

10-8-2018

Faculty Senate Libraries Committee Meetings Essence Notes

Lizette Cruz

University Libraries, Georgia Southern University, lcruz@georgiasouthern.edu

Follow this and additional works at: <https://digitalcommons.georgiasouthern.edu/lib-senate-notes>

Recommended Citation

Cruz, Lizette, "Faculty Senate Libraries Committee Meetings Essence Notes" (2018). *Faculty Senate Library Committee Meetings Essence Notes*. 25.

<https://digitalcommons.georgiasouthern.edu/lib-senate-notes/25>

This essence notes (open access) is brought to you for free and open access by the Faculty Senate Library Committee at Digital Commons@Georgia Southern. It has been accepted for inclusion in Faculty Senate Library Committee Meetings Essence Notes by an authorized administrator of Digital Commons@Georgia Southern. For more information, please contact digitalcommons@georgiasouthern.edu.

FACULTY SENATE LIBRARY COMMITTEE MINUTES

Faculty Senate Library Committee Meeting Date – October 8th, 2018

- Present: Stephanie Jones; College of Education; Kristi Smith, Lane Library; Christian Hanna, Waters College of Health Professionals; Donna Mullenax, College of Science & Mathematics; Natalie James, College of Arts & Humanities; Meghan Dove, College of Behavioral & Social Sciences; W. Bede Mitchell, Dean of the GS Libraries; Quentin Fang, College of Science & Mathematics.
- Guests: Douglas Frazier, Director of Lane Library & Associate Dean of the GS Libraries; Ann Fuller, Head of Circulation & ILL, Lane Library; Aimee Reist, Learning Commons Librarian & Coordinator, Lane Library; Jessica Garner, Head of Access Services, Henderson Library; Vivian Bynoe, Reference and Instruction Librarian, Lane Library; Lauren McMillan, Reference and Instruction Librarian, Lane Library.
- Absent: John R. O'Malley, College of Engineering & Computing; Ruth Whitworth, Jiann-Ping Hsu College of Public Health; Allissa Lee, College of Business; Clement Lau; Director of Henderson Library & Associate Dean of the GS Libraries.

I. CALL TO ORDER

Dr. Stephanie Jones called the meeting to order on Monday, October 8th at 2:00PM.

II. APPROVAL OF AGENDA

Dr. Stephanie Jones made a motion to approve the Sept. 17th meeting minutes as written. All were in favor and the motion to approve the minutes passed. Dr. Stephanie Jones made a motion to approve the agenda. Dr. Christian Hanna asked if attendance was being taken at the meetings. Dr. Stephanie Jones confirmed that attendance was being taken. All were in favor and the motion to approve the agenda passed.

III. NEW BUSINESS

A. *GS Libraries Budget Update*

Dr. Mitchell wanted to inform the Faculty Senate Libraries Committee of certain issues that have sprung up which affects the Libraries' budget.

1. All staff vacancies that occur must now be requested for fulfillment with an accompanying justification that needs to go forward to the President's cabinet. Presently the library has forwarded 4 vacancies for approval. Also, one vacant faculty position that was requested to be fulfilled has been postponed until next year.
2. The hours for the Learning Commons at Armstrong Campus for fall semester were set based on the expectation that a new full time position was going to be created, funded and approved. Dr. Mitchell reallocated funds from elsewhere in the Libraries' budget to create the new position, which was reviewed and classified by the Office of Human Resources. We then requested approval from the President's Cabinet to fill the position. While waiting for that approval, there was a resignation from a part-time position in the Learning Commons. Being short both positions threatened our ability to maintain the current Learning Commons schedule, but thankfully some gracious staff have agreed to temporarily change their work schedules in order to avoid a schedule reduction. Provost Reiber has