



Minutes of the University Libraries Assembly

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

June 13, 2017, 1:00 p.m. – 2:00 p.m., AB 211

Chair: Gaines

Vice Chair: Weeks

Secretary: Logue

Members Present: Davies, Shipman, Johnson, Verburg, Seago, Stuart, Hendren, Kouame, Weeks, Gaines, Logue, Horton, Mann, Mears, Bandy, Bustos

Call to Order: 1:02pm

1. Approval of Minutes

- a. Correct "Balance" to "Ballance"
- b. First: Kouame; Second: Mann

2. OLD Business

a. Promotion Guidelines (Kouame)

- a. No standardization of how librarians handle Promotion letters. Gail presenting changes in assembly. Ideally letters from academic personnel that are ranked at the same or higher rank that the person is trying to get promoted. May want to allow for external letters for non-academic personnel.
- b. Yellow highlighting is the university level changes.
- c. Purple highlighting are changes suggested by the Promotion committee.
- d. Motion to Vote. First: Kouame. Second: Shipman
- e. All in favor of the Promotion guidelines as presented by the committee. Show of hands.

University Libraries

- f. Changes have passed.
- g. Guidelines need to be cleaned and sent to Logue for inclusion on the University Libraries website.

3. NEW Business

- a. Election Results (Logue)
 - a. Vice Chair/Parliamentarian – Kathy Davies
 - b. Secretary/Treasurer – Ansley Stuart
- b. Library Assembly Website Updates Discussion (Bandy)
 - a. On the Library Assembly Website the only.
 - b. Add a permanent link to the website to box document
- c. Increasing Professional Development (Seago, Davies)
 - a. Wants faculty members at both libraries to be nominated more regularly. Sandra has put together a document of possible awards. Seago is afraid we are missing opportunities to nominate librarians for awards.
 - b. Use Library Assembly Professional Development Committee and University Senate Professional Development Committee to increase nomination for awards.
 - c. Form a group (ad hoc committee?) to evaluate the evidence.
 - d. Begin application for these awards (handouts) for next year.
 - e. Seago would like to meet with the LA Professional Development Committee.
 - f. Create Ad Hoc committee for the AU Individual teaching excellence award submission 2018.
- d. University Senate Update (Davies)
 - a. Concern over if we are going to have 21 bodies to allow for 2 positions on each university senate committee.
 - b. Trying to adjust the time frame earlier (by March). Election timeline might change.
 - c. Meetings will be a 5:00 pm instead of 5:30 pm. There will be a speaker from 5:00 – 5:30 pm.
 - d. Davies will create a box folder with notes and minutes from her time as senator to pass on to new senators.
 - e. Turner is championing a faculty manual for new faculty. Concern is for library representation in this faculty manual.
 - f. April 17, 2017 (See Appendix I)
 - g. May 1, 2017 (See Appendix II)
- e. University Committee Updates
 - a. Athletics (Stuart):

Update to student attendance policy was presented to the University Senate and tabled until the fall semester.

The athletic fee was asked to be increased for the first time in four years from \$175 to \$200.

The women's basketball coach resigned to move to Texas.

b. Budget, IT, and GRU Resources (Mann): No report.

c. Community Services (Logue):

Have not met. Still waiting to determine chair for 2017-2018.

d. Curriculum and Academic Policies (Shipman):

End Year Report

e. Faculty Development (Mears):

Met twice since last Libraries Assembly:

4/12/17

Met with Dr. Richardson to discuss Outstanding Faculty Awards and Augusta University Teaching Excellence Awards

Working on a document to create timeline for nomination and awarding of all awards

5/10/17

Dr. Richardson asked for volunteers to serve on subcommittee to review portfolios for the Augusta University Teaching Excellence Awards; Sandra and I volunteered so we may serve on subcommittees

Looking for a new chairperson for the next academic year

f. Faculty Rights and Responsibilities (Bustos): No report.

g. Governance and Communication (Mann):

A new chair has been named, Mike Dugan, Hull College of Business. The Great Colleges Program survey was administered in April. The survey included questions on evaluating administrators and the results will be looked at to revise for next iteration. Elections within each of the colleges for representatives to Faculty Senate committees have been completed.

h. Student Affairs (Weeks): No report.

i. Faculty Grievance (Shipman):

The Dispute Resolution and Grievance Committee is working through another grievance. With the limited number of faculty available during the summer, a discussion has been started about paying 10-month faculty to come in for Grievability Committee Meetings and Hearing Committee Meeting/Hearings when grievances need to be resolved during the summer months as the bylaws have specific deadlines.

f. Other University Information Related to Faculty

Kathy Browder begins on August 14th. Seago will ask that she meet with the Library Faculty to discuss her agenda and meet with librarians.

