



**AUGUSTA**  
UNIVERSITY

**Minutes of the University Libraries Assembly**  
<http://www.augusta.edu/library/about/library-assembly.php>  
**1:00PM-2:00PM, Greenblatt Library AB 211**  
**November 14<sup>th</sup>, 2018**

Call to Order: 1:01pm

Present: Weeks, Verburg, Seago, Johnson, Davies, Horton, Busbee, Flynn, Hendren, Davis, Bustos, Shipman, Bandy, Kouame, Logue, Gaines (Teleconference), Andrea Wright (Visitor)

1. Approval of Minutes

- a. The September Assembly minutes were approved.
- b. First: Kouame Second: Weeks

2. OLD Business

a. Staff Development Day Committee (Flynn)

- i. Name change to Faculty and Staff Development Day Committee
- ii. A call for volunteers - please encourage those in your area to volunteer and be a part of this initiative
- iii. Chair will be working with the Library Staff Assembly

b. Bylaws Changes (Davies)

- i. There are discrepancies in our Promotion and Tenure Committee language in the bylaws that conflict with the Libraries and Augusta University Promotion and Tenure Guidelines.
- ii. There are three committees in the official guidelines that review candidate portfolios: Department, College, and University P&T Committee. Due to our number of faculty, we only use the College (Libraries) and university level structures.
  1. There was discussion about how to correct this issue and several alternatives were proposed.
- iii. Motion to disband the Promotion and Tenure Standing Bylaw Committee, to be replaced by new standing committee to be named the Promotion Portfolio Review Committee, and duties of that committee to be defined at a later date.
  1. First: Verburg
  2. Second: Johnson
- iv. The motion passed to create a new standing committee called Promotion Portfolio Review Committee. The Chair of the Library Faculty Assembly will identify a committee chair in accordance with our bylaw committee procedures.

- c. Onboarding Committee (Weeks)
  - i. Thomas Weeks is the new chair
  - ii. Ginny replaced by Caroline Akers
  - iii. First meeting November 19<sup>th</sup>

### 3. NEW Business

#### a. Director's Update (Seago)

- i. Reviewed the IT strategy for the library

- 1. IT consultants are conducting 100 interviews of faculty and staff to improve their customer service

- ii. Carnegie Community and Engagement

- 1. We are trying to achieve this classification status for Augusta University
  - 2. University proposal first draft due in November
  - 3. There are 500 potential outreach initiatives that will be narrowed to 15 for inclusion in the proposal

- iii. Strategic Plan

- 1. Looking for more input by the 1<sup>st</sup> of December

- iv. Job titles and Responsibilities

- 1. Natalie has accepted a new position as Assistant Access Services Department Head at Georgia Southern University.
  - 2. Looking into making changes to titles to better reflect current responsibilities.
  - 3. Lyn Dennison is the Interim Access Services supervisor effective January.

#### b. Research Data Management Symposium (Davies/Seago)

- i. Keynote speaker will be Amy Numberger

- 1. Program head, Data Management Services at Massachusetts Institute of Technology
  - 2. Co-chair, Research Data Alliance Organizational Advisory Board

- ii. Symposium will be held March 19<sup>th</sup>, 2019

- iii. Looking for assistance with staffing libraries exhibit table

- iv. Identifying additional speakers for the symposium afternoon sessions

#### c. Libraries Committees Roster (Davies)

- i. University administration is creating a database of individual college committees to track service to the institution.

- ii. This is also a way for faculty to keep track of who is on each committee, what committees currently exist, and who to contact with questions or suggestions.

- iii. If there are any revisions, send to Adrienne Hayes so she can submit our committees to the university system.

- iv. The list will also be posted in Box.

d. University Senate Update (Kouame)

i. October 22<sup>nd</sup>, 2018 (See Appendix I)

e. University Committee Updates

i. Athletics (Shipman):

Sportsmanship and Code of Conduct for Intercollegiate Athletic Events policy passed by the Athletics committee in April 2018 was approved by the University Senate September 24, 2018 and placed in the AU Policy Library.

Concussion Management Protocol policy was passed by the Athletics committee in April 2018 was approved by the University Senate September 24, 2018 and placed in the AU Policy Library.

Besides promoting the NCAA Division II philosophy (high-level athletics, academics [completion to a degree], and community/campus engagement), the NCAA is focusing on the athlete's well-being – nutrition, sleep, mental health, sexual assault awareness, concussion and prevention of injuries.

ii. Budget, Advisory, IT, and University Resources (Bustos):

The BAITUR committee has met twice since the last Library Assembly meeting. We have selected a chair and vice-chair and have also created subcommittees to review issues in the areas of budget, IT, and university resources. Current issues under review include a pay raise resolution passed by the Faculty Senate, the recent IT survey administered by Himformatics, and parking for visiting faculty.

iii. Community Services (Busbee):

Met on November 12<sup>th</sup>, 2018

Proposed University Senate bylaws were not approved again. The Community Service Committee will remain active, as a committee, until the end of the academic year. Previously suggested that it be disbanded.

