



Minutes of the University Libraries Assembly

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

November 30, 2017, 1:00 p.m. – 2:00 p.m., Greenblatt Library AB 211

Chair: Weeks

Vice Chair: Davies

Secretary: Stuart

Members Present: Weeks, Stuart, Shipman, Ballance, Logue, Bandy, Hendren, Flynn, Horton, Kubicki, Bustos, Mann, Kouame, Seago, Verburg, Gaines

Call to Order 1:04pm

1. Approval of Minutes

- a. Add in Faculty Development report.
- b. Weeks will serve on the advisory committee of the Office of Faculty Development and Teaching Excellence.
- c. Add colon to “And the Humor of it: Shakespeare and the Four Humors” (Announcement D)
- d. Digging into the Archives held on October 19 (see Announcement F)

2. OLD Business

- a. Elections (Weeks)

University Libraries

- i. Hendren is the new representative for the Faculty Development and Faculty Rights and Responsibilities committees
- ii. Shipman is the new University Senate representative

3. NEW Business

- a. Generic LibGuide Content Repository LibGuide (Kubicki)
 - i. Main Purpose: Create and maintain a *Generic LibGuide Content Repository* LibGuide, to be a *repository* for librarians to:
 - 1. Pull whatever boxes of generic content they like into their guide – by duplicating a box via mapping (the default option) AND/OR Duplicate the box and modify it to suit their specific audience
 - ii. Draft / Mockup: Privately published at <http://guides.augusta.edu/LibguideRepository>
 - iii. Tabled as a working group
- b. University Senate Update (Kouame)
 - i. See Appendix I
- c. University Committee Updates
 - i. Athletics (Stuart):
 - 1. No report.
 - ii. Budget, IT, and University Resources (Mann):
 - 1. No report.
 - iii. Community Services (Logue):
 - 1. No report.
 - iv. Curriculum and Academic Policies (Johnson):
 - 1. Met on October 3 and made proposed edits to the Attendance Policy. It was renamed the Student Attendance Policy, sent to the faculty senate, and was approved without any comments. The committee also approved changes to Area C of the Core Curriculum. They are awaiting receipt of the Academic Honesty, Student Academic Grievance, and Student Academic Appeal policies.
 - v. Faculty Development (Bandy):
 - 1. The committee's scheduled September 27th meeting was canceled. The chair and co-chair have been meeting with Dr. Browder to discuss the faculty awards and a timeline for 2018. A call for nominations will be going out for the Louis

K. Bell and Richard S. Wallace awards soon. The committee will come back together after the first of the year. The plan is to have Dr. Browder meet with us to discuss faculty development. We will also need to form an ad hoc committee to review award nominations.

vi. Faculty Rights and Responsibilities (Logue):

1. No report.

vii. Governance and Communication (Verburg):

1. The AU Governance and Communication Committee met on November 30, 2017. It was decided who would be on each of the subcommittees. I am on the Faculty Manual subcommittee. AU Policies subcommittee reported that the university's alcohol and drug policy is under revision. Changes to the AU bylaws and statutes have been pushed back since there are concerns about the policy changes to the grievance procedure. The Bylaws and Statutes subcommittee will await further changes to the bylaws and will hopefully have those available for a vote in spring 2018. A discussion on faculty governance ensued prior to the close of the meeting.

viii. Student Affairs (Logue):

1. Student Affairs (Student Activity Fees (SAF) subcommittee) – President Keel moved funding for Student Life and Engagement (SLE) staff salaries from the SAF to state funds. This created a re-allocation budget of \$261,000 for the Spring 2018 semester. An estimated \$30,000 will be re-allocated to areas that did not receive their full SAF request for the 2018 fiscal year with the exception of The Bell Ringer, Opera, Lyceum and Pamplin Pursue Your Passion funds. An all call will be sent out to every area on the SAF list to submit proposals for additional funding by 12/31/2017.

ix. Faculty Grievance (Johnson):

1. The committee is no longer the Dispute Resolution and Grievance Committee.
2. The dispute resolution has been removed from the name of the committee. It submitted their by-laws edits to the Senate and those should be voted upon within the next two months.
3. There are currently no grievances in process at this time.

x. Promotion and Tenure (Kouame):

1. No report.

d. Other University Information Related to Faculty

- i. Get email from Thomas about OTE
- ii. 6 librarians are attending the December graduation ceremony
- iii. Strategic Planning for the Libraries will be starting in January

iv. Policies are being submitted and not retained by the *Office Policy*

4. Announcements

- a. Davies was selected for NN/LM class on health data research management starting next year with capstone project and summit at NIH in April.
- b. The Maker Space is now running with a 3D printer and scanner. The committee currently consists of Kouame, Logue, and Bettina Askew. It will be called the Creative Technology Lab. There is no physical space yet.

