



**Minutes of the University Libraries Assembly**  
**<http://www.augusta.edu/library/about/library-assembly.php>**  
**1:00PM-2:00PM, Greenblatt Library AB 211**  
**June 5, 2019**

Call to Order: 1:05pm

Present: Bandy, Reese, Hendren, Busbee, Horton, Davies, Weeks, Davis, Verburg, Kubicki, Bustos, Shipman, and Gaines (Virtual)

1. Approval of Minutes

- a. The March Assembly minutes were approved.
- b. First: Verburg Second: Weeks

2. NEW Business

a. Director's Update (Davies)

i. Personnel

1. Kara Flynn's position as Special Collections Librarian is now vacant, but will be rehired according to current emails
2. Ali Gomez will join the Library Faculty on July 1
3. Jillian Oliver was hired as Office Coordinator at Reese Library and is in training

ii. CAR

1. No new information
2. There were a few places cited that need improvement, such as the hiring process and billing process for patients, that will be investigated.

iii. Budget has not been approved yet. However, funding is projected to be the same as last year.

iv. Dr. Kelehear was given copies of all faculty evaluations and he thinks the library does well in our many aspects; we provide a

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REESE LIBRARY

plethora of resources and we should be proud of all that we do and are doing. He has included the library in his goals for the next year. These will be posted in Box.

- v. Dr. Kelehear is moving forward with the director's search. He will be looking into moving this position into being a Dean position.
  - vi. The new OneUSG will use Duo for on and off campus use. All will need to download it onto your phone in order to use. The easiest solution to this is to get a passcode, as it does not expire.
    - 1. There are blackout dates on the 16<sup>th</sup>. Therefore, we will need to use OneUSG to clock in and TimeNet to clock out.
    - 2. June 21<sup>st</sup>: The entire system will be down, and so manual clocking will have to be done this weekend. HR will input all clocks once the system is operational again.
  - vii. We now have weather radios in both libraries. Additionally, we have meetings coming up with CePar to go over Shelter in Place procedures and we will send out that information once confirmed.
- b. Committee Representation (Horton)
- i. Committee Terms begin July 1<sup>st</sup>
  - ii. All names have been sent to the Senate, so you should start receiving emails for committee meetings soon. Let Melissa know if you for some reason do not.
- c. Gateway to Completion – G2C (Weeks)
- i. Only 60% of students get library instruction while in school, and so G2C makes it mandatory to have library instruction for one week in ENGL 1102 classes.
  - ii. Will use modules for beginning, out of class information. Then they will come into class for follow up with instruction librarians.
  - iii. Pilot was done in 5 ENGL 1102 classes for Spring 2019
    - 1. Learned that information needed to be sent early (give more time to complete modules)
    - 2. Learned that they needed more time for librarians to evaluate modules before in person class.
  - iv. Full implementation will be done in Fall 2019
  - v. Future plans: Create an expansion of modules to include ENGL 1101

d. University Senate Update (Shipman)

- i. March 25 (See Appendix I)
- ii. April 22 (See Appendix II)

e. University Committee Updates

i. Athletics (Shipman):

With approval to make changes in the University Senate Bylaws change, the Duties of the Athletics Committee in the Bylaws will be re-written this fall.

There is pressure on the Athletics budgets to begin to consider cutting sports/coaches/support; AU has an athletics fee that is less than other schools in the Peach Belt, and fees can only be changed by the Board of Regents.

ii. Budget, Advisory, IT, and University Resources (Bustos):

The BAITUR committee met on April 26 for its last meeting of the academic year. The committee invited Lee Fruitticher, the AU chief financial officer, to speak about the budget process for the University. It was a very informative presentation with plenty of opportunity for questions.

The budget process for the University starts at the state level and trickles down (specific breakdown was provided in a handout Mr. Fruitticher passed out). Some highlights from the presentation include:

- Currently the faculty is not involved at all in the decision process on where funding goes each year, e.g. if there are two projects that need to be funded, the faculty should have at least some sort of recommendation. Fruitticher recommends having a conversation with the Provost's office to get the faculty involved in these decisions.
- Decision for salary increases is made \*mostly\* at the legislative level. If the legislature decides against a salary increase, the Board of Regents can request approval from the legislature for each campus to use money in their budget to make salary increases. But it all goes back to the legislature for approval.
- Cost of living raises do not happen unless a market analysis is done.

