



**Minutes of the University Libraries Assembly**  
**March 15, 2016, 2:30 p.m. – 3:30 p.m., JSAC Hardy Room**

Call to Order: 2:30 P.M.

1. Approval of Minutes

- a. The December Assembly minutes were approved. First: Bandy; Second: Verburg.

2. OLD Business

a. Peer Review of Teaching (Verburg)

- i. The committee (Verburg, Hackman, Bandy, and Shipman) is continuing to review articles and will meet after Spring Break to develop a proposal. The committee will create a draft peer-review form by fall (date tentative).

b. Revision of library bylaws (Ballance)

- i. Verburg and Ballance will meet and discuss areas that need to be updated, specifically to identify what areas that need to be updated to accommodate an alternate Senator and to ensure that our bylaws are in accordance with university bylaws. The assembly should aim to have the bylaws revised by June 22<sup>nd</sup>.
- ii. Davies reported on the concern of dropping below the required number of faculty members for a second senator. After discussion with the executive board, the number of senators is dependent on the number of people and not positions; therefore the Libraries Assembly will not qualify for a second senator until fall 2016.

3. NEW Business

- a. Dr. Rychly attended the meeting and provided information on upcoming events:

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

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Mailing Address:  
1120 15<sup>th</sup> 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**

- Investiture Ceremony and Celebration - Brooks A. Keel is 4/27/2016 from 2:00 PM – 6:00 PM
- Alumni Weekend is April 28<sup>th</sup> – May 1<sup>st</sup>
- A Toast to Augusta University Toast is April 24, 2016 4:00 – 5:30 PM
- Celebration of the Replanting of the Arsenal Oak is April 29, 2016 at 1:00 pm
- The Annual Faculty Evaluation form and process is changing and training dates will be announced soon.
- The SACS visitation is scheduled for March 22, 2016
- The QEP has been announced: Learning by Doing: Discover, Engage, Reflect, Lead; more information can be found at <http://www.augusta.edu/qep/>
- Budget preparations are ongoing.
- Promotion and Tenure: The Board of Regents is now requiring names in February for the next cycle. The Libraries should receive notification of candidates in May/April.

b. Election Results (Mears)

i. University Committees

- Athletics – Max Hackman (1 year)
- Budget Advisory, Info. Tech. and Univ. Resources – Barb Mann (2 years)
- Dispute Resolution and Grievance –Melissa Johnson, Peter Shipman (alternate) (3 years)

ii. College Level

- Vice-Chair/Parliamentarian – Erin Prentiss (1 year, then 1 year as chair)
- Secretary/Treasurer – Natalie Logue (1 year)

c. Libraries Assembly Standing Committees (Ballance)

- i. No members have been selected for these committees
- ii. Ballance will appoint a chair for each committee
- iii. Discussion: Do we need a nominating committee? Fay and Darra will make language changes and shift duties to the secretary; the assembly will then vote on that change; the bylaws do address ad hoc committees.

d. Outstanding Faculty Award (Burchfield)

- i. Burchfield will chair the nominating committee for the award.

ii. Discussion:

1. Should we update criteria for the award?
2. This should be addressed during the next academic year.

iii. Deadline: Please send nominations to Burchfield by COB, Monday, March 21, 2016; faculty will then have 24-48 hours to vote on the nominees.

e. University Senate Update (Davies)

- i. January 11, 2016 (See Appendix I)
- ii. February 1, 2016 (See Appendix II)
- iii. March 2016 (See Appendix III)
  1. Chair is going to set ad hoc committee on shared governance to facilitate understanding of
  2. Dr. Birdsong Healthy Respect policy
  3. Barkus- Naming committee of buildings
  4. Report from Dr. Caughman on enrollment
  5. Hull College of business Dean in negotiation

f. University Committee Updates

i. Athletics (Prentiss):

Athletics department want to use foundation funds to pay for graduating seniors.

Outstanding Athletics ALumni Award, committee will approve award

Women's basketball made sweet 16

ii. Budget, IT, and GRU Resources (Seago): No report

iii. Community Services (Waggoner-Angleton):

Finalized form for Clearinghouse; Dr. Williams (chair) is meeting with the Division of Communications and Marketing

iv. Curriculum and Academic Policies (Shipman):

The USCAPC (University Senate Curriculum and Academic Policies Committee) “met” by email to approve two curriculum proposals.

One is to add a psychology requirement in Kinesiology Pre-Physical Therapy program, already approved by both the Kinesiology and the Psychology departments.

The second is to separate CHEM 2111 and CHEM 1212 labs from lecture, also already approved by the College of Science and Mathematics.