The next Libraries Assembly meeting is Tuesday, March 6, 2018.

Adjournment

Appendix I

Augusta University – University Senate Meeting November 27, 2017 – JSAC Ballroom

- I. Invited Guests/Information Only
 - A. Student Life Moment – Office of Military and Veteran Services (Carol Giardina, Alejandra Miles)
 - a. Fort Gordon office opened this fall – MOU for offering IT, IT security, and Cyber emphasis courses
 - b. Recruiting students at Ft. Gordon for AU courses – faculty urged to bring courses to Fort Gordon
 - B. Faculty Athletes Representative – Dr. David Hunt
 - a. Explained AU primarily Division II in the Peach Belt conference and academic accomplishments.
 - b. Division I for golf only.
 - c. Hunt is liaison for faculty with the athletic department and coaches.
 - d. Three principles: athletic, classroom, and service.
 - e. Athletics is pathway to “life success” and opportunity.
 - f. NCAA focus on athlete’s mental health, concussions (not just football, but volleyball, etc.), and sleep/wellness.
 - C. Jaguar United Night – Clint Bryant
 - a. Basketball coach Dip Metress presented on Jaguar United Night – Jan 17.
 - b. Each college will decorate their school in competition with each other.
 - c. Each college will have a candidate to be a sidekick for Augustus, the mascot. Judged on creativity and costume.
 - d. Each college will have a decorated bedsheet to be judged.
 - e. Attendees for each college will be counted at the basketball games.
- II. University Senate Business
 - A. Review and approval of minutes – Secretary Hunt
 - B. Officer Reports
 - a. President – not present
 - b. Chair – Turner –deferred to new business.
 - c. Past Chair – Tugmon – no report
 - d. Vice Chair – Weintraub –
 1. Beard Committee and nominees due Feb 2018.
 2. Bylaws feedback received; executive committee reviewed bylaws as well as Legal Affairs; Motion to return Bylaws to the Committee for sharing final version with US at January meeting (approved).
 - e. Treasurer – Topolski
 1. State funds – started year \$6500, spent small amount for travel, printing. Balance \$6158.
 2. Foundation funds – started year \$5956, spent about \$2000 on printing costs for the Fall Assembly.
 - f. Secretary – Hunt – no report

- C. Invited Reports – Provost Caughman
 - a. BOR – Policy cleanup (TAP full-reimbursement for online programs and many graduate programs; many reimbursement exceptions for professional schools). New Regent Chair is Jim Hull (AU’s regent). Increase at AU and at USG level in enrollment.
 - b. Leadership searches – SPA search conclusion expected very soon. VP Enrollment and Student Affairs, Dean for Computer and Cyber College, VP for Development/Advancement.
 - c. Facilities Update - \$35 million expansion with new, second cyber building to open Dec 2018. First Cyber building topping out this month.
 - D. VP Academic and Faculty Affairs – Browder
 - a. Gateways to Completion – list of five undergraduate large-enrollment courses eligible for assistance from USG to implement evidence-based teaching and learning practices to improve completion rates.
 - b. USG Academic Initiatives – “Momentum Year Initiative” – strategies for student success in first academic year (like Jaguar JumpStart – AU has done a lot previously in this area).
 - c. Student dropouts at AU from 2014 to present that have not enrolled at other schools numbered about 2000.
 - d. Students dropped for non-payment – look at policies and procedures to address this issue.
 - e. Beyond Boundaries strategic plan distributed – Caughman will discuss more at January 2018 meeting.
 - f. Caughman distributed the current AU academic profile infographic.
- III. Committee reports
- A. Chairs reminded to upload committee reports/minutes to University Senate Box account (Turner).
 - B. Attendance Policy (also Unfinished/Old Business) – Griffith. Now termed “Student Attendance Policy.” Policy should be defined in course syllabi by faculty. Approved.
- IV. New Business
- A. Senate Initiatives (Turner) – what is the purpose of the US, and what should we be doing? We are largely passive; should we be doing more as a body outside of committee work?
 - a. We will be re-writing the Faculty Manual.
 - b. Connecting the University Senate committees to their administrative units based on revised Bylaws.
 - c. Web pages for US to be updated.
 - d. Prospective areas to look at: onboarding for new Senators, on-campus retreat for brainstorming, how many Faculty Assemblies should be held each year? Are new activities worth the time investment?
 - B. Great Colleges (Tugmon)
 - a. Asking for approval for a single tactic brought forward by Faculty Development committee recommendation from Great Colleges survey.

- b. Tactic: To improve employee engagement through promotion of a shared culture by developing a list model faculty and administrator behaviors for each AU value.
- c. Short timeline: Jan 15 submission and accomplished by July 1.
- d. Motion made to adopt the tactic and plan. Discussion: not sure a list will change the culture. Approved.