



**Minutes of the University Libraries Assembly**  
<https://www.augusta.edu/library/libassembly.php>

**1:00 PM, TEAMS**

**January 30, 2025**

Called to order at 1:01 PM

Present: Julie Gaines, Emily Harris, Brad Warren, Tonya Dority, Courtney Berge, Jennifer Davis, Aspasia Luster, Shafer Tharrington, Melissa Johnson, Elizabeth Lightfoot, Rod Bustos, Thomas Weeks, Erin Prentiss, Whitney Russell, Darra Ballance, Kathy Davies, Natalee Reese

1. Approval of Minutes (JGaines)
  - a. Minutes approved for September 2024 meeting.
2. OLD Business
  - a. None
3. NEW Business
  - a. Dean of Libraries Update (BWarren)
    - i. The Libraries received a permanent budget transfer of close to \$700,000 from MCG to cover existing costs as well as the funding for the Savannah expansion.
    - ii. Senior Leadership is in the midst of finishing the first draft of SACSCOC narratives. The final versions will be due at the end of April.
    - iii. I am working with the provost on a request for one-time funding for the libraries. So far, ideas include:
      1. Double the number of Pods at Greenblatt
      2. Complete furniture refresh of Reese

**University Libraries**

3. Backfile purchases
  4. Instructional Technology replacement in Reese Instruction Room
  5. Do faculty have other ideas. They will be submitted on February 10
- iv. In my ACRL role, activities continue. Since the last update, I have participated in the following:
1. Strategic Planning work (Chicago in October 2024)
  2. Advocating on behalf of membership with new operation agreement between ACRL and ALA
  3. VP's main task is committee appointments – VP ensures it happens for ALL appointments across ALL of ACRL. So, if you're interested in serving in a volunteer capacity of ACRL, the deadline to indicate interest is February 28<sup>th</sup> here: <https://www.ala.org/acrl/membership/volunteer/volunteer>
- b. Greenblatt Library Director Update (KDavies)
- i. Personnel
    1. Hannah Lewis appointment as Graduate Assistant continues for spring semester in RES
    2. A recommendation is in progress to complete hiring for Creative Technology Lab position
    3. Savannah Librarian position was not filled due to candidate's decline of offer
    4. The MCG Savannah campus leadership is currently reviewing the position description
  - ii. Renovations/Building
    1. Room 2208- behind RES department to receive upgrade of new monitor
      - a. Room will be lockable and placed on reservation system used at Reese (LibCal)
      - b. Logistics of reservation timeframe and room use are being finalized

2. Requesting cost information for additional study pods based on student response
  - a. Number and location dependent on funding
  - b. Have asked Access Services staff for suggested locations
3. New exhibit case generously donated by Courtney to Greenblatt
  - a. Located on the first floor near Laney Walker entrance
  - b. First exhibit to focus on Black History month
  - c. Thanks to the planning committee for their work on this critical topic
4. New Open Paws pantry collection box permanently placed on first floor
5. Leisure book collection continues to grow

iii. Projects/Other Updates

1. MCG wants to add residents at two Southwest campus sites for library resources access
  - a. Residents are at hospital and clinical practice group
  - b. MCG has been informed of the cost and potential impact on licensing
  - c. No response from MCG yet, Brad will take the lead on further communications
2. Demand for systematic reviews continue to grow
  - a. Concern over workload for library faculty
  - b. Demand for software support (Covidence) from multiple departments
  - c. Referred to Elizabeth and Collection Advisory Committee for consideration
  - d. Potential to use F/A costs for purchase to reduce impact on collections funding
3. Professional Development and Research LibGuide
  - a. Please review the content and share feedback
  - b. Great job in developing guide by committee members
  - c. Erin Prentiss, Emily Harris, Shafer Tharrington, Natalee Reese, Hannah Lewis
4. Attended Associate Deans Meeting to hear promotion/evaluation issues