Both proposals were approved by USCAPC.

v. Dispute Resolution & Grievance (Verburg and Bandy):

A grievance hearing has gone forward; there were suggested changes to the policy

vi. Faculty Development (Burchfield):

The committee is continuing work on possible new awards

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

viii. Governance and Communication (Mann):

See University Senate Notes in appendices

ix. Student Affairs (Weeks):

Weeks continues to serve on two subcommittees: 1) He is chair to the Scholarship and Financial Aid Committee and they are currently reviewing over 800 scholarship applications 2) Student Activity Fee Committee: reviewing applications from organizations requesting funding

g. Other University Information Related to Faculty

- The CSRA Heart Walk Libraries team raised \$892, which was over the goal. Way to go!
- We have a new resource, ICSPR. Be on the lookout for announcements.
- Gaines reported that Match Day is Friday, March 18, 2016.
- The Latino Americans series has an event today, 3/15, in University Hall
- Erin Prentiss was awarded the American Library Association’s New Member Roundtable Professional Development Grant. This grant will help

support attendance at the ALA Annual Conference in Orlando, Florida, on June 23-28, 2016.

- Confucius Institute received instruments and the library is collaborating with them to allow the instruments to be checked out to the music department
- Mann reported that the Reese Library extended hours going well

#### 4. Announcements

- The spring Faculty Assembly is April 14 at 5:30 pm; all faculty are encouraged to attend
- Mann provided an update on the HVAC renovation: The first floor renovation will begin in the first week of April
- Seago reported that the Gensler questionnaire on Greenblatt Library space is being finalized
- The Greenblatt Library recently received a new security system
- Mann reported that Reese Library is increasing outlets on first floor
- The last lecture in the History of the Health Sciences Lecture series is A Fine Line between Magic and Science with Dr. Wendy Turner on March 3, 2016. It was very well attended.
- Dr. Leslie Wilkes (Medical College of Georgia, Class of 1965) recently donated very valuable and rare books written by John Hunter to the Historical Collections and Archives
- Mann reported that weeding ongoing: journals and government documents
- The Medical Library Association Meeting is May 3-18 and several Greenblatt librarians are attending
- Thomas Weeks was accepted into the Association of College & Research Libraries Immersion Program, Teacher Track. This program is a 5 day immersive program that focuses on individual development for those who are interested in enhancing, refreshing, or extending their individual instruction skills. Curriculum includes classroom techniques, learning theory, leadership, and assessment framed in the context of information literacy. For more information on this program visit <http://www.ala.org/acrl/immersion/teachertrack>.
- Kathy, Lindsay, Sandra, and Brenda are visiting the National Library of Medicine March 8-10
- The GA Biomedical Informatics will continue through fall 2018
- Seago reported that third quarter goals will be due soon
- Mears encouraged all faculty to update their PACT accounts

The next Libraries Assembly meeting is scheduled for June 22, 2016 from 2:30 – 3:30 p.m. in AB 211, Health Sciences Campus.

Adjournment

Appendix I

**Meeting Minutes**

University Senate Meeting  
JSAC Ballroom, Summerville Campus  
5:30 – 7:30 pm  
11 January 2016

Chair: Elizabeth Hogan

Members Present: MJ Weintraub, Renuka Mehta, Roni Bollag, Jean Pawl, Cathy Tugmon, Carol Rychly, Elizabeth Hogan, David Hunt, Gretchen Caughman, Melissa Powell-Williams, Edgar Johnson, Raghavan Raju, Ahmed El-Marakby, Allison Buchanan, Paulette Harris, Jane Garvin, Ric Topolski, Robert Scott, Kathy Davies, Eric Lewkowiez, Koni Pandelakis, Anthony Robinson, Barbara Mann, Bill Reese, Ray Whiting

Regular Meeting       Special Meeting

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

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David Hunt

Secretary

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**TOPIC****DISCUSSION/ACTION TAKEN**

|   |   |
|---|---|
| Welcome                                 | Dr. Elizabeth Hogan<br>Meeting began at 5:35  |
| Review and Approval of Minutes          | Dr. David Hunt<br>Motion to approve: Hunt, seconded,<br>passed  |
| Reports of Officers:<br>Executive Chair | Dr. Brooks Keel<br>No report  |
| Senate Chair                            | Dr. Elizabeth Hogan<br>Will continue to meet with committee<br>chairs   |
| Vice-Chair                              | Dr. Cathy Tugmon<br>Working on correlating statutes with the<br>bylaws  |
| Secretary-Treasurer                     | Dr. David Hunt<br>No report   |
| Invited Reports:<br>Provost             | Dr. Gretchen Caughman<br>Monitoring spring enrollment, Hull<br>college dean search is progressing,<br>approval of Harrison chair in Basic<br>Sciences, three other name chairs<br>appointed, approval of Georgia State<br>merger with Georgia Perimeter, approval<br>of space request at Old Dental building<br>and acquisition of abandoned land near<br>Health Science campus, continue to refine<br>SACS documentation and QEP for<br>submission |