The University Resources subcommittee reported that they met with two faculty in the communications department to discuss best communication strategies for the University. Recommendation was made to the Faculty Senate. Additionally committee members met to collage slides from the resource alignment hearings; comprehensive document forwarded to Scotty.

iii. Community Services (Busbee):

No Report

iv. Curriculum and Academic Policies (Weeks):

Dr. Lord retired and we did not elect a new chair. We are having problems passing the ANTH 1105 – Physical Anthropology course. The issue is with having it be an Area D option for non-science majors (as UGA and other USG schools do). However, College of Science and Math keeps rejecting this and I am not sure where it currently stands.

v. Faculty Development (Bandy):

On March 11, the Faculty Development Committee was assigned to review two policies from the University’s “Policy Advisory Group”. They were the University Libraries Interlibrary Loan Policy and the Access Services Policies.

The Faculty Development Committee had several questions by the Advisory Group to use as a guideline to approve these policies or not. Kara and I quickly enlisted Peter, Gail (University Senators) and Kathy and Fay to help draft an email response to the Faculty Development Committee in order for this committee to understand the libraries point of view from questions that were presented.

The Committee only had one reply/recommendation—will it be possible to recommend charging the same fees at both libraries for e.g. dry erase markers/eraser & headphone loans and Reserve items to simplify things.

The chair of the Faculty Development Committee indicated this action could be made in a form of a motion separate from the policy reviews. To Kara and Sandra’s knowledge, this was not forwarded to the Policy Advisory Group.

All committee members recommended the Senate endorse the draft policy as written.

Dr. Bryan Williams is to serve as Chair of the USFDC for the next term. Dr. Williams is in the College of Nursing Department of Physiological and Technological Nursing.

vi. Faculty Grievance (Shipman):

No Report

vii. Faculty Rights and Responsibilities (Verburg):

Last meeting of the year was held on May 16. The committee completed the review of the faculty manual and outside activity policy and submitted recommendations to the Senate for approval. The next meeting will be scheduled for August at which time a new chair will need to be elected.

viii. Governance and Communication (Kubicki):

No meeting since the last assembly

The current chair is asking to step down, so he is surveying the committee to find a new chair.

ix. Student Affairs (Weeks):

No Report

x. University Promotion and Tenure (Kouame):

The Promotion & Tenure Committee last met on April 18th. We are working on a portfolio checklist that promotion candidates and their supervisory chain and promotion committee members can use to assure that all the required elements are included in the portfolios when they are submitted.

Dr. Seretha Williams, the Chair of the P&T Committee also drafted a memo to department and college P&T committees that stated where there were strengths and areas for improvement in the portfolios that were submitted for review in the most recent cycle. We were recommending some minor changes/updates to the policy, but Dr. Caughman is asking for a substantive review of the policy/guidelines before next year's promotion & tenure cycle, so we will be doing that starting in the Fall. The hoped-for outcome is to streamline the process and make it more effective and clear across colleges and departments.

xi. Other University Information Related to Faculty

1. Will need to elect a new person for 1 year for Faculty Development committee. Was suggested that Ali fill this position.
2. Construction will happen outside library at sidewalk, so if there is any noise complaints, let Kathy know.

### 3. Announcements

The next Libraries Assembly meeting is TBD.

Adjournment

Appendix I



University Senate Meeting

March 25, 2019

4:30 – 6:15 pm

Harrison Education Commons Room 1120

Chair: Robert Scott

Members Present: Will Hatcher (online), Ramses Sadek (online), Tracy Puig-Baker (online), Olajide Agunloye (online), David Hunt, Ric Topolski, Gretchen Caughman, Kathy Browder, Mary-Kate Lizotte, Giada Biasetti, Vahe Heboyan, Greg Passmore, Wiliam Bachand, Mohamed Al-Shabrawey, Paulette Harris, Laurentiu Sega, Peter Shipman, Gail Kouame, Arni Rao, Richard Sams, Ron Martin, Debra can Tuyll, Jim Wilde, Ray Whiting, Robert Scott, Peter Basciano

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

David Hunt  
 Secretary

<u>TOPIC</u>	<u>DISCUSSION/ACTION TAKEN</u>
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AGENDA ITEMS

PRESENTERS

Meeting called to order at 4:33

**Welcome**

Dr. Robert Scott

Determination of a quorum, quorum present

**Review and Approval of Minutes:**

Dr. David Hunt

Motion to approve the minutes of 25 February 2019: Hunt, seconded, approved.