- a. Not required to have all Fives or Fours on evaluation to be successfully promoted
  - b. Standard/expected rating is three for meeting expectations
  - c. Fours must be documented with narrative evidence and would be awarded in selected areas but not required to have all fours across the board
  - d. Reminded that evaluations are only one component of portfolio as narrative statements, evidence of work, and outside reviews are important factors
- c. Reese Library Director Update (MJohnson)
- i. We are moving forward with the carpeting on the stairs. The University has agreed to pay for that improvement.
  - ii. We have two faculty positions in process. One is a term position for an online learning librarian to liaise with AU Online and the other is reallocating Josette's former position.
  - iii. John Mayo is doing a walkthrough today and tomorrow to get final measurements for a quote for new furniture on the first floor of Reese.
  - iv. I'm working with Rod to get a quote to update the Instructor Station in LIBR 141, the Reese Instruction Room. The current station was installed in 2016 when the library was renovated, and the AV equipment does not work so hybrid meetings are not feasible.
  - v. Instruction is picking up. The ILIT 1500 course was moved to the online environment in Fall 2024. We had 6 students enrolled in Fall, and 18 enrolled this semester.
  - vi. The Carnegie application is in its final stages. The original application was sent to an outside reviewer who provided feedback. The committees had to address the feedback and have revisions submitted by January 15. It is now going to an editor, so they can ensure it sounds cohesive. The submission date is the end of February (I believe).
  - vii. I wanted to thank the Black History Month committee for all their hard work. They have set up a wonderful series of events; I wanted to highlight the Buffalo Soldiers display on February 17, being held to honor Cowboy Mike Searles, a professor emeritus of history who used to work in the Center for Georgia History.
  - viii. Anthropology Day is on February 20 and the final lecture for the Holocaust Lecture series is on March 19.

- ix. Giving Aspasia and Shafer a heads up that we will be needing teaching statistics for the SACS reaccreditation.
- d. Collections Director Update (ELightfoot)
- i. People
    - 1. Two staff positions were recently approved by AU HR – a Special Collections and Archives Specialist and a Federal Depository Specialist. Nothing has been posted yet, but the supervisors in those areas are pulling together the search committees. We also submitted a position classification form to classify a new Cataloging Specialist position.
    - 2. The Collections & Resource Strategies group met in person in January for a bit of catch up and community. We talked about staffing and position needs and organizational structure kinds of things.
  - ii. News
    - 1. Whitney is working with others around campus to plan events for Open Education Week, March 3-7. ALG grants are due March 10. If any faculty have reached out, let Whitney or the other ALG champions know.
    - 2. David is also working on an event for March – the annual Future of the First Amendment event, while Courtney is preparing for the opening of the NLM traveling exhibit “Rise, Serve, Lead! America’s Women Physicians”.
    - 3. Courtney partnered with Augusta Historical Society on a Porter Fleming Foundation grant.
  - iii. Collections
    - 1. Elizabeth is working through renewals and invoices.
    - 2. Interim Provost Sullivan pulled together an Academic Program Planning Process Improvement Project. This group will look at the process for planning new programs, degrees, and majors. Dean Warren is on the core team. Elizabeth is serving as the libraries rep on the functional team, which is tasked with evaluating current processes and developing a roadmap, communications plan, and training plan. The kick-off meeting was last week.

3. Things are ramping up for USG acquisitions and e-resources people with the FOLIO migration.

e. Systems Director Update (RBustos)

- i. The FOLIO project continues to move ahead and the pace of the effort is increasing.
- ii. The initial bib/holdings/item loads are complete and under review. There will likely be two additional data load prior to going live on the system.
- iii. Circulation, cataloging and acquisitions configurations and testing is ongoing.
- iv. Beta versions of the OPAC and union catalogs are now live and undergoing testing by OPAC and Fulfillment teams.
- v. Getting close to the completion of the Bibliograph component. GIL expects that project to wrap up in 6-8 weeks. Bibliograph is a linked data resource that will increase visibility of our catalog on the web.
- vi. We are learning more about training opportunities that will be available for FOLIO. In depth online training will occur during the month of April with EBSCO. There will be some prerequisites needed to attend the training and I will be sending out an email about that soon. There will be additional sessions available in May / June that will likely include open houses and Q&A sessions.
- vii. Projected Go Live date is June 25.

