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Minutes of the University Libraries Assembly
<http://www.augusta.edu/library/about/library-assembly.php>
Wednesday, September 15, 2021, 3:00 pm– 4:00 p.m., Virtual Meeting

Call to Order: 3:04 p.m.

Present: Balance, Bustos, Davis, Johnson, Kouame, Kubicki, Morgan, Reese, Smith, Weeks
Absent: Gaines, Johnson

1. Approval of Minutes (L. Smith)
 - a. First: G. Kouame Second: T. Weeks
2. OLD Business
3. NEW Business
 - a. Welcome New Faculty
 - i. T. Dority, Cataloging and Metadata Librarian
 - b. Director's Update (K. Davies)
 - i. Welcome new employees
 1. Welcome Tonya Dority, cataloging and metadata librarian at Reese Library
 2. Welcome Jarquaveon Ellison, Library Assistant in Government Documents and Technical Services at Reese Library
 3. Welcome Yini Liao, Library Clerk in Access Services at Reese Library
 4. Welcome Dominika, a new staff member at Greenblatt Access Services
 - ii. Vacancies at both libraries are now open and will be having in person interviews soon for Special Collections and Access Services
 - iii. The critical hire process is no longer required so we can rehire for Content Management/E-Resources, Clinical, Cancer/Dental, Interim Director, e-resources
 1. Merge the two e-resources positions into one position
 2. Reese E-Resource position will potentially be transformed into Instruction or Outreach position
 - iv. Oct. 14 is the Faculty Author Reception. Dr. Kelehear is scheduled to attend.
 - v. Oct. 21 there is an academic leadership team meeting with the Provost's office.

University Libraries

- vi. Oct. 8 is the upcoming staff development day
 - vii. Attended the GALILEO/RACL meeting:
 1. the new Bento search still has a window for feedback, but is coming in December.
 2. In January 2022, we will be updating to Primo VE.
 3. Hopeful to continue funding for Proquest books for the next year.
 4. Looking at alternatives for ALMA, but would be a few years down the road
 5. Fees for GALILEO just for AU increased by ~\$5K this year
 - viii. Update from Kelehear is that we could potentially have an academic success center set up in Greenblatt Library where the old IT space is, but it's just a talking point at this time.
 - ix. IT moved out of what were study rooms, and they are hoping to turn those two offices back to study rooms.
 - x. Renovation updates: looking at the main entrance, HVAC, looking at potentially reupholstering and moving furniture around to try to give it the illusion of matching, redoing the lighting in the library, create a presentation room for video recording.
 - xi. There will be seven new study rooms wrapping around Gail's area. They're going to shift the Math and Science books to accommodate the space changes.
 - xii. Faculty Workload: Library ad hoc Committee is G. Kouame, K. Davies, M. Johnson, D. Balance, and E.K. Morgan.
 1. The template document and examples will be sent out for feedback.
 2. We will have to develop standards and metrics, and we'll need to determine ranges for percentages of efforts.
 3. Need to develop language that includes all faculty duties—even those with roles that don't focus on teaching as much.
 4. The committee will draft a response and send it to the group for feedback.
- c. Update on the Dean's Search (R. Bustos)—R. Bustos replaced F. Verburg on that committee. They had a meeting in mid-August to start off the fall recruitment cycle. The position is posted in the usual places. Sept-Nov—review of candidates; in the meantime, the committee will meet virtually with the search firm. Nov. 9&10 will be first round virtual candidates. Hope to interview 8 candidates. Will select 3-4 finalists for on-campus interviews Nov. 29-Dec. 10. Hope is to extend an offer to the selected candidate in December.
- i. Will they interviews be virtual or in-person? The information given said “campus” interviews, so we're hopeful they'll be in person.
 - ii. Is it the same search firm as before? Yes. Park Executive Search.
- d. Special Collections Librarian search update (T. Weeks): Sept. 21 (virtual), 29 (virtual), 30 (in-person) for interviews for the Special Collections interviews.
- e. Libraries' Student Learning Outcomes Assessment Process (K. Davies)

- i. Campus Labs do track the forms for SLOs, so be sure to diligently complete the forms.
 - ii. Once we get a year's worth of data, we can decide which forms to complete. Since this is our first year tracking this, they want as much data as possible.
 - iii. The intended audience is undergraduate students, and is not required to track for graduate students. It wouldn't hurt to also track the graduate data.
- f. University Senate Update (J. Kubicki) – see Appendix I
- g. University Senate Committee Updates
 - i. Athletics Committee (R. Bustos) – no report
 - ii. Budget Advisory and University Resources (K. Davies)
 - iii. Curriculum and Academic Policies (T. Weeks/M. Johnson) – T. Weeks: Have not met this year. Deadline for departments/programs to submit curriculum changes is soon though, so more potentially coming in the months ahead.
 - iv. Faculty Development (G. Kouame)
 - v. Faculty Grievance (D. Balance) – There are no grievances at this time.
 - vi. Faculty Rights and Responsibilities (N. Reese/J. Kubicki) – J. Kubicki emailed a complaint about parking changes on Summerville without transparency or consultation—this was raised by one of our faculty librarians her to the Chair to see if this is an issue the FR&R can address. It was found that the FR&R does not look into issues related to parking. However, this issue was forwarded to the AUFS chair. This spurred a lively conversation at the AUFS meeting with the AVP, which gave senators the opportunity to voice their complaints. The AUFS chair concluded that this would fall under the purview of the Budget Advisory and University Resources Committee.