4. Announcements

The next Libraries Assembly meeting is TBD.

Adjournment 2:13pm



University Senate Meeting
 April 17, 2017
 5:30 p.m. – 7:30 p.m.
 Health Sciences Building, EC-1222, Health Sciences Campus

Chair: Dr. Cathy Tugmon

Members Present: Jean Pawl, Wendy Turner, Carol Rychly, Cathy Tugmon, Melissa Powell-Williams, Gretchen Caughman, Christina Heckman, Onyeka Ezenwoye, Mahmood Mozaffari, Olajide Agunloye, Jane Garvin, Amy Abdulovic-Cui, Kathy Davies, Gail Kouame, Stacy Bennetts, Sandra Inglett, Barb Mann, Ray Whiting

X Regular Meeting _____ Special Meeting

Minutes of the last meeting: X _____ were approved as circulated
 _____ not read or approved
 _____ read and approved
 _____ not approved, quorum not met
 _____ corrected: No _____ Yes _____

Melissa Powell-Williams
Secretary

TOPIC **DISCUSSION/ACTION TAKEN**

AGENDA ITEMS	PRESENTERS
Welcome	Dr. Cathy Tugmon
Review and Approval of Minutes	Dr. David Hunt

Report of Officers:

- Executive Chair Dr. Brooks Keel
- Vice Chair Dr. Wendy Turner
 - Faculty Manual: Most committees have provided drafts and will review them. Details regarding next steps, feedback and suggestions will begin the fall.
 - Update on Vice Chancellor & Chief Academic Officer search: three names were suggested after interviewing and are

- Planning and Resource Alignment Hearing: asking \$7,500 increase senate foundation funds, have one ½ time position
- Chair Dr. Cathy Tugmon
 - Report from the Executive Committee meeting: Michael Casdorff From IT, came to help working with logistics, technology, rooms, video taping meetings, using Echo 360. 2) AU institute research BOD came, sent nominations to serve for three years. 3) Discussed nominations for Vice chair and at-large senators, the survey will be open until April 27th, we need 20% participation. 4) Academic---Strategic planning, John Tennes educational advisement board—best practice for strategic planning, chairs, deans, on up took part in the discussion.
 - Report from USGFC meeting on March 31, 2017: met with chancellor who discussed legislative session to be discussed later, and how we are enacting changes in legislation USSG: ad hoc committees to address issues faculty to administration ratios, review of faculty after evaluations, and others, in hopes that they will be addressed in the fall. AUUP had a presence at conference, discussions include the process of Presidents residing at senate meetings, how this works.
 - Report from Strategic Planning Core Team: support units will be contacted for information as well as regional campus membership. Encourage participation, the response is low, focus teams will address issues and consider changes May 8th so input is necessary. Summer 2017 a group will formulate a formal draft and shared in the fall.
 - Great Colleges to Work For Survey update: has closed, overall 1363 responded (39%), those who had joint appointment with VA did not receive the survey and will make an effort to include their input.

Comment: changes to offer faculty to switch from 10 month to 12 month, USG gradually try this method out so, if it affects us at all it will not be for a while.

Invited Reports:

- Provost Dr. Gretchen Caughman
 - great colleges, some feedback: relatively generic not tailored to us and she agree, we can choose to customize it, positive aspect of the generic format means it can be compared easily across universities.
 - Strategic Planning: Online survey is still open, pop up engagements are on site four opportunities, town halls generated great feedback, was well represented
 - Update on Searches: Pamplin Dean—still in second visit stage, hoping to get an individual identified as soon as we can. AVAF three candidates identified and faculty have been informed of their visitation, presentations will be available by video capture
 - Faculty Liaison for BOR--BOR approved our BA in integrated studies, 3 individuals were named chairs positions for USG,
 - Upcoming Events: Dates to remember: Thursday April 20th, university memorial service Summerville campus tear drop, alumni weekend—April 28th-30th, employee service recognition may 3rd, 5-15 year service employees, and commencement