f. University Senate Update (ALuster/STharrington)

- i. Interim Provost, Dr. Sullivan
  1. Dr. Andrew Goss is the Interim Associate Provost for Teaching and Learning. A task force is now looking at classroom and course scheduling.
  2. Discussed weather and remote classes. Asked for feedback about the University's response to the snowy weather.
  3. USG has a new list of recommendations that came out and once it has been processed, we will hear further information.
  4. The new Research Building continues to be in the FY 25 budget.
  5. EVP for Research and Innovation is on-going, and candidates have been coming to campus.

6. Double down on investing in the research community and spent that five times over. It aims to provide the faculty with the necessary information, justification, and history of spending. There will be transparency to all faculty members but currently awaiting final word from central finance.

ii. Vice Provost for Instruction, Dr. Kelehear

1. Dr. Kelehear has been asking for feedback from the Deans and Associate Deans about how we are scheduling classes and if we are allowing room for students to get to other campuses for their next class. He doesn't want the faculty to have to allow students to leave class early to make it to class at other campuses.

iii. Associate Provost for Faculty Affairs, Dr. Head

1. Faculty affairs are finishing up the PNT cycle. The cycle has started for pre-tenure and post-tenure. The Faculty Senate Executive committee has put together all the Annual Appeals for appeals after the decision of the Provost. The committee will present 87 cases to the President Keel on the 5<sup>th</sup> of February, who has the final say.
2. Annual evaluations have been launched which we can do in PACT, also it will port over to the new Faculty Activity Reporting System. If you want hard copy can find link on the office of faculty affairs website. Similarly, they want to ensure staff are using the staff forms and completing their annual evaluation.
3. Faculty Development Opportunities had to reschedule the date for the USG Mediation Training due to the snowy weather.
4. The Celebration of Faculty this year invites all faculty members, and it will be on April the 3<sup>rd</sup> at 5:30.
5. Faculty Affairs and the Provost Office are now relocated back to their original place of Boykin Wright Hall on Summerville.

iv. Chair of the Faculty Senate, Dr. Curry-McCoy

1. The Policy Advisory Group has federally mandated that paid parental leave in the USG system provides 240 hours, an increase from 120 hours, of paid parental leave during a rolling 12 month period.

*External Audit Policy: (PASSED) Dr. Zeiders, Chair of Student Affairs Committee*

1. The policy ensures fairness for students who are temporarily assigned, like studying abroad, on an off-site clinical campus, or at least 50 miles away from campus. This will pay the full technology fee and 50% of other fees, which is listed in the policy.

*Motor Vehicle Use Policy: (TABLED)* Chair of Governance and Communication Committee, Dr. Silva

1. This policy authorizes employees from AU who use AU vehicles. The driver must have a valid state issued driver's license.
2. There was a question about the report date after an incident, as it was set for within 24 hours of the incident. If the driver has a serious injury this did not allow the driver ample time to report the incident to the department head.
3. The policy was tabled and will be sent back to the policy owner to address the question.

*External Audit Policy: (PASSED)* Chair of Budget and University Resources Committee, Dr. Purohit

1. This policy is a statement that AU may engage an external audit/consulting firm, and may be subject to external audit, review, or special engagement. The Office of Audit Compliance Ethics and Risk Management should be notified in advance of their party's audit.
2. It expected members to fully cooperate and assist, providing all available records as is subject by the University System of Georgia and the Board of Regents. This includes desk audits, info gathering, site visits, audit by federal or state gov agency, etc.
3. It provides the proper procedures to take.
4. This does not apply to academic and accreditations reviews.

v. Chair of Faculty Senate, Dr. Curry McCoy

1. There will be surveys sent out asking for suggestions about different topics of interest of the faculty and what they would like to see from the provost, as well as position of interest during town halls. These will serve as feedback to the budget committee about initiatives the faculty senate will discuss.



