

Library Assembly Meeting, University Libraries

2:00 p.m. – 3:00 p.m., Greenblatt Library, AB 211, February 5, 2015

Present: Fay Verburg, Brenda Seago, Barb Mann, Maryśka Connolly-Brown, Kathy Davies, Kim Mears, Peter Shipman, Steven Shelton, Darra Ballance, Lindsay Blake, Sandra Bandy, Julie Gaines (remotely from Athens), Rod Bustos, Melissa Johnson, Erin Prentiss

Fay Verburg called the meeting to order at 2 p.m.

1. Minutes of Sept. 23, 2014 meeting approved

2. No old business

3. New Business

a. University Senate Update (Bandy) – See appendix I

Sandra shared the Digital Measures Activity Insight PowerPoint (shared at the last Senate meeting) and asked the Library Assembly to vote on a name and logo for GRU digital measures. The Library Assembly selected: Faculty Activity Capture Tool (FACT). Sandra will vote accordingly to the Library Assembly's preferences in the next Senate meeting.

b. University committee updates

Athletics (Shipman) – There have been lots of sporting events, but no meeting since November; the committee is working on attendance policies, and curriculum and academic policies.

Curriculum and Academic Policies (Connolly-Brown) – The committee has not met since November but has been reviewing curriculum changes and proposals via email. The committee was asked for feedback on the faculty manual currently under development.

Budget Advisory (Seago) – The Master Plan will be discussed on February 11th; Michael Casdorff will also be attending to address technology issues.

Community Services (Ballance) – A new faculty award has been sent to the Faculty Development Committee to recognize outstanding community service. It may be ready as early as spring. A call for nominations will go out.

Faculty Development (Ballance) – A statement on the appropriate use of peer review (formative learning) was called for by Promotion and Tenure, but no guidelines have been set.

Faculty Rights and Responsibilities (Bustos) – FRRC requests feedback on the faculty resource manual currently in development.

Governance and Communication (Blake) – The committee is working on process for sending out notifications faculty-wide. The Press Ganey survey evaluating administrators was discussed at the last meeting. Members of the Library Assembly shared their concerns that many respondents seemed confused about the supervisor category on the survey especially in regards

to wording and changes in administrators (e.g. responses might apply to predecessor). Lindsay said that she would take the concerns back to the Governance and Communications Committee.

Dispute Resolution and Grievance (Verburg) – Has not yet had a reason to meet.

Promotion and Tenure (no GRU Libraries member)

Student Affairs (Mears) – Met in December and January. A representative for Chief McBride came and talked about building closings on campus and what this means for students and staff. The committee agreed that it was for the best to close certain buildings after hours, especially with the 24/7 trial at Reese. The Committee reviewed the Office of Academic Admissions' proposed General Institutional Admissions Policy concerning raising admission standards. Tim Sadenwasser shared that feedback was needed on the faculty policy manual and asked the Student Affairs committee to weigh in on student parking in particular. The faculty's role in student violence was also discussed as a possible addition to the manual but the committee decided that the CARE team was the best avenue for this type of reporting.

c. Elections (Verburg)

Elections are coming up this year for Library Assembly and University Senate committee representation. Fay went over the by-laws that pertain to the nominating and elections process. She clarified that the Athletics representative serves a 1 year term. Peter filled in for Kyle, but was then elected to a term himself. He will cycle off this year. Fay asked that University Senate committee members check with their respective committees to confirm their terms and see if a new representative needs to be elected this year. A call for nominations will go out in the coming weeks.

d. Other University information related to faculty

Lindsay shared that the faculty evaluation effort categories have been updated to include a Library Activities category under Teaching. The updated effort reporting is now more reflective of what people actually do on the different campuses. There is also room for more goals (no longer capped at five) and the forms will be available online this year.

The QEP was selected and will be announced formally later: Leadership through Community Engagement. The committee is now in the planning phase. Kathy is still involved and Fay will be on the literature review committee which will start meeting later this month. The working title is LEAP (Leadership Education and Professionalism) but is subject to change.

The LCME (Liaison Committee on Medical Education) site visit will be held in March of 2016; Kathy reports that the library is in good shape.

4. Announcements

Vicki Burchfield will be starting as of March 1; Nursing is very excited and plans to run her picture in their newsletter. The dean will be taking her to lunch when she arrives.

Adam Wyatt was selected as the Associate Vice President for Academic Affairs and Student Success.

Outstanding Faculty Award – All colleges and the University Libraries can submit a faculty member for this award by February 18th. Peter, Kathy, and Jeff have won this award in the past. All nominations should be sent to Darra or Kim by Monday, February 9th to be voted on by February 13th.

Staff Development Day – Save the date: May 7th. The libraries will be minimally staffed on those days to allow for the maximum number in attendance.

24/7 Pilot Program – begins on February 15th; Ginny Durham and Thomas Weeks have helped move this project forward quickly; new hires will begin training next week.

Candidates for both of the Reference and Instruction Librarian positions have been put forward.

The Technical Services Librarian candidate interview for today was canceled; candidate withdrew.

The next two Library Assembly meetings were set for March 24th at 10:30 a.m. (Skinner) and June 16th at 10:30 a.m. (Greenblatt).

The meeting was adjourned at 2:57 p.m.