- Fall Registration: Admissions, applications for fall are looking strong, are higher than where we were last year.
- Vice President for Academic and Faculty Affairs Dr. Carol Rychly
 - Update on the Academic Success Center: Be aware of what the center offers, the center will have extended hours from now to the end of the semester to accommodate needs of students, discussing encouraging those who are on probation to attend the various workshops, trainings,
 - Update on Learning by Doing (QEP): Leadership certificate 22 students this semester, in fall 32 are lined up, 16 different majors included, faculty encourage others to learn more through workshop June 13th or contact Kim Gray or Deborah Richardson—focus-- building experiential learning into a class.
 - Signed revised rehiring process for faculty to make the process smoother those who are involved in hiring contact us so that we can help streamline the process.
- Student Life Moment Dr. Mark Allen Poisel
 - Review of the year & what lies ahead: 4th year in row Student Rec increased use by 10%, over 110,000 visits, we can track –Student health over 9,000 visit, housing is up 190 students compared to last year and are ahead next year compared to this year, expect it to be full again. Health campus, changed an area into a green area for extramural activities, have 9 more sports campuses, and expect 18 sports clubs total next year. We are finding that the more involved in rec center the more likely you are to have higher grades. Changes in both student centers, trying to improve technology in both, beginning with the JSAC, Increased number of students receiving scholarships and scholarship dollars, we do not offer enough which hurts our ability to be competitive, developing more partnership with military, and increasing dual enrollment, more students using counseling services and CARE reports
 - Food pantries on both campuses, work to promote those,
 - Indicators for increase enrollment are positive: Applications and acceptance, deposits are up, housing numbers are up, orientation numbers are up, transfers are slightly up,
 - SGA has selected new leadership for next year
 - Penny question University Village—upkeep may not be sufficient, need to make sure students need information and know how to file complaints, we regularly update, will be having this discussion
 - Other question: food service—improving menus improving volume, our contract is tied through the hospital, negotiating is difficult we do not have the users necessary to make such negotiating possible but doing what we can.

Committee Reports

Chairs/Liaisons

ons

Athletics

Budget, IT, & Augusta University

Resources Community Services

Curriculum & Academic Policies

Dispute Resolution & Grievance

Discussion of grievance policy
changes

Suggestion: Discuss ways to ensure representation (race, religion, etc.) Issues: the group is elected from the faculty—friends could elect friends and worry about representation.

President is not required to provide some explanation of his/her decision, hope that he will reconsider it. EC supported this decision—thought process: state of GA president has ultimate authority on all decisions, issues related to media, had a case that was aired (video)—protection of university of future lawsuits, we may not have had a grievance policy if the change was included and it is better to have a policy to be continued to be reviewed.

Senate Vote on changes to policy as is: 57% (9) approval, 29% (4)

abstain Faculty Development

Faculty Rights and Responsibilities

Governance & Communication:

Promotion and Tenure

Student Affairs

Educational Technology Advisory Committee: Course evaluations are important, more phones are available

Invited Guests:

- Augusta University Development Update

Mr. Michael Kessler
Interim VP for Development

Discussion of what the group does and who is involved,

FY2017 Development Goals and Progress

FY2018 Timeline for Campaign Funding—Underway will be based on strategic goals

Prospects on the Summerville campus is ongoing need

- State Legislative Session Recap/Overview

Ms. Margie Miller
Dir. of State Gov. Relations

System priorities

2017 Amended Budget has been signed,

University specific priorities

2014 Appropriations Highlights—should be signed in May, 3.6% over FY17A

2017 AU Legislative Interns—great paid opportunity for students

Total Session Bills—organized by college, can be

HB37

HB 280



HR 170
SB 186

And discussed those that Not Pass
Research University Day at the Capital, February 20th 2018,
encourage participation Future Candidates for Governor or Lt.
Governor,

Unfinis

hed

Busine

ss: New

Busine

ss:

- Senate Elections update Dr. Cathy Tugmon
The ballot is active, we have one at-large, we had others from MCG but three were
nominated and can only have one per college, will revisit in the fall
- Motion for AURI members Dr. Cathy Tugmon
EC seeks approval from senate for members based on research activity, funding,
committees, with an eye towards diversity. I CANNOT GET ALL OF THESE NAMES
AND APPOINTMENTS DAVE—But
I'm sure you have the notes from the EC meeting.
Motion to approve with a second: no discussion, APPROVED 13 abstain 1
- Ad hoc committee for bylaw review Dr. Cathy Tugmon
This summer will form committee, EC would like names of those who are interested, will
be chaired by
new vice chair
- P & T Policy P & T committee
Policy Change—Motion, second—APPROVED 13 abstain 1
- Grievance Policy Grievance Committee