2. There has been a change in AU administration president, and we have a listening president that will listen to our responses from sent polls and surveys.
3. The USG is looking at another line of evaluation for PNT. This would include a teaching track, research track, student success, and professional development.

vi. President Keen

1. Noted the university will continue to watch closely for weather issues and prioritize faculty, staff, and students.
2. The new research building is \$99.8 million based on the governors' recommendation and it will be called either Translational Research Building or Translational Science Building
3. Recently AU hosted regents and legislators on our campus to share the news and the importance of the research ecosystem. There were favorable comments from the governor, the lieutenant governor, and the speaker of the house. We anticipate that in February the budget will be signed, and we will be able to go forward.
4. The president will attend the USG presidents' meeting this week.
5. They presented budget in December with Provost, Yvonne Turner, Susan Davies, and Jack Evans to the chancellor and his leadership team. They will provide faculty with all the terms of the budget and why decisions were made when everything is finalized.
6. They have learned a lot from Hurricane Helene and that communication could be better. They are working to improve that communication such as, Jag Alerts, email, phone calls, and texting. They will continue to take feedback and improve these issues.
7. Similarly, they have gotten feedback that individuals on the lower tiers of the university feel they are not getting heard about issue and problems, and the university will work to make sure that everyone is heard.

vii. Vice Chair of Faculty Senate, Dr. Bennett

1. This coming semester she is working on the bylaws, along with adding the new Research Committee.

viii. Secretary of Faculty Senate, Jennifer Davis

1. New policies are going out soon.
2. The faculty awards are wrapping up and have been sent to Faculty Affairs.
3. Currently, she is working with the University Committee for the Beard Awards, which goes to one of our Health Sciences students.

*Questions*

1. When will everything be finalized for and voted on for P&T?  
(JDavis) The policies have passed for this cycle. Nothing will be changed for the current cycle. The non-tenure track promotion policy will not be ready for this year. For now, we will follow the policies that have passed. They should be posted on the Faculty Affairs website.

*Note:*

(TWeeks) Thomas Weeks is the libraries representative for the new non-tenure track promotion policies. There will be ambiguity and a lot of change.

(KDavies) Evaluations, narratives, documentation, and the outside review all contribute to successful promotion. All fives are not required for promotion. Threes are standard, fours are great, but showing progress is important.

ix. Parliamentarian of Faculty Senate, Chevonna Jones

1. Ms. Jones is looking for a new parliamentary candidate, due to the increased workload and responsibilities. Nominations will be sent out in the coming month.

g. Professional Development and Research Committee (EHarris)

i. LibGuide update

1. Showed AU Libraries Research & Professional Development Resources LibGuide. Requested feedback/questions.
2. Courtney will send archival training resources to add to the guide. Emily will add a feedback form (button) to the guide.
3. Adrienne will share this resource with librarian candidates.

h. Promotion Review Committee Update (JGaines/ELightfoot)

i. No report

i. University Committee Updates

i. Curriculum and Academic Policies (TWeeks)

1. Committee has not met since the last Faculty Assembly meeting.
2. Chair, Andrew Goss recently stepped down because he has been appointed Associate Provost for Teaching and Learning.
3. Has not heard if a new chair has been appointed.

*Note:*

(EHarris) Two co-chairs have been appointed to the committee. She did not have names at the time.

ii. Student Affairs (ALuster)

1. *Mandatory Student Fee Waiver Policy*

The AU policy was revised to align with the USG policy language. Our policy differentiates students in online programs who are charged the "online learning fee" and students who are at a distance and may be eligible for a waiver reduction. To be fair and consistent, we will charge the online learning fee for students who are in online programs, and then we will allow a few reductions for students who are assigned a remote campus, such as MCG students in clinical programs outside of Augusta or students who are studying abroad. The fee reduction will equal the same amount as the online learning fee. Voted on and passed at the 1/27/25 Faculty Senate meeting

2. *FERPA Policy*

Last minute USG-wide changes back in November. These are the deletions and changes: *Directory Information*: Information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes but is not limited to the student's name; major field of study; class level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of athletes; degrees, honors and awards received; and the most recent educational agency or institution attended.