VPAFA

Dr. Carol Rychly

Lorraine Evans will become director of the new Student Support Center (the Hub), policies are being announced in Jagwire among other places, new policies or changes will be sent to Deans from this point, approval of AIST degree to IT

Committee Reports:

Athletics

No report

Budget, IT & GRU Resources

No report

Community Services

**Community Service Committee**

**Report to the University Faculty**

**Senate**

**Monday January 11, 2016**

No report

Committee has not met since last report

Next meeting January 19th, 1:30- 2:30 in HT 2323

Submitted by Lovoria Williams

Community Service Chair

Reported by Carol Waggoner-Angleton

Senate Liaison to the Community Service

Committee Chair

Curriculum & Academic Policies

Dispute Resolution & Grievance

Faculty Development

No report



Faculty Rights & Responsibilities

No report

Governance & Communication

| <b>Governance &amp; Communications Meeting Minutes</b> |  |             |                   |                 |                              |
|--|--|-------------|-------------------|-----------------|------------------------------|
| <b>Meeting Date</b>                                    | January 6, 2016  | <b>Time</b> | 12:30 - 1:30 p.m. | <b>Location</b> | University Hall, room UH-227 |
| <b>Participants</b>                                    | Scotty Scott (CSM), Chair; Barb Mann (Libraries), Judy Glaser (CON note: called in from Athens campus), Terri Sasser (PCAHSS), Chris Sligar (CSM) Juan Walker (COE), Laura Mulloy (MCG), Charles Jackson (COE) |             |                   |                 |                              |
| <b>Absent</b>  | MJ Weintraub (CAHS), Ali Arbab (TGS), Reda Bassali (MCG), Mahmood Mozaffari (CDM), Julie Zadinsky (CON), Martha Brackett (CDM), Matthew Buzzell (PCAHSS), Michael Dugan (COB),                                 |             |                   |                 |                              |
| <b>Purpose</b>   | Governance & Communications Committee Meeting  |             |                   |                 |                              |

| <b>Agenda Items</b>  | <b>Reports/Discussion</b>  |
|----------------------|--|
|                      | Previous Meeting Minutes approval deferred until next meeting, due to the absence of committee secretary   |
| Subcommittee Reports | <p><b>Faculty Evaluation of Administrators:</b> Barb Mann reported:</p> <p>The subcommittee heard back from Susan Norton with answers to previous queries and they are working through them now. The purpose is to see what we can learn about the questions asked last time, and how we can improve the survey instrument for the next iteration due fall semester, 2016.</p> <p><b>Policy Management Group subcommittee:</b> Scotty Scott reported:</p> <ol style="list-style-type: none"> <li>1. The PMG has not met since the last Governance and Communication Committee meeting, but is scheduled to meet on Friday, January 8<sup>th</sup>.</li> <li>2. The Augusta University “Policy on Policies” calls for existing policies to be reviewed every third year, and several policies that were initiated when GRU was established in January, 2013, are therefore due. Many of those will be coming to the Senate for the</li> </ol> |

appropriate Senate Committee to review and make recommendations to the Senate as to changes needed.

3. Reduction in Workforce Policy has been sent back to HR for a rewrite, dividing it into two policies: staff and faculty. The staff part won't call for faculty review, and the faculty part will need to be consistent with policies addressing tenure / tenure track / non-tenured faculty. The latter will require a faculty review (presumably by the Rights and Responsibilities committee) and Senate approval once the rewrite is completed.
4. Credentialing of Faculty Policy. Policy was sent to the Senate Curriculum and Academic Policies committee for review. It will need a Senate vote to forward it back to the Policy Management Group either as written, or with recommended changes.
5. Promotion and Tenure Policy. Policy Draft has been sent to the Senate P&T Committee. That committee needs to approve it or recommend changes, and in either case bring it up to the Senate for a vote. Then it will be forwarded back to the Policy Management Group like the policy above.
6. The Senate Dispute Resolution and Grievance committee is working with Human Resources to make changes to the faculty grievance process. There is a draft HR Policy on the topic under review.

**Bylaws & Statutes:** Scotty Scott and Chris Sligar reported: Working on three tasks: (1)

Updating the Statutes to conform with the most recent Bylaws approved changes (and the name change), and will send them to the Executive Committee for proofreading and further routing, for Presidential approval. We hope to get them back to the Executive Committee by January 22<sup>nd</sup>. (2) Coordinating a timeline for this semester's Bylaws changes, including posting on the web and faculty vote. We know of changes that the Grievance Committee and the P&T Committee are each working on; if any other committees or Senators have recommended changes, please send them to the Governance & Communication Committee and we will coordinate with the Executive Committee. (3) Coordinating with the P&T Committee about the mechanism and timeline to approve the changes to the P&T Guidelines.