The FR&R are currently reviewing the Accommodating Employees with Disabilities policy to either accept as written or suggest edits. The edits suggested may be limited due to the policy's framework created by University rules or procedures. Any revisions will be forwarded to the Policy Owner (Human Resources) by the chair, Mike Milano.
 - vii. Governance and Communication (N. Reese) – no report
 - viii. Instructional Technology (R. Bustos/J. Gaines) – no report
 - ix. Promotion and Tenure (G. Kouame) – no report

- x. Student Affairs (T. Weeks/J. Davis) – T. Weeks: The committee met August 25th. We discussed issues surrounded mask mandates on campus- members want to advocate for stronger support of the AUFS in support of mask mandates. We also discussed an LGBTQ issues around transgender student rights (name changes in various systems, gender markers, etc.). There was mention of an LGBTQ resource guide that was completed in 2015. It has been retired by the University since it uses outdated marketing templates. We have discussed taking ownership of the guide and republishing it. Other topics of interest for this year’s work include student shuttles, COVID’s impact on study abroad, and student’s food insecurity.

Adjournment 3:59 pm (L. Smith & K. Davies)

Next Libraries Assembly meeting: Wednesday, Dec. 15, 2021

Augusta University Faculty Senate (AUFS) Meeting Notes

August 16, 2021, 3:30 PM

Senators representing the Libraries present:
Josette Kubicki & Jennifer Putnam-Davis

Updates from the President and President's Cabinet

Keel (Brooks Keel, President)

- Covid update: As of this meeting, 19 student cases; 9 employee cases. 88 patients in the hospital.

Statistics website: <https://jagwire.augusta.edu/coronavirus/>

- Reiterates that the vaccination is effective against the Delta variant.
- University is trying to get the word out through social media to encourage students, faculty, and staff to get the vaccine, including “myth-busting” facts, on the University’s general social media channels and Keel’s own.
- Plans to provide weekly video updates again on Covid cases in the AU community. One change will be that Keel will now give a cumulative number *and* the number of current cases.
- Theresa McCartney was appointed as Acting Chancellor for the Board of Regents. He doesn’t don’t know when permanent chancellor will be named; he will probably know the same time as the rest of us.
- AU is introducing a BFA in Visual Storytelling – only one in the US.

There were questions from meeting attendees about whether the University can do more to communicate to the Governor’s office about the importance of vaccination. Keel’s office is in communications weekly to the Governor’s office expressing concerns about Covid. Currently, the State of Georgia will not be mandating vaccines, and we are following suit because we are a state entity.

MacKinnon (Neil J. MacKInnon, Academic Affairs & Provost)

- We are looking at an incentive program to encourage non-vaccinated students, faculty, and staff to get the vaccine and currently looking at Auburn University as a model. Keefer is heading this initiative.
- At this stage, they are up to surveying students on incentives – what would make them want to get a vaccine? E.g. Free parking?

Browder (Kathy Browder, Assoc. Provost, Faculty Affairs)

- There was a good showing at New Faculty Orientation.
- Two (2) digital platforms the University has subscribed to relating to student success and student learning – she will be sending them out to us for a reminder.
- **Faculty Workload Initiative update:**
 - o Repurposed the Faculty Workload Initiative webpage.

See it at my.augusta.edu/faculty-workload/

- o Late June, Browder met with all deans and other leadership. She provided them with a policy template document to write unit policies and sample policies from other universities; these policies are not intended to be a model but to serve as ideas.
- o College-level policies need to be done by Dec. 15th if colleges decide to do one. Policies could be department-level or college-level.
- **Course Evaluation project update:** Change in focus and purpose of process which informs all aspects of process revision recommendations:
 - o Primary purpose: Continuous improvement of instruction
 - o Secondary purpose: *One* source of data to inform holistic evaluation of faculty teaching for career advancement & growth
 - o Intentional focus on managing bias in process (survey administration, survey instrument, use of results)
 - o Intentional focus on culture change through recommendations
 - o Report will eventually be released

Kelehear (VP, Instruction & Innovation)

- We now have Zoom and Teams for teaching platforms, conferences, and meetings.
- Showed a chart of total course booking dates.
- Some key information to pass onto faculty:
 - o The University is hosting two **on-campus vaccine clinics** this month in the ballroom of the Jaguar Student Activities Center (JSAC) on the Summerville Campus:
 - August 25, 9 am to 3 pm.
 - August 31, 9 am to 3 pm.