**Invited Reports:** (President Keel is unable to attend)

- Provost

Dr. Gretchen Caughman

Searches for upper administration continue, USG budget hearings proceeding, AU to present March 26, 2019, Process and Alignment hearings have concluded, P&T guidelines are being reviewed by the P&T committee with Dr. Browder, increase in enrollment is expected.

Question regarding potential 2% merit raise pool for faculty.

- VP for Academic and Faculty Affairs  
Browder

Dr. Kathy

Pre-tenure review policy update, new searches have been opened with announcements to be sent to faculty.

Augusta University Retirees Association (AURA) representative recognized and invited to speak and introduce the association.

**Officer Reports (Executive Committee members):**

5:01

- Senate Chair "Scotty" Scott
  - Looking into two faculty interest issues not yet assigned to a committee: AU Child Care facility, Title IX Office

His "many" emails are an effort to reduce this portion of the agenda.

USGFC to be held during Spring Break at West Georgia University, two-way communication between Senators and their college constituents.

- Senate Vice Chair Peter Basciano
- Senate Past Chair Laura Mulloy
- Senate Secretary Dave Hunt
- Senate Treasurer Ric Topolski

**Senate Committee Reports / Q&A:**

- Athletics

Chairs/Liaisons

Peter Shipman

No report. No business.

- BAITUR

Bill Hamilton

Committee report in Box. Discussion regarding communication best practices.

- Community Service

Hannah Bennett



No meeting in March, Toys for Tots will be postponed until Fall 2019.

- Curriculum and Academic Policies Wayne Lord

Committee Report in Box.

- Faculty Development Tadd Patton
  - Includes motion to endorse two draft Library policies: Interlibrary Loan and Access Services

Motion to endorse two draft Library policies: Interlibrary Loan and Access Services: Committee, approved.

Question about the eligibility for the Louis K. Bell Research award being restricted to the Summerville and Forest Hills Campus.

Questions about administrators (i.e. chairs) being eligible for College Outstanding Faculty Awards.

- Faculty Rights & Responsibilities Ahmed El-Marakby
  - Includes motion to endorse draft Outside Activities policy

Motion to endorse the final draft of the Outside Activities policy: Committee, discussion regarding definition and full-time and part-time faculty, question regarding specific examples in the policy, question as to whether the committee voted in quorum on the policy, question regarding ACSB accreditation from the College of Business.

Motion to recommit to the committee for more faculty review of the policy: Basciano, seconded, discussion including urging to approve the original motion, process questions, approved.

- Governance & Communication Drew Kemp

No representation.

- Grievance Almira Vazdarjanova

No new activity

- Promotion & Tenure Van Haywood

Will meet with Dr. Browder regarding their charge

- Student Affairs

Candace Griffith

No representation

**Unfinished Business:**

6:01

- Proposed Bylaws –Voting (Vice Chair, Peter Basciano)
  - Motion: “It is moved that all future email votes shall be conducted in such a way as to allow for the calculation of a quorum by tracking the number of qualified voters who have opened the email providing them with the opportunity to vote.”

It is moved that all future email votes shall be conducted in such a way as to allow for the calculation of a quorum by tracking the number of qualified voters who have opened the email providing them with the opportunity to vote: Committee, discussion regarding email issues,

Motion to amend to add “that contains a ballot”: Martin, seconded, approved

New wording of motion: It is moved that all future email votes shall be conducted in such a way as to allow for the calculation of a quorum by tracking the number of qualified voters who have opened the email that contains a ballot, providing them with the opportunity to vote: discussion regarding concern that faculty are not actively participating in a quorum,

Motion to require the inclusion of the phrase “with the phrase ‘Ballot’ in the subject line of the email”, Martin, seconded, friendly amendment to change “phrase” to “word”, approved.