**GRU Faculty Manual:** Scotty Scott reported.

The manual is still on hold due to the change of the university name to Augusta University and the many changes associated with the re-naming.

|                     |   |
|---------------------|---|
|                     | <p><b>Nominations &amp; Elections:</b> Scotty Scott reported.</p> <p>There are still several unfilled committee positions which MJ Weintraub will continue to work on. In addition to filling current vacancies, there are two types of votes needed during spring semester:</p> <ol style="list-style-type: none"> <li>1. University-wide Senate positions coming vacant at the end of the semester, <i>i.e.</i> Vice Chair, Secretary, Treasurer, and At-Large Senate positions completing two years in office.</li> <li>2. College-wide positions for University Senators and University Committee members (generally 2 per college) that are completing two years in office.</li> </ol> <p>Both of those types of elections will need to be completed this semester. We are going to brief the Executive Committee at their 1/25 meeting, with recommended timelines for the nominations / vetting / voting etc.</p> <p><b>Intrafaculty Communication:</b> Terri Sasser reported.</p> <p>The subcommittee are meeting with Jack Evans, Vice President of Department of Communication and Marketing (DCM), as well as with his staff to continue developing two things:</p> <ol style="list-style-type: none"> <li>1. A hierarchy of listserv addresses for departments / colleges / campus / university-wide emails, to facilitate intrafaculty communications;</li> <li>2. The Augusta University policy on social media that is currently being worked.</li> </ol> <p>Both will be worked in consonance with setting up the new “augusta.edu” email and web system.</p> |
| <b>New Business</b> |   |
|                     | <p>Scotty Scott asked that we consider a possible recommendation to restructure this committee perhaps next Academic Year, to separate out Governance and Communications – and perhaps combine Communications with the IT portion of the current BAITUR committee. No immediate action required.</p>  |
|                     | <p>A question arose regarding which Senate Committee, or Senate Committees, are involved in the faculty evaluation process, including forms to be used etc.? It ought not to be just HR with no faculty input. Should the lead Senate Committee be Faculty Development, or Faculty Rights and Responsibilities, or Promotion &amp; Tenure? Is there sufficient interest in the topic to call for</p>  |

|  |  |
|--|--|
|  | a “Faculty Forum” or other meeting, to go over the Faculty Evaluation process? Scotty Scott will coordinate with other Committee chairs to brainstorm the issue.                   |
|  | Next meeting: Scotty will send out a Doodle poll to identify a date the last week of January. Meeting will be on the Health Sciences campus.<br><br>Meeting adjourned at 1:35 p.m. |

Promotion & Tenure

No report

Student Affairs

Special Orders and Unfinished Business:

Promotion and Tenure

Dr. Gordon Eisenman

Moved by committee to accept revisions, seconded, passed

New Business:

USCAPC item #3

Dr. Stacy Bennetts

Motion to send potential changes in academic conduct policy for consideration to the Faculty Rights and responsibilities committee: Edgar Johnson, seconded, passed

Treasurer Position

Dr. Elizabeth Hogan

Solicitations for Treasurer position to fill position until next election

Motion to put University in the title, change title to Evidence of Service to parallel other categories, replace “substantial” with “meets the standard”, strike the last two sentences in Pre-tenure review section reporting and followup, pretenure report would not go to the provost, deans would only report that it was completed to the provost,

Seconded, passed

Motion to change to these materials shall remain at the respective level, seconded, passed

Suggested to send to a copy editor

Motion to add phrasing consistent with reported effort, seconded, passed

Announcements

Open Floor

Adjournment

Dr. Elizabeth Hogan

Next Meeting: February 1, 2016

5:30 – 7:30 pm

EC-1222, Health Sciences Campus



**Meeting Minutes**

**University Senate**

**EC-1222 Health Science Campus**

**1 February 2016**

**5:30-7:30 pm**

Chair: Dr. Elizabeth Ferguson

Members Present: Jean Pawl, Cathy Tugmon, Carol Rychly, Elizabeth Ferguson, David Hunt, Gretchen Caughman, Melissa Powell-Williams, Edgar Johnson, Raghavan Raju, Ahmen El-Marakby, Allison Buchanan, Olajide Agunloye, Paulette Harris, Beth Nesmith, Jane Garvin, Ric Topolski, Robert Scott, Kathy Davies, Roni Bollag, Renuka Mehta, Barbara Mann, Bill Reese, Ray Whiting

Regular Meeting       Special Meeting

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

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David Hunt

Secretary

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**TOPIC**

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**DISCUSSION/ACTION TAKEN**

Meeting began at 5: 33

Welcome

Dr. Elizabeth Ferguson

Dr. Hogan now goes by Dr. Ferguson, kudos for new branding, Dr. Tugmon is developing Standard Operating Procedures for common Senate actions, senate meeting added May 2, 2016,