Discussed

UNIVERSITY LIBRARIES
ROBERT B. GREENBLATT, M.D. LIBRARY
REESE LIBRARY

Mailing Address:
1120 15th Street
Augusta, Georgia 30912

T (706) 721-2856
Info. (706) 721-3441
F 706-721-2018

T (706) 737-1745
F (706) 667-4415

[augusta.edu/
library](http://augusta.edu/library)

Other Business as needed:

Announcements:

Faculty assembly happening—Awards Ceremony

Open Floor

Adjournment:

Dr. Cathy Tugmon

Next Meeting:

May 1, 2017
5:30 p.m.-7:30 p.m.
JSAC Ballroom,
Summerville
Campus

Executive Summary University Senate Meeting 5/1/2017

Welcome

Dr. Tugmon called the meeting to order at 5:30 PM.

Review and approval of the Minutes:

Minutes for the April 17, 2017 Senate meeting were approved as written. These minutes are published on the University Senate Web page.

Highlights from Report of Officers:

President- Dr. Brooks Keel

- **Alumni weekend just ended**
 - It was a great event with lots of activities
 - **Budget**
 - Signed by Governor Deal
 - Included 2% Merit increase for faculty
 - It included \$4.5 million in planning money for to move the College of Science and Mathematics to the Health Science Campus
 - Work will begin to request funding to build the building
 - **Cyber Center**
 - In January Governor Deal allocated \$50 million to build a Cyber Center at the AU Riverfront Campus
 - AU will manage and run the Cyber range
 - This is great for AU and for the Augusta Community
 - **Provost recruited two Deans in two days.**
 - Dean for Pamplin College of Arts, Humanities and Social Science
 - Dean for Medical College of Georgia
- Vice chair** – Dr. Wendy Turner
- Shared next year's dates for University Senate and Executive Committee meetings.
 - The meeting day for the University Senate will be moved to the last Monday of the month and time changed to 4:30-6:15 PM
 - Location of the meetings are still being worked out
 - Dr. Turner will send the calendar out for all to look over.

Chair - Dr. Cathy Tugmon

- **Report from the Executive Committee meeting**
 - Much of what was covered will come up under new business

- How to have more faculty input into any future resolutions was discussed. No determination was reached.
- There will be a section added to the University Senate Web page listing Senate appointees to various committees including their terms.
- **Report from Provost Cabinet**
 - INSTEP presentation about a proposed plan to put most of our active learning programs under one administrator
 - Members spearheading this proposal are Christina Heckman, Andy Hauger, Lorraine Evans, Deborah Richardson and Kim Gray
 - It will enhance marketing, promote better coordination and aid in greater student knowledge and accessibility to all the opportunities we have available for them
 - A few examples of what might be included are CURS, Learning by Doing, Study Abroad, and internships
 - Great Colleges updated timeline to receive results earlier than expected
 - USG Comprehensive Administrative Review
 - Dr. Keel is serving on the committee conducting the review
 - More information can be found at:
 - <http://www.usg.edu/adminreview/>
- **End of the Year Report**
 - PowerPoint will be posted on University Senate Web page

Highlights from Invited Reports

Provost – Dr. Gretchen Caughman:

- **April 18, 2017 USG BOR meeting**
 - Establishment of Virendra B. Mahesh, Ph.D., D. Phil. Distinguished Chair in Neuroscience
 - Tuition and Fees
 - 2% increase in undergraduate tuition across all institutions
 - AU student mandatory fee increases
 - Activities: \$5
 - Health: \$10
 - Technology: \$10
 - Brings total fees to \$940 (Summerville students), \$1035 (HS)

- Launch of USG Comprehensive Administrative Review – Pres. Keel is member of committee
- **Leadership Searches**
 - VPAFA – in progress
 - Pamplin dean – Dr. Elna Green appointed
 - MCG dean – Dr. David Hess appointed
- **Upcoming events**
 - Tomorrow (Tues) May 2, 5:30: OFDTE Celebration of Faculty
 - Wed, May 3: Faculty and Staff Service Recognition Breakfast – 5, 10, 15 yrs.
 - Friday, May 12: Commencement and associated events