The committee is waiting on feedback from the Open Paws Pantry on barrels and boxes. The goal is to increase the number of drop off locations on each campus. It was also proposed to allow students to take from the bins without going to one of the campus locations to get items.

The committee is generating ideas and discussing future projects. There was a notion to further define our charge and focus to be centered on Augusta University students, faculty, and staff.

The current goals are to get the Open Paws Pantry collaboration underway and to help the pantry market its services.

iv. Curriculum and Academic Policies (Weeks):

Met on October 5, 2018.

The Committee discussed changes to Area C classes: MUSI 2340, ENGL 2111, ENGL 2112, ENGL 2131, ENGL 2132, and ENGL 2141. These are all new to the catalog in Area C, replacing the previously required HUMN sequence. After brief descriptions of each class from department representatives, the Committee voted and approved all the proposals as written.

The next meeting was scheduled for November 2, but was ultimately cancelled. The only piece of business was handled electronically. The Committee was asked to review a policy for Credit for Extra Institutional Prior Learning that clarifies how institutions are allowed to award credit for learning at other institutions and in military service. The policy was crafted by the USG and so committee approval was a formality. It was approved.

v. Faculty Development (Flynn):

The Faculty Development Committee last met on October 17.

Discussed the reorganization of the former Office of Faculty Development and Teaching Excellence, the Louis K. Bell Research Award, and a new mandate to research and create 1-2 models for a Faculty Mentorship program, by mid-February for presentation to the Provost.

Email from chair sent to all the deans saying that as a result of the reorganization, the VP for Academic and Faculty Affairs will take on all responsibilities related to Faculty Development, so we anticipate working closely with Kathy Browder.

Will be meeting again after the Thanksgiving holiday.

vi. Faculty Grievance (Shipman):

No Report

vii. Faculty Rights and Responsibilities (Logue):

The FRRC met on October 15, 2018.

The committee is working on updating the Faculty handbook. We currently have different sections assigned out to different members of the committee and those are expected to be completed around the end of the month. We will be reviewing those section and any other changes over December and January and meeting next semester to approve, deny, or modify the sections before it goes to the Senate.

viii. Governance and Communication (Kubicki):

Met for the first time on Thursday, October 18.

Setting up Sub-Committees for:

- Process for AU Policy Review Assignment
- Election Process – Senate Executive Officers & Senate At Large
- Process Review – Bylaws & Statutes - keeping it consistent
- Voting Process – for Bylaws changes

The overall goal is to accomplish increasing faculty numbers to vote. Last time, only 86 out of approximately 1200 faculty members voted.

ix. Student Affairs (Weeks):

Met on September 18, 2018.

Natalie Logue has agreed to be the representative/co-chair for the health sciences campus.

Soma Mukhopadhyay has agreed to represent the committee at the Senate meeting in case Candace Griffith cannot make it in time for the report to be given.

Agreed to put together a subcommittee to meet with the Advising Center to better aid the transition of undergrads. We have representatives from CAHS and CSM. Still need representatives from Pamplin, Hull, and COE.

Upon speaking with Liana Babayan, from WGST, Candace Griffith put forth a proposal for our committee to work with WGST on the initiative endorsed by our committee last year. Darla Linville and Candace Griffith have already volunteered for this partnership and are seeking any others who would like to be a part of this initiative. For clarification, we are focusing on gender neutral bathrooms, lactation rooms, and access to feminine hygiene products.

Candace Griffith is going to reach out to the student governments to encourage a student representatives for our committee. It was encouraged to speak to students and faculty with good relationships with students to find out what is on the minds of students.

x. University Promotion and Tenure (Kouame):

The University Promotion & Tenure Committee worked with Dr. Kathy Browder to change the pre-tenure review policies to match those of the USG. In short, pre-tenure review will be taking place earlier than in the past. There will be a staged approach leading up to the 2020-2021 academic year.

The committee reviewed 71 promotion and/or tenure portfolios and sent committee recommendations on to Dr. Kathy Browder for review. We will continue to meet throughout the academic year to work on projects prioritized by Dr. Browder.

f. Other University Information Related to Faculty

- i. Student Affairs and WGST are collaborating to work on having unisex bathrooms
  - 1. Also working to have more freely available lactation stations and feminine hygiene products
- ii. Jenn Davis is working on ORCID training for faculty
  - 1. Over 15 as of today
- iii. Update on EZProxy
  - 1. Rod has been working with IT for the past month in regards to their initiative to put all external facing systems behind DUO multifactor authentication. EZProxy needs to be moved behind DUO and we have tried various different options through a lot of trial and error. The current configuration we are working on involves moving the type of authentication EZProxy uses from LDAP to ADFS. We are working with OCLC who is assisting with converting our validation logic into a format understood by ADFS. Hope to be able to test the new configuration shortly.