Appendix I

University Senate, Monday, February 2, 2015

Invited Guest:

Digital Measures: Ray Whiting, Kim Mears, and Dr. Wendy Turner

Making the Lives and Reporting Efforts of Faculty More Efficient

It is a purchased product for our campus.

An online program to record faculty activities on campus--teaching, research/scholarship, and service.

Faculty can add information to this one place in which various groups will pull information to create their own reports.

Jocelyn Fischer--administrator for Digital Measurer

They are going to import from many resources already on campus, for example: SciVal and PeopleSoft.

What we will be asked to do is validate the information when it is completed.

Later this semester faculty will learn how to use the system.

It is user friendly for faculty.

Scholarly works: we will be able to import our citations, PowerPoint presentations, etc.

Can access on and off campus. Categories include: general information, teaching, scholarly/research, and service.

Great for promotion and tenure--one button to create all information in one report.

It will also create a faculty directory with photos. Can be customized, an online portfolio.

They are looking for a unique name (not Digital Measures). An email will be sent to University Senate for recommendations. The three choices are:

- Academic Activity Account (A3)
- Faculty Activity Capture Tool (FACT)
- Professional Activity Capture Tool (PACT)

Library Faculty: if you have a preference, let me know.

Questions:

Faculty training: how are you going to do this? Deans, Associate Deans and their staff have been given an email from Jocelyn to find out a best time to train them first.

Then we will be training department by department, scheduled times for each department as well as a drop in sessions will be offered.

Part-time people: training during their regular office time.

Effort Reporting System will not be replaced by this system. They will be able to pull information from the Effort Reporting System into the Digital Measurers system.

Slide presentation shown at the University Senate will be sent to the Senate.

2. Dr. Caughman

Master plan is proceeding. Team will be on site next week. They are almost there to "paint some broad pictures" for the future.

Prelude to an email: organizational goal, communication pathways that will work. Jack Evans will be ask each of us (Senators) to respond to three questions (1) what kind of communications is working well right now (2) what should we stop (3) Do you know some other practices we should start. Instead of a massive faculty email, Jack Evans will be sending out these questions to groups, for example Deans and Senators.

Presidential Search: not much at this time. It will be a broad base search for a firm, try to have as large as possible faculty involvement. More than two faculty members (last search only had two).

Questions: Master Planning—Are they asking our University Senate Committees questions? Caughman: They should be.

Comment: Identifying faculty for the Presidential search should be from the faculty and not from the administration --Dr. Caughman doesn't know the process at this time.

Is the President description the same as before? That question will be driven by the BOR.

3. Annual Faculty Evaluations --Dr. Rychly

Starts in March.

They are considering this year's new form a pilot—meaning we will use this year and get feedback after use.

Paper format not electronic. Next year should be in an electronic format.

Effort definitions updated: Teaching/Instruction; Research; Clinical; Service; Administration

Dr. Rychly reviewed quickly the Teaching Category (since it had the most changes)

- Instructional Delivery
- Content Expertise
- Course Design
- Advisement
- (missed one)
- Library Activities
- Teaching/Supervising in a clinical setting
- Education Administration

The form is very similar to last year but the rating scale is different --a fourth category has been added (didn't catch the actual name). Faculty friendly wording.

New: After the end of each of the five sections, there will be an area where you can capture those "extra things" accomplished that was not a goal for the year.

Questions:

Don't know when it will come out. HR is in charge of that. March-April is the reporting time.

University Senate Committee Reports:

Outstanding Faculty Member Awards: needs criteria

Faculty Manual – draft table of contents (will bring to the Library Assembly). The Governance Committee wants the Senate to review, suggest other TOC. The committee will write up a draft and sent out.

P&T – Committee has start working on clarifying words in the guidelines, if changes-- recommendation will go to the Senate and Faculty will have to approve the changes (Dr. Pawl will verify those steps).

4. By-Laws Voting

- 648 or 649 out of 650
- Still need 1 or 2 votes
- Family Medicine and Ob/Gyn still have not voted at all

5. Nominations

ZERO for Vice-Chair, Secretary/Treasurer, or the 2 Faculty At-Large positions

6. Senate Attendance Resolution Discussion/Vote (do not have a quorum to vote)

Comments:

- Can there be a policy about Senator given this time free so classes won't be scheduled per registration office
- College of Allied has an alternate if the Senator can't attend the meeting
- Why attendance low? (always on the HSC)--now we are alternate between the two campuses

7. Submission of Committee Reports

Dr. Pawl ask Committee chair to write a mass summary for the year to go up on the web site
She suggested this might be a good time to make suggestions where updates the charges for the University Senate Committee in the Bylaws are needed.

Question to think about: does the chair (or college executive committee member) need to sit on the Senate?

8. Shared Sick Leave

Executive Committee--they are looking at the feasibility (for example: how many hours a faculty member could take out of the pool) before going to HR

9. Saturday, March 21st USGFC (University System of Georgia Faculty Council) will meet in the Coffeehouse on the Summerville campus. This is a small room. If you are interested in attending please contact Dr. Pawl. If you have any questions that you want to be asked at this meeting please share with Dr. Pawl.

Submitted by Sandra Bandy, University Libraries Senate Representative 2014-2015