Motion to extend the meeting time until 6:30: Chair, second, approved.

New wording of motion: It is moved that all future email votes shall be conducted in such a way as to allow for the calculation of a quorum by tracking the number of qualified voters who have opened the email that contains a ballot with the word ‘Ballot’ in the subject line of the email, providing them with the opportunity to vote: approved.

- Next Year’s Officers - Voting (Secretary, Dave Hunt).  
Discussion regarding the timing of the Bylaws vote and the Senate election. Will proceed with the Senate election.

**New Business:**

- Other Faculty Positions (Chair, Dr. Robert Scott). Motion to approve the following faculty appointments:
  - New Committee: Web Governance Committee – [Dr. Paulette Harris, representing the Governance & Communication Committee]
  - New Committee: Enrollment Planning Council – [Dr. Christina Heckman, representing the Curriculum and Academic Policies Committee]
  - Other non-Senate committee members.
    - One of three faculty members on the AU Research Institute Board of Directors (renominate Dr. Trinanjan Datta)
    - University Safety & Emergency Preparedness Committee (renominate Dr. Candace Griffith – **unless there is a different Senate volunteer**)
    - IT's End User Advisory Committee (**none, committee is inactive**)
    - Educational Technology Advisory Committee (renominate Dr. Amy Abdulovic-Cui)
    - Research Technology Advisory Committee (renominate Dr. Vahe Heboyan)
    - Gateway to Completion (G2C) Committee (renominate Dr. Laura Rychly)
    - Philanthropic & Honorary Naming Committee (renominate Dr. Laura Mulloy)
    - University Academic Calendar Committee (renominate Dr. William Bachand)
    - One of three faculty members on the Mandatory Student Fee Committee (renominate Dr. Patricia Cameron – **unless there is a different Senate volunteer**)

For informational purposes and vote on the motion at the next Senate meeting.

- Other New Business / Announcements (from the Floor)

**Adjournment:** (Chair, Dr. Robert Scott)

Motion to adjourn: Martin, seconded by acclamation.

Meeting ended at 6:25.



See powerpoint in Box

- VP for Academic and Faculty Affairs  
Browder Dr. Kathy

**Officer Reports (Executive Committee members):**

- Senate Chair "Scotty" Scott
  - USGFC Meeting Debrief (summary)

See handout in Box

- AU Literacy Center (handout)

See flyer in Box

- Senate Vice Chair Peter Basciano
  - University-wide voting on Bylaws Amendment

Voting will remain open until May 3.

- Plan for corresponding University Statutes update

If

- Senate Past Chair Laura Mulloy
- Senate Secretary Dave Hunt
  - University-wide voting on next year's officers

Peter Basciano elected as Vice-Chair.

Karen Walton elected as Secretary.

Paulette Harris and Ryan DeCoons elected as At-Large Senators.

- College voting on next year's Senators
- College voting on next year's Committee Members

College voting in process. University Libraries voting has been completed.

- Senate Committee End-of-Year Reports

Committees should submit their end-of-year reports to their folders in Box.

- Senate Treasurer Ric Topolski

5:13

**Senate Committee Reports / Q&A:**

Chairs/Liaisons

- Athletics

Peter Shipman

See report in Box

- BAITUR Bill Hamilton
  - Report will include a proposed Senate Resolution to be voted on

The BAITUR Committee moves that the University Senate adopt the following Resolution:

RESOLVED, that the Augusta University Senate forwards the following Internal Communications recommendations to the Division of Institutional Effectiveness:

1. The preferred delivery modality for AU announcements and communication should be email.
2. Emails that are sent with the intention of communicating announcements and/or updates that will have faculty impact or interest should adhere to following standards:
  - a. Reasonable volume.
  - b. Content should be crafted and structured according to the traditional journalistic rubric of who, what, where, when, why, and how.
    1. There should be a standard template which puts the six elements of that rubric at the start of each email.
    2. The template should also include a format for the subject line and body of the email.
    3. Announcements and similar email communications should be explanatory, have clarity, utilize standard nomenclature, and accommodate the communication process of the sender-encoding-decoding-recipient
  - c. Finally, a weekly digest/update should be considered.