4. Announcements

The next Libraries Assembly meeting is scheduled for March 6<sup>th</sup>, 2019 from 1:00 p.m. - 2:00 p.m. at Reese Library, Room 141.

Adjournment



**Invited Reports:**

- Provost – USG BOR Meeting

Dr. Gretchen Caughman

Approval of three new programs in Cyber area, including Cyber Engineering

Update on Great Colleges to Work for Survey - ~50% participation rate

Enrollment Census – 9072 - 251 more than last year

- VPAFA – Momentum Year-Academic Focus Areas

Dr. Kathy Browder

Presentation available in Box.

To be implemented beginning fall 2019.

- Senate Chair - Update

Dr. MJ Weintraub

Representative from Employee Advisory Council present – Corliss Norman-Williamson, Chair

University Senate LIVE folder in Box will contain all Senate materials.

Open Enrollment 10/29-11/9, requiring smoking status attestation

Dorms are at 104% occupancy

~1200 students

Increased occupancy in certain rooms

Questions regarding who is eligible to stay in the dorms

Freshmen - Oak

Graduate Students – Elm

Undergraduate – University Village

CSRA AHA Heart Walk – March 19<sup>th</sup> 2019

Continue to work with MCG representatives for their representation in the Senate and on committees

**Committee Reports: 5:19**

Chairs/Liaisons

Athletics

No report.

Budget, IT, and University Resources

Formed three subcommittees, Will meet 2<sup>nd</sup> Friday of each month, will be focusing on the recent Senate resolution, IT survey, and parking.

Community Service

Curriculum and Academic Affairs



Highlights of recent meeting presented

Dispute Resolution and Grievance

No report

Faculty Development

Call for nominations for the Wallace award in the near future  
Looking into mentor programs for faculty

Faculty Rights and Responsibilities

Working on review of Faculty Manual, coordinating with other committees

Governance and Communication

Will meet the 3<sup>rd</sup> Thursday of each month, formed a subcommittee for each of the 4 committee charges

Promotion and Tenure

No report

Student Affairs

No report

### **Unfinished Business: 5:32**

▪ Proposed Bylaws Revisions Vote

Dr. Robert Scott

A quorum was not achieved on the most recent vote to change the bylaws, so the vote failed.

New proposed change to bylaws:

V, 1.3. Proposed amendments to the Bylaws shall be distributed to all members of the University Senate electronically at least one week in advance of a Senate meeting. At that meeting, the Senate shall vote to determine if the proposed amendments will be placed on the agenda for the next regularly scheduled senate meeting by simple majority vote. Following an affirmative vote, a revised electronic version shall be distributed to all faculty members not later than one week following the Senate meeting. After an opportunity for Senators to review the proposed amendments with their constituents, there will be a second vote at the following Senate meeting, and the proposed amendments will be considered to have been adopted upon receiving at least a two-thirds approval vote of the entire number of eligible voters within the Senate, *i.e.*, Senators and Senate Officers.

Motion to send these changes to the faculty for a vote: Passmore, second, approved

Discussion regarding distribution of Senators among colleges and the effects of this change on colleges, the possibility of colleges voting in college meetings and having alternative ways of changing the bylaws in the future, question about what constitutes a quorum in the current bylaws, addressing the issue of faculty fatigue with votes and surveys, how to increase the amount of voter participation.

- Fall Faculty Assembly

Dr. MJ Weintraub

Will occur after the November Senate meeting. Will have an abbreviated Senate meeting and start the Assembly at 5:30 running until 6:30.

- USG FC Meeting

Dr. Wendy Turner

Reported by Dr. Weintraub, will be paid for by the Chancellor's office.

Future of Enrollment in Georgia  
Nexus Degree  
USG FC committees  
Increased Responsibilities of Faculty

**New Business:**

- Senate Appointment to Mandatory Student Fee Committee

Dr. MJ Weintraub

Gianluca DeLeo, Soma Mukhopadhyay, Patricia Cameron have volunteered.

Motion to approve these members for the committee: Student Affairs committee, approved

- FTE & % Effort

Dr. Wendy Turner

Faculty Rights and Responsibilities will collect information from each college:

Definition of FTE and % Effort  
Guiding Principles of the process

- Open Floor

**Announcements:**

Open Floor

**Adjournment:**

Dr. MJ Weintraub

Motion to adjourn: Topolski, second,

Meeting ended at 6:11.