Registration is preferred, but walk-ins are welcome. If you have questions about vaccination, [read 8 misconceptions about the COVID-19 vaccine.](#)

- o At this time, everyone is **encouraged** to wear a mask or face covering while inside campus facilities regardless of their vaccination status; however, masks are **required** on campus shuttles and in clinical spaces.
- o Remember, if you test positive for COVID-19, to report that to Student Health via this [form](#). If you're unsure about COVID-19 protocols, visit our [guidelines website](#) for information on getting tested, when to quarantine, and more. There are additional assets on the [student resources website](#).

- o Mentioned some changes coming about instruction, particularly with online learning, but was not ready to present details other than that the University will be hiring a Dean for online learning.

Norton (Susan Norton, Enterprise VP, Human Resources)

- Legislature didn't authorize a merit pool, so universities aren't authorized to have a merit pool. But our leadership has set aside some funds for limited merit increases.
- The plan supports salary adjustments on a limited basis when in direct support of equity or market conditions and when in support of employees.
- Eligible employees include:
 - who have served in their current role for a minimum of 3 years as of Jul. 1st, 2021
 - whose current salary is below the midpoint of their pay range or below the median of the job code (and academic discipline for faculty)
 - other eligibility... Norton will send out the PPT to the AUFS Chair, which we will distribute if passed onto us.
- Salary adjustments will be in effect Sept. 1st, 2021
- Leaders have been requested not to notify an employee of an increase until the increase recommendations have been officially approved through the process.
- Departments are required to balance back to their equity/market allocation.

Updates from other AU Leadership

Blackburn (Douglas Blackburn, Asst. VP IT Customer Experience & COO)

- New access to "Spotlight Remotes" on Summerville campus
- Reservable item through AU Classroom Scheduling
- Allotment to each college for assignment to faculty interested in leveraging the technology
- Assignment to each faculty interested in leveraging the technology

Question from meeting attendee as to why this isn't available on the Health Sciences campus – this was piloted in the Education Commons on the Summerville campus; they are open to distributing these on the Health Sciences campus if there is a program that is interested in it. If HS programs do express interest, they will revisit this next year's budget. Almira (AUFS President) pointed out that some are available in the HS Education Commons.

Hartenburg (Dale Hartenburg, AVP for Campus Services & Chief Auxiliaries Officer)

The AUFS Chair invited Dale Hartenburg to present parking updates, in response to concerned faculty about parking changes not communicated.

- Fall 2021: Summerville parking demand expected to drop 50%

- o Fall '19: ~2200 / day; Fall 2021 ~900 day
- HS campus demand to exceed capacity, resulting in development of alternatives and communication plans
- Provide flexibility based on presence at campus; removing the need for in-person visit to the Parking Office. Everything can be done online. Currently, they are working on a virtual appointment system where you can have a Teams meeting with a parking representative.
- Shuttle capacity increased by 100% over prior year.
- Preparation for Fall has included:
 - o Added spaces – 125+ spaces with 350 additional at Lot 38 coming online by October
 - o Added a daily parking option via the ParkMobile app to give students and employees at all campuses flexibility for how they park on campus (\$4 / day)
 - o Comprehensive signage update to improve wayfinding and reflect current policy and branding
 - o Integrated two software systems to improve access and validation at gated lots.
- Ongoing actions:
 - o Open dialogue with the city and Richmond County Sheriff's Office on community parking concerns – across from RA Dent; west campus parking lots; Katherine St on Summerville
 - o Developed a “hybrid” coverage plan that allows us to flex buses b/w high demand times and routes (Gold to Blue to Lot 55 PM)
 - o Defined a Blue EXPRESS Route to maintain capacity between Health Science and Summerville campuses between 8:30 am – 3 pm.
- Communication Process:
 - o Encourage users to develop a consistent pattern
 - o This includes providing more detailed info, earlier, across multiple platforms, including:
 - JagWire
 - Parking & Transportation website
 - Presenting/disbursing info directly to affected groups (campus committees, college deans, etc.)
 - The Passio-GO app
 - The Jag Mobile app

Lots of issues were raised by meeting attendees. General themes included parking pay discrepancies on Summerville campus between students and faculty. Before the summer, there were spots designated to faculty/staff, and then they painted over them, yet faculty/staff are still paying double the price. Hartenburg responded that there never were separate spots for faculty/staff for a long time; the labeling was outdated – so students weren't getting fined if they parked in a faculty/staff spot. The pay discrepancy is due to students receiving a discounted rate for lots of services on campus, and “that is how it has always been.” Another prominent theme was issues surrounding the severe lack of parking spots on HS campus and faculty having to come quite early to get a spot and the impact this has on teaching and learning.

AUFS Updates

Committee Updates

- Not reported due to time – Committee Chairs will submit a written report to the AUFS Executive Committee, although most probably haven't met yet anyways

AUFS Executive Officer Reports

- Not reported due to time – Officers will submit written report to BOX folder.