Motion by committee; discussion; approved.

- Community Service

Tracy Puig-Baker

No business and no report at this time.

- Curriculum and Academic Policies

Gregory Passmore

No business and no report at this time.

- Faculty Development

co-chair

See report in Box

- Faculty Rights & Responsibilities
  - Status of Faculty Manual

Ahmed El-Marakby

Faculty Manual will be sent to the Executive Committee for review and presentation to the Senate in Augusta 2019.

- Governance & Communication Paulette Harris

No recent meeting.

- Grievance Almira Vazdarjanova

No report.

- Promotion & Tenure Seretha Williams

See report in Box.

- Student Affairs Candace Griffith

See report in Box.

**Outside Committee Reports / Q&A:**

- AAUP

Chairs/Liaisons

Sandrine Catris

The Georgia House Bill 280 (HB 280), otherwise known as “campus carry” legislation, that took effect in 2017, allows anyone with a Georgia weapons permit to carry a handgun in a concealed manner on property owned or leased by public colleges and universities, with few exceptions. In the first year of the current two-year session, HB 122 was introduced that would repeal the 2017 HB 280.

In the United States, colleges and universities have historically been sanctuaries of learning where firearms have not been allowed.

Therefore, we request that the Augusta University Faculty Senate consider and approve the following motion and relay it to our legislative liaison:

We, the elected Representatives of the Augusta University Faculty, request that the Augusta University Government Relations Office urge the Georgia Legislators to repeal the 2017 HB 280 together with all the associated compliance requirements imposed on public colleges and universities and vote in favor of HB 122.

Moved to support the resolution : Lizotte, seconded,

Motion to postpone until next Senate meeting: Topolski, seconded, approved.

- AURC (USGRC) Tom Abney

Items being discussed by Retiree Council: Emeritus designation standards and rights of retirees.

Motion to extend the meeting until 6:30 pm: Scott, seconded, approved.

**Unfinished Business:**

- Faculty Workload Resolution (proposed by the Senate Executive Committee):
  - The problem of developing across-the-board faculty workload standards has not been resolved by the Senate and its committees for some time. We were not able to complete this task during the current academic year. Dr. Browder has stated that she has successfully put together such a policy at previous institutions, and she is willing to work with the Provost and a representative faculty working group (to be named later) to draft such a policy.
  - "The Senate Executive Committee moves that the following Resolution be adopted by the Senate: Resolved, that the University Senate requests the Provost to form a working group to include appropriate faculty representation, to address formulating workload standards policy and framework. The University Senate further requests that the working group recommendations be presented to the Senate for endorsement prior to initiating their going into effect.

Motion: Committee; approved.

- Outside Activity Policy (previously proposed by the Faculty Rights and Responsibilities Committee):
  - "The Faculty Rights and Responsibilities Committee moves that the most recent draft Outside Activities Policy be favorably endorsed by the University Senate."

Motion: Committee; seconded; approved.

Friendly amendment: adding wording in red: second, approved.

- The most recent version is being distributed to all Senators and Committee Chairs along with this Agenda.
- Other Faculty Positions (Chair, Dr. Robert Scott). Chair to solicit a motion to approve the following faculty appointments for AY 2019-20:
  - Web Governance Committee appointment (a representative to be named from the G&C Committee)
  - Enrollment Planning Council appointment (a representative to be named from the Curriculum and Academic Policies Committee)
  - Mandatory Student Fee Committee (Student Affairs – Patricia Cameron)
  - Safety & Emergency Preparedness (Student Affairs – Candace Griffith)
  - IT End User (TBD)
  - Educational Technology Advisory Committee (renominate Amy Abdulovic-Cui)



- Research Technology Advisory Committee (renominate Vahe Heboyan)
- G2C Committee (renominate Laura Rychly)
- Philanthropic & Honorary Naming Committee (renominate Laura Mulloy)
- Academic Calendar Committee (renominate William Bachand)

Motion to approve: Wilde, second, approved.

**New Business:**

- New Business / Announcements (from the Floor)

**Adjournment:** (Chair, Dr. Robert Scott)

Motion to adjourn: by acclamation.