Academic Vice President for Faculty and Academic Affairs – Dr. Rychly

- 8 Students will be graduating
- Admissions this fall are currently up by more than 200 compared to last year.
- Summer enrollments are up by 49 students from last year
- Laurie Bush Manager, Faculty Support Services will be moving to the systems office. The new manager of Faculty Support Services will be Michelle Mims.
- Faculty Survey of Student Engagement (FSSE) is open until the end of May. Our current completion rate is 34% if we could have 70 more people complete the survey we would have a 95% confidence interval. It takes about 20 minutes to complete and allows faculty to respond to student engagement at Augusta University.
 - FSSE is the faculty component linked to Beginning College Survey of Student Engagement (BCSSE) and National Survey of Student Engagement (NSSE)

Committee Reports:

Reports will be posted on the University Senate web page once they have been submitted by the committees.

- Student Affairs Committee moved the Student Code of Conduct change to add gender identity to pages 19 and 20 be endorsed. The University Senate endorsed this policy.

Invited Guests:

- **Update on the Cyber Center/Cyber Institute** **Joanne Sexton**
Director of Cyber
Institute
 - **Cyber Center**
 - Is being built with the \$50 million cash that Governor allocated to this project

- It will house a Cyber range and other areas that can be rented or leased to help generate money needed to run the facilities.
 - **Cyber Institute**
 - **Vision is to become a national leader in cypher security education**
 - **Core strings include**
 - Cyber Operations
 - Health Security
 - Data Science
 - **Enables/collaborates** with other AU units to produce opportunities for our students in the following degree areas
 - MS in Information Security Management
 - MA in Intelligence and Security Studies
 - BS in Information Technology concentration in Cyber security
 - Certificates
 - Health Security
 - Degrees under consideration
 - MS in Data Science
 - BS in Computer Science with a concentration ins Cyber Ops
 - **Research/Grants** Awarded or applied for (a few of many)
 - Over last 3 years over \$ 500 K for GenCyber Summer Academy
 - NSF \$500 K to work on building in security for medical devices (submitted)
 - NSA Core Curricula Development Grant
 - GA Consortium for Intelligence & Security Studies \$1.5 million (applying for)
 - \$24,630 awarded through an internal grant program
 - Upcoming events
 - June 19th Ground Breaking
 - Sept. 16th Bsidess Augusta
 - Oct. 12-13th Cyber Georgia
- **Faculty Athletic Representative Report Dr. David Hunt**
 - Reported on Student Athletes
 - We have 191 student athletes across 13 sports
 - We have 7 women's and 6 men's sports

- Forty-six of our athletes were on the Honor Roll (61%) up 9% from last year.
 - More information can be found in the PowerPoint posted on the University Senate's Web page.

Unfinished Business

- Senate Elections Report
 - 408 (37%) of faculty responded to the ballot
 - MJ Weintraub received the most votes for Vice Chair
 - Debbie van Tuyl received the most votes for Senator at Large
 - Due to multiple nominees from MCG for the other Senator at Large that election will be held in August after MCG determines their nominee
- Ad hoc Committee for By Law Review approved by University Senate
 - MJ Weintraub (Chair) College of Allied Health
 - Sabina Widner College of Science and Mathematics
 - Will Hatcher Pamplin College of Arts, Humanities and Social Sciences
 - Sandra Inglett College of Nursing
- Senate Committees
 - Most Colleges have filled their slots. MCG will complete theirs this summer. Many committees are electing chairs before the end of the term.

New Business

- Policies considered for endorsement
 - Attendance Policy was tabled
 - Course numbering, Cross-Listing and Cross-Leveling and suffixes policy, Curriculum Approval policy, Standard Course Meeting Times policy, Undergraduate Repeated Courses policy, Identifying the Instructor of Record policy, and Academic Honesty policy were endorsed by the University Senate
- Ombudsperson
 - Bob Nesbit's resignation was accepted by the University Senate
 - Dr. Richard Pawl was approved by the University Senate at the new Ombudsperson.
- New Senators that were present were recognized

Other Business as needed

- Laura Mulloy was endorsed by the University Senate to serve as the University Senate Liaison to this committee for 1 year.

Meeting was adjourned.

Cathy R. Tugmon, Ph.D.
Chair of the University Senate
Associate Professor and Assistant Chair
Dept. of Biological Sciences
Augusta University
ctugmon@augusta.edu
706-667-4574