Review and Approval of Minutes

Dr. David Hunt

Motion to approve: Hunt, seconded, approved

Reports of Officers

Executive Chair

Dr. Brooks Keel

No report

Senate Chair

Dr. Elizabeth Ferguson

No report at this time

Vice-Chair

Dr. Cathy Tugmon

Statutes have been updated, approved by Executive

Committee, should be approved by Dr. Keel next week

Secretary-Treasurer

Dr. David Hunt

Invited Reports

Provost

Dr. Gretchen Caughman

Enrollment update, Admissions update, Planning

(Education and Research Missions) update, budget planning ongoing, Employee engagement priorities update, SACSCOC Reaffirmation update

VPAFA

Dr. Carol Rychly

Annual Evaluations of Faculty begin March 1,

Lorraine Evans introduced as Director of The Hub

Motion to move Campus Carry issue to this point in the agenda, seconded, approved



Motion to approve the following resolution:

*Resolved*, that the University Senate of Augusta University opposes any legislative initiatives in the state of Georgia which would repeal or ease in any way, the current prohibition of guns on campuses of public universities or colleges by any person other than law enforcement personnel.

Further, the University Senate of Augusta University urges the Legislative Delegation representing Richmond and Columbia Counties to oppose any such legislative initiatives, specifically including House Bill 859 currently under consideration.

Finally, the University Senate of Augusta University urges individual faculty members to contact their state legislators and ask them to vote against HB-859.

Motion to approve: Scott, seconded, discussion,

Motion to strike the last sentence: after “and”:  
Topolski, seconded, approved

Motion to amend second paragraph to read  
“urges our legislative delegations to oppose...:  
Nesmith, seconded, approved

Motion to add “As private citizens.” to the end  
of the third paragraph: Powell-Williams, seconded,  
approved

Motion to change last paragraph to move as  
private citizens to after members: Powell-Williams,  
seconded, approved

Motion to approve motion as amended: Scott,  
seconded, discussion, approved

*Resolved*, that the University Senate of Augusta University opposes any legislative initiatives in the state of Georgia which would repeal or ease in any way, the current prohibition of guns on

campuses of public universities or colleges by any person other than law enforcement personnel.

Further, the University Senate of Augusta University urges our Legislative Delegations to oppose any such legislative initiatives, specifically including House Bill 859 currently under consideration.

Finally, the University Senate of Augusta University urges individual faculty members, as private citizens, to contact their state legislators.

Committee Reports

|                    |                          |
|--------------------|--------------------------|
| Athletics          | will be meeting february |
| Budget, IT, & AU   | no report                |
| Resources          |                          |
| Community Services |                          |

**Community Service Committee**

**Report to the University Faculty Senate**

**Monday February 1, 2016**

- Committee met January 19<sup>th</sup>, 1:30- 2:30 in HT 2323
- Continues work on development of JagWire community volunteer opportunity module
- Plans made to develop an electronic Smart-form for faculty to submit community events to JagWire
- Next meeting date and time TBD by Doodle poll

|                       |           |
|-----------------------|-----------|
| Curriculum & Academic |           |
| Policies              | no report |
| Dispute Resolution &  |           |
| Grievance             |           |
| Faculty Development   |           |
| Faculty Rights &      |           |
| Responsibilities      | no report |
| Governance and        |           |
| Communication         |           |

## Governance & Communications Meeting Minutes

|                     |   |             |                   |                 |                    |
|---------------------|---|-------------|-------------------|-----------------|--------------------|
| <b>Meeting Date</b> | January 25, 2016  | <b>Time</b> | 12:00 - 1:00 p.m. | <b>Location</b> | Greenblatt, AB-224 |
| <b>Participants</b> | Scotty Scott (CSM), Chair, MJ Weintraub (CAHS), Ali Arbab (TGS), Michael Dugan (COB), Mahmood Mozaffari (CDM), Barb Mann (Libraries), Judy Glaser (CON_Athens campus), Terri Sasser (PCAHSS) and Chris Sligar (CSM) |             |                   |                 |                    |
| <b>Absent</b>       | Laura Mulloy (MCG), Reda Bassali (MCG), Charles Jackson (COE), Julie Zadinsky (CON), Martha Brackett (CDM), Paulette Harris (Senate liaison), Matthew Buzzell (PCAHSS) and Juan Walker (COE).                       |             |                   |                 |                    |
| <b>Purpose</b>      | Governance & Communications Committee Meeting   |             |                   |                 |                    |

| Agenda Items         | Reports/Discussion  |
|----------------------|---|
|                      | December 1/3, 2015 Meeting Minutes and January 6, 2016 Meeting Minutes were approved.   |
| Subcommittee Reports | <p><b>Faculty Evaluation of Administrators:</b> Barb Mann reported:</p> <p>The subcommittee met on January 13, 2016, and discussed the replies to questions received via email from Susan Norton, Augusta University Enterprise Vice President, Human Resources. See the attached report from the subcommittee for further details. Barb said that a meeting was scheduled to talk with Ms. Norton on Wednesday, January 27, 2016.</p> <p><b>Augusta University Policies:</b> Scotty Scott reported:</p> <ol style="list-style-type: none"> <li>1. AU policies are being migrated to the new policy library.</li> <li>2. GRU needs to be changed to AU in all policies.</li> <li>3. Concern that policy dates will be given migration date which will require all policies to be reviewed according to this date or the date of an earlier migration to an automated system, as opposed to the maintaining the review dates actually</li> </ol> |

required, which are based on the actual date the policy was approved as a GRU policy plus three years.

