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# Library Department Head Meeting Essence Notes

Alva Wilbanks

Georgia Southern University, [abritt@georgiasouthern.edu](mailto:abritt@georgiasouthern.edu)

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**Department Heads Meeting  
December 8, 2014 - Essence Notes**

(The meeting was chaired by Associate Dean Ann Hamilton)

***Annual Faculty Evaluations:***

Dean Mitchell has asked that faculty evaluations be completed in January. This earlier date will be in line with the University time frame and it will help in meeting any deadlines for merit raise recommendations. Staff evaluations are due at the end of April or in May, but they can be done earlier if you prefer. That would also help meet deadlines for merit raise recommendations. Jocelyn Poole asked if evaluations should be completed by January 31. Charles Skewis stated that Dean Mitchell had sent a memo to that effect when the notice first came from the Provost's Office.

***Student-Developed Information Brochures:***

The Administration has had one request for permission for a student group to distribute a brochure they developed via the library. The request was denied. Following discussion regarding both the quality of student writing and the possible content of brochures and the way content might reflect on the library, the department heads agreed to deny any such request from student groups. Russell Union will be suggested as a better location for distribution of student brochures.

***Archiving Work Team Essence Notes in Digital Commons:***

The Administrative Office will now be posting essence notes of faculty meetings and other meeting records they maintain into Digital Commons instead of on the wiki. Work Team essence notes have often been shared via Zach-L. but have not always been posted to the wiki, nor kept current. Department heads were reminded of the importance in keeping notes of meetings of work groups, task forces, etc., and asked that future notes of any meetings be recorded and regularly posted to Digital Commons. Locations for the notes will be established creating easier access for all recordings.

***Videos of Building Use:***

The student assistant for the Administrative Office has reviewed a good bit of the video footage and has noted several student preferences we had already identified by observation, the preference for studying near windows and at tables. The student will be asked to review specific sections of the footage this week and early in January.

***Lockdown Debriefing:***

Ann Hamilton reported that she had e-mailed Laura McCullough in Public Safety to ask what she needed to do to be sure she is notified in the future if there is a need to lock the building down in an emergency. She stated that she didn't receive any phone calls even though she has the Dean's Office as her contact number in the Eagle Alert System. Nor was there a special call or messages for Building Coordinators. She also asked about the campus emergency plan because it refers to what someone should do to report a potentially dangerous situation, but not what a Building Coordinator or other designated person should do when a campus lockdown is implemented.

She also reported that she talked with Patrice Buckner-Jackson Friday night at the Scholars Showcase Dinner. and was told exactly what happened and that there will be a meeting with Public Safety to debrief. Ann also sent her the message she sent to Public Safety with some additional notes.

We will add procedures for a lockdown to our emergency plan as soon as we hear more about about campus plans.