*Deleted from list of student info: address, telephone listing, email address, photograph, date and place of birth*

*Changed: "grade level" changed to "class level"; "of members of athletic teams" changed to "of athletes"*

Voted on and passed at 11/18/24 Faculty Senate meeting

3. Other Topics

- a. Dr. Wallace confirmed that student fees do NOT contribute to the Open Paws Pantry. The Pantry is completely dependent on donations.
- b. Graduate students DO have the same resources and services as undergraduates, so we may indeed want to increase the visibility of those resources for the graduate students.
- c. Update: the AU D2L Course Shell to include mental health resources on the main page for each course sounded like a great idea to Dr. Wallace, but he doesn't have any control over the CII or D2L layout, so that is indeed something the committee could work on.
- d. Concerns about the limits on mental health sessions, and helping students find an appointment that works with their schedules. Dr. Wallace said that there was no 8-session limit, though a student may be referred to someone outside of AU after any number of sessions (perhaps more than or fewer than eight), according to what the counselor deems appropriate. They've hired another counselor, due to Smartgrowth, so the hope is that that will help students gain better access.

iii. Athletics (RBustos)

1. Has not met. Recently selected a new chair and expect meetings to resume.

iv. BAUR (Budget Advisory and University Resources Committee) (RBustos)

1. The BAUR committee met on September 26th to kick off the year, make introductions, and explore willingness of members to represent BAUR in other committees. Since then we have discussed several issues via email including the annual survey we send out as part of the resource alignment hearings and a review of a new policy on third party external audits.

v. Faculty Development Committee (CBerge)

1. Dr. Head announced the Faculty Resource Hub is up and running and the committee is working out who will announce it to the broader community.
2. The responses to the Critical Thinking Survey and the Faculty Peer Evaluation Survey that were sent out have been collected and the results are beginning to be analyzed.

3. The Online Teaching and Learning sub-committee has organized the *What Works for Me* webinar featuring Dr. Giada Biasetti which will be held February 5<sup>th</sup> at 1 pm.
  4. The AI sub-committee is working on some informational tools and workshops around AI.
  5. The FDC has put together a group of volunteers to work on developing a Clothing Pantry for campus.
- vi. Faculty Grievance (NReese)
1. Committee has not met this semester. A subgroup is reviewing a case to determine whether it is grievable.
- vii. Faculty Rights and Responsibilities (DBallance)
1. Committee has reviewed policies over email but has not met.
- viii. Governance and Communication (STharrington)
1. We are continually working to keep AUFS website updated.
  2. Emily Harris has been elected as incoming GCC Chair (2025-2028).
- ix. Information Technology (RBustos)
1. No report
- x. Research Committee (STharrington)
1. We have been getting new representatives from across the campuses and from each college.
  2. There will be a discussion of the Research Space policy and a plan of action created to discuss it with the SVP for Research, Dr. Diamond.
  3. There have been concerns about withheld Indirect Cost funds (IDCs) for research faculty and feedback is being asked from research faculty to determine if this is an AU-wide issue.
  4. We will also be looking at the process of requesting institutional survey to be completed.
- xi. Promotion and Tenure (EPrentiss)
1. Committee met in the fall to review (87) promotion and tenure cases. Current cycle is complete.
- xii. Documenting committee memberships (JDavis, 10 min.)

1. Jenn will create a document listing libraries faculty committee memberships. It will be available in Box. Faculty Senate committee memberships will be public and posted on the Faculty Assembly web page.

xiii. End-of-year travel funds (EPrentiss, 10 min.)

1. How will the libraries distribute leftover travel funds?

(BWarren) David Y. will look at what's in the travel budget. Faculty can form an ad hoc group to propose a way to equitably distribute the funds. This must be done within a month. Meanwhile, he will ask David Y. to send the balance to Julie.

xiv. Announcements

1. (CBerge) Employee Engagement Committee is organizing a War of the Libraries food drive for the Open Paws Pantry.

The next Libraries Assembly meeting is scheduled for March 18, 2025, from 1 PM – 2:30 PM on TEAMS.

Motion to adjourn, ALuster, NReese.  
Adjourned at 2:28 PM