**Bylaws & Statutes:** Michael Dugan reported:

1. AU Bylaws changes voted on last semester are now posted on the Senate webpage.
2. The AU Statutes changes are being reviewed by the Executive Committee. As part of the vote last semester, the faculty approved that changes made in the Bylaws also can be made in the Statutes and would not require an additional vote.

**Intrafaculty Communication:** Terri Sasser reported:

The subcommittee has not met again since the January 6<sup>th</sup> G & C meeting.

**Nominations & Elections:** MJ Weintraub and Scotty Scott reported.

1. Scotty & MJ will be meeting with the Executive Committee on January 25, 2016, at 4:00 pm to present
  - a. Proposed timelines for College-Level University Senate elections. The timelines are based on the final University Senate meeting date being on April 11 or on May 2, 2016.
  - b. Updated list of positions has been created & request help in filling the open positions.
  - c. Consider the addition of a May Senate meeting
2. G & C will be charged with administering the vote for the Senate-level elections (Vice Chair, Secretary, Treasurer & 2 at-large senators). Scotty has reminded the Executive Committee to begin working on this.

**GRU Faculty Manual:** Scotty Scott reported.

The manual is still on hold due to the change of the university name to Augusta University and the many changes associated with the re-naming.

|                                |   |
|--------------------------------|---|
| <b>Unfinished<br/>Business</b> |   |
|                                | The Faculty Evaluation Policy will be reviewed by the Faculty Development Committee. The question of whether the annual faculty performance review should be part of the P & T folder has been suggested for part of this review. |
|                                | Next meeting: Monday, February 22, 2016, at 1:00 pm in UH 227 on the Summerville campus.<br><br>Meeting adjourned at 1:56 p.m.  |

Minutes respectfully submitted by MJ Weintraub

## Faculty Evaluation of Administrators Subcommittee Meeting Minutes

January 13, 2015 via WebEx

2pm-3pm

**Members in attendance:** Martha Brackett, Charles Jackson, Barb Mann (chair), Terri Sasser

The meeting focused on the replies received from Susan Norton, Vice President for Human Resources and Chief Human Resources Officer, in her e-mail dated January 6, 2016, in response to the questions sent by this committee. In discussing the responses more concerns were raised.

### **Concerns raised included:**

- **Who is being evaluated?** Faculty will be evaluating mainly their immediate supervisor, usually department chair/director. However, there are cases when a faculty member reports to another faculty member. How do faculty in such positions have opportunities to evaluate their chairs/directors? While Ms. Norton stated there are a few questions that provide opportunities to evaluate deans and other top administrators, are there enough to provide a clear picture? How will faculty be able to provide in-depth evaluation of deans or their equivalents?
- **Terms used to describe levels of administrators are unclear:** The terminology used to delineate the different levels comes from the health sciences. In the previous survey there were reports that faculty did not understand who they were evaluating due to these titles (e.g., section chief, etc.). Terminology needs to be changed or an accompanying document of terms included as part of the survey.
- **How is anonymity/privacy protected?** An ID was assigned to each respondent and was used in the incentive campaign. How is this ID stripped out from the responses, but still able to associate with the particular department chair/director, etc.? In situations where the units/departments are small this is especially an issue to ensure no retaliation and provide the ability to be honest in responses.

- **There appears to be a lag time between when survey is completed and results reported.** This is a problem on all levels.
- **How do the results affect evaluations of administrators by their supervisors?** Ms. Norton stated that “For those administrators in shared services roles, those individuals were also included in the fall 2014 health system survey and their results were included in their 2015 performance evaluations. Performance is monitored by the immediate supervisor and so they would determine the actual methodology for addressing poor performance.” This appears to relate only to health sciences.
- **How are multiple reports of bullying/hostile workplace being handled?**  
No bullying or hostile workplace policies were found in the University policy library.

The committee decided that the chair should set up a meeting with Ms. Norton to discuss these concerns as well as ask to see the specific questions being asked about administrators and to be able to tweak the questions for the survey.

