairs is the actual owner of the Policy Library.
- AUGS Unit Plan and Goals – a long-term strategic plan for the AUFS is to be started this year to align with annual planning, Beyond Boundaries plan, and the USG plan. Micki Williford in Institutional Effectiveness will be leading this effort, and senators will be sharing goals with faculty for feedback.

Committee Reports

- Grievance – new Grievance Policy approved and in force July 1.
- Most other committees have not met.

1. **Day of Service** (Tina Baggott, AVP, Volunteer Services)
 - a. Converted to virtual Days of Service and run from November 2 – 20, 2020
 - b. Registration opens on September 29, 2020 through October 16, 2020
 - c. 60+ projects available both on-campus and off-campus
 - d. November 2 will be the kick off (more to come from Volunteer Services about this)

2. **Carnegie Classification R1 and R2** (Dr. Kelehear, VP of Instruction and Interim Provost, and Holly Goodson-Rubio, AVP, Institutional Research) *Slides will be shared once received.
 - a. AU is currently on the threshold between R2 and R1
 - i. Currently 30 STEM PhDs and 11 other PhDs (EdD program)
 - ii. Currently \$100M in Research Expenditures
 - b. Information will be pulled for Carnegie Classifications in 2021
 - c. Future plans include “enhancing future strategic planning to include tactics for sustaining and improving position among research universities”
 - i. Enhance the research portfolio as well as opportunities in undergraduate research

3. **Integrated Planning** (Mickey Williford, VP of Institutional Effectiveness and Brittany Cipollone, Senior P&A Coordinator, Institutional Effectiveness) *Slides will be shared once received.
 - a. Presented the process of Annual Unit Plans and Resource Alignment Hearings as the Senate will participate in this process
 - i. Annual Unit Plans must align with AU’s Beyond Boundaries, which in turn must align with the USG Strategic Plan

4. **Invited Reports**
 - a. President Dr. Keel – discussed recent Town Halls (recordings are available on JagWire website)
 - b. Dr. Kelehear, VP of Instruction and Interim Provost
 - i. 9,554 total student enrollment (5,676 undergraduates and 3,878 graduate)
 1. This is a 3% increase in enrollment
 - ii. 9% of undergraduates and 15% of graduate students elected to attend classes solely online
 - iii. Faculty are encouraged to check in with students and their progress (academic, mental, physical health) during this time. Student Counseling & Psychological Services are of course always available. <https://www.augusta.edu/counseling/>
 - iv. IT has expanded Wi-Fi access for students and continues to update classrooms and technology on campus
 - v. Dr. Carolos Isales will serve as the health sciences faculty representative to the Chancellor on the post-tenure review
 - vi. **Faculty who are seeking alternative work arrangements for spring 2021 should submit those by requests by the end of September (e-mail from HR on 9/11/20)**
 - c. Dr. Browder, AVP of Faculty Affairs

- i. Presented census report of faculty by colleges
 - 1. LIBR is 17 faculty for 2020 (Last year we were counted as 15)**
 - ii. Faculty Success Series (sign-ups are sent through e-mails)
 - 1. Research Academy on 1st Fridays of the Month
 - 2. Career Development – scheduled for 2nd Friday of the Month
 - 3. Instructional Series – upcoming tbd in spring 2021
- 5. **Provost Search** (Peter Basciano, Chair of AUFS)
 - a. 10 candidates have been invited for “Airport Interviews” September 16 and 17, 2020
 - b. 3-4 finalists will be chosen out of this group for further interviews in late September/early October
 - i. May be virtual or in-person
 - 1. Dr. Keel expressed his wish that these be in-person if at all possible
 - c. Top candidate will visit in person
 - d. Then, Dr. Keel has the decision to recommend candidate for hire
- 6. **AUFS Transition** (Peter Basciano, Chair of AUFS)
 - a. Committees are reviewing current charges and will suggest changes to these charges this year
 - b. Committees on Committees representatives are made up of current Senate Committee Chairs
 - i. This committee will vote on Senate Committees representation
 - 1. With Dr. Browder, a survey will be sent to all faculty from the Committee to solicit nominations for Senate Committee representation
 - c. Colleges will still hold elections for senators
 - d. AUFS will elect a Vice Chair and Secretary from current senators on January 11, 2021 meeting
 - e. There was discussion on why this change has come about, which has been a longstanding problem to gain full representation across the colleges. Changes to these bylaws were approved last year.
 - f. See provided update attachment for more information.
- 7. **AUFS Vice Chair Report** (Almira Vazdarjanova)
 - a. A survey for gathering information on qualifications for The Graduate School Dean will be forthcoming
 - i. A question was asked about search committee being formed
 - 1. Yes, a search committee has been formed for The Graduate School Dean position and a firm has been hired.
 - 2. Dr. Kelehear also said that the search committee for the Dean of Pamplin College has also been formed and is underway.
 - 3. **No word on Dean of Libraries search.**
- 8. **AUFS Secretary Report** (Surendra Rajpurohit)
- 9. **AUFS Treasurer Report** (Andrew Balas)
- 10. **Minutes from the August meeting** were approved – Quorum of senators met at 18

11. **Ombuds Office Task Force** (Dr. Browder, AVP of Faculty Affairs)
 - a. Met August 21, 2020 to develop recommendations regarding an established Ombuds position at AU
 - b. Report will be sent to Interim Provost Kelehear by December 1, 2020
12. **Faculty Workload Task Force** (Dr. Browder, AVP of Faculty Affairs)
 - a. Steering committee has completed the report and has presented to Dr. Caughman and Dr. Kelehear
 - i. Meeting is set for Thursday, September 15, 2020
 - b. At the October AUFS meeting, a full presentation will be made regarding the report
13. **Course Evaluations Project** (Dr. Browder, AVP of Faculty Affairs)
 - a. Why is this important? For continuous improvement of instruction and is required for promotion and tenure review
 - b. Issues to consider include student bias, response rates, use of data, and governance of process
 - c. Set outcomes include developing a governance structure, developing processes, and how to sustain and improve those processes
 - d. Two Teams: Assessment Team (headed by Ray Whiting) and Faculty/Student Impact Team (headed by Dr. Browder)
 - i. Both teams will have representations from faculty, administrators, Graduate Student Association, Student Government Association, Student Affairs, IT Representatives, and Student Success
14. **AUFS Bylaws Revisions** (Almira Vazdarjanova, AUFS Vice Chair)
 - a. Executive Committee of AUFS has been reviewing the bylaws for editorial and continuity.
 - b. A motion was made by a senator to table this and a committee to be formed for bylaws review
 - i. Senate voted to pass this motion
 1. Next steps: Executive Committee will send bylaws to a committee (tbd)
 2. Current Bylaws are provided in attachment
15. **Student Learning Outcomes Assessment Policy** (Amy Abdulovic-Cui, Chair of Curriculum & Academic Policies)
 - a. Motion to approve Student Learnings Outcomes Policy as written (see provided policy attachment)
 - i. Motion granted by the Senate
16. **Service & Comfort Animal Policy** (Candace Griffiths, Chair of Student Affairs)
 - a. Motion to Service and Comfort Animal Policy with indication of title revision and additional stakeholders (see provided policy attachment)
 - i. Motion granted by the Senate
17. **Senate Committee Reports**
 - a. **Fall 2020 Faculty Assembly is October 23, 2020 from 3:00 – 4:30 p.m.**