Update: Susan Norton has been in contact with subcommittee chair Barb Mann as of January 25 and Ms. Mann will be meeting with her on Wednesday, January 27, to discuss the committee’s concerns.

|                    |                                    |
|--------------------|------------------------------------|
| Promotion & Tenure | will bring changes to next meeting |
| Student Affairs    |                                    |

Special Orders and Unfinished

|                      |                                    |
|----------------------|------------------------------------|
| Business             |                                    |
| Promotion and Tenure | Dr. Eisenman<br>Not able to attend |

New Business

|                 |  |
|-----------------|--|
| Healthy Respect | Dr. Quincy Byrdsong<br>Will be rescheduled |
|-----------------|--|

|            |            |
|------------|------------|
| QEP Update | Dr. Tugmon |
|------------|------------|

|                           |                        |
|---------------------------|------------------------|
| Election Process Calendar | Dr. Elizabeth Ferguson |
|---------------------------|------------------------|

| <b>April 11<sup>th</sup> Senate Mtg</b> | <b>Action</b>  |
|---|--|
| February 8                              | 1. List of Open Positions Drafted  |
| February 15                             | 2. Announce & Solicit Nominees   |
| March 7                                 | 3. Nomination List Finalized   |
| March 14                                | 4. Voting Occurs   |
| March 28                                | 5. Election Results announced & names sent to University Senate                |
| April 11                                | 6. Committees meet & elect new chair. Name of chair sent to University Senate. |
| May 2                                   | University Senate meeting  |

seconded, approved Motion that timeline be approved: Dr. Scott,

Announcements Open Floor

Adjournment Dr. Elizabeth Ferguson

Meeting ended 7:31

Next Meeting: Mar 7, 2016, JSAC Ballroom, Summerville Campus



Appendix III

**Meeting Minutes**

**University Senate Meeting March 7 2016**

**JSAC Ballroom, Summerville Campus 5:30-7:30 pm**

Chair: Elizabeth Ferguson

Members Present: Brooks Keel, Jean Pawl, Cathy Tugmon, Carol Rychly, Elizabeth Ferguson, David Hunt, Gretchen Caughman, Melissa Powell-Williams, Edgar Johnson, Scott Wise, Joey Styron, Allison Buchanan, Olajide Agunloye, Jane Garvin, Ric Topolski, Robert Scott, Roni Bollag, Eric Lewkowicz, Barbara Mann, Bill Reese, Ray Whiting

Regular Meeting       Special Meeting

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

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David Hunt Secretary

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**TOPIC**

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**DISCUSSION/ACTION TAKEN**

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Meeting began at 5:38

Welcome

Dr. Elizabeth Ferguson

Review and Approval of  
Minutes

Dr. David Hunt

Motion to approve: Hunt, seconded, approved

Reports of Officers:

Executive Chair

Dr. Brooks Keel

No tuition increase this year; 3% merit pool in Governor's budget; Campus Carry legislation passed the House, being studied by the Senate, passed out of the Senate Judiciary committee, now in Senate Rules committee, likely to be presented to the Senate for a vote.

Senate Chair

Dr. Elizabeth Ferguson

Houston Davis will try to attend one of the next two Senate meetings;

motion to change order of agenda, moving Shared governance to this point: Lewkowiez, seconded, approved.

Shared Governance Dr. Elizabeth Ferguson  
On a journey towards Shared Governance, many different version of Shared governance, operationalized differently, a committee will form to discuss shared governance in April, volunteers included Laura Mulloy, Robert Scott, Barb Mann, Ric Topolski, Olajide Agunloye, Almira Vazdarjanova

Dr. Keel

Our version of shared governance will be determined in a shared way, should include all levels of the university, including students and staff.

Vice-Chair Dr. Cathy Tugmon  
No report

Secretary-Treasurer Dr. David Hunt  
No report

Invited Reports:

Provost Dr. Gretchen Caughman  
SACS visit coming up this month, enrollment numbers are down only very slightly, focusing on recruitment and retention efforts, Search committee for Dean of Business has made its recommendations

VPAFA Dr. Carol Rychly  
34 students admitted to the Jaguar Jumpstart program, faculty evaluations ongoing through the end of April, information session regarding the PACT system being Thursday, March 10, at 4, all session on University calendar.

Committee Reports

Athletics no report  
Budget, IT, & AU Resources no report  
Community Services no report  
Curriculum and Academic Policies no report  
Dispute Resolution and Grievance Almira  
Only one vacancy on committee, in last stages of handling the grievance committee case currently before them, will turn their attention to changes in bylaws

Faculty Development no report  
Faculty Rights and Responsibilities Ric Topolski  
Has received a new draft of the Workforce Reduction Policy from HR and will be discussing this in the coming weeks. HR addressed our issues and we will discuss if we are satisfied with how they have done so. We

are also meeting on March 16 to have a general discussion of job protections for non-tenure track faculty.

Governance and Communication Robert Scott

| <b>Augusta University Governance &amp; Communications March 2016 Report</b> |   |
|---|---|
| <b>Meeting Date</b>   | February 22, 2016   |
| <b>Location</b>   | UH 227  |
| <b>Participants</b>   | Scotty Scott (CSM), Chair, Juan Walker (COE), Paulette Harris (Senate liaison), MJ Weintraub (CAHS), Terri Sasser (PCAHSS) and Chris Sligar (CSM).  |
| <b>Absent</b>   | Laura Mulloy (MCG), Reda Bassali (MCG), Charles Jackson (COE), Julie Zadinsky (CON), Martha Brackett (CDM), Matthew Buzzell (PCAHSS), Ali Arbab (TGS), Mahmood Mozaffari (CDM), Barb Mann (Libraries), Judy Glaser (CON_Athens campus) and Michael Dugan (COB). |
| <b>Purpose</b>  | Governance & Communications Committee Meeting   |

| <b>Agenda Items</b>  | <b>Reports/Discussion</b>  |
|----------------------|--|
|                      | January 25, 2016 meeting minutes could not be approved. Did not have a quorum.   |
| Subcommittee Reports | <p><b>Faculty Evaluation of Administrators:</b> No report</p> <p><b>Augusta University Policies:</b> MJ Weintraub</p> <ol style="list-style-type: none"> <li>1. Policy on Policies. Discussed representative from University Senate. Will continue to assign a representative from the G &amp; C committee.</li> </ol> <p><b>Bylaws &amp; Statutes:</b> Michael Dugan reported:</p> <ol style="list-style-type: none"> <li>1. The AU Statutes changes are being reviewed by the Office of the President to insure in accordance with the AU Bylaws.</li> <li>2. We need to put together a timeline with a “no later than” date for Bylaws changes to be sent to the Committee, if they are to be voted on this semester.</li> </ol> <p><b>Intrafaculty Communication:</b> Terri Sasser reported:<br/>The subcommittee has not met again but are waiting to hear a reply to an email sent to Michael Casdorff as to the status of the Social Media policy and listserv.</p> |

|                     |   |
|---------------------|---|
|                     | <p><b>Nominations &amp; Elections:</b> MJ Weintraub and Scotty Scott reported.</p> <ol style="list-style-type: none"> <li>1. Timeline set for college-level Senate elections with nominations due by March 7, voting to begin in colleges March 14, election results sent to University Senate by March 28<sup>th</sup>. Committees will then be able to meet in April to elect new chairs.</li> <li>2. Executive Committee confirmed University Senate will hold a May Senate meeting</li> <li>3. G &amp; C will be charged with administering the vote for the Senate-level elections (Vice Chair, Secretary, Treasurer &amp; 2 at-large senators). Scotty has reminded the Executive Committee to begin working on this.</li> </ol> <p><b>GRU Faculty Manual:</b> Scotty Scott. Nothing to report.</p> |
| <b>Old Business</b> |   |
|                     | None  |
| <b>New Business</b> |   |
|                     | None  |
|                     | <p>Next meeting: Monday, March 21, 2016, at 1:00 pm in UH 227 on the Summerville campus.</p> <p>Meeting adjourned at 12:42 p.m.</p>   |

Minutes drafted by MJ Weintraub

Elections are run by the Colleges.

Motion to change the election schedule, changing the date for item 6 by one week and item 4 by one week: Topolski, seconded, approved.

Promotion & Tenure  
Student Affairs

no report  
Amber McCall  
Met with Dr. Wallace about faculty/student concerns, met with Diversity and Inclusion Committee, plans to increase clarity in Student Handbook for the upcoming academic year.

Special Orders and  
Unfinished Business

Treasurer

Dr. Elizabeth Ferguson

David Hunt will serve as interim Treasurer until  
one is elected

USGFC

Dr. Jean Pawl

USGFC meeting April 15th in Valdosta

New Business

Healthy Respect Policy

Dr. Quincy Byrdsong

Advancement

Dr. Susan Barcus

Request to name a member to the naming  
committee.

Shared Governance

Dr. Elizabeth Ferguson

Moved above

Announcements

Open Floor

Robert Scott – committees, senate liaisons should  
be at senate meetings, committees seem to be  
more reactive than proactive, encourage  
committees to review their charter and report on  
what they accomplished regarding their charter.

Melissa Powell-Williams – Student code of  
conduct recommendations coming from BOR,  
what will faculty involvement look like in this  
process?,

Dr. Caughman – language of policies has been  
sent from BOR with a quick turnaround,  
response was sent from AU to BOR as requested,  
will try to involve faculty in the process.

PACT and annual evaluation  
Training

Ric Topolski – annual evaluations, encourage  
chairs to attend

Adjournment

Dr. Elizabeth Ferguson

Meeting ended at 6:53

Next Meeting  
Assembly

11 April 2016, Health Science Campus, EC-1222  
14 April 2016, Ed Commons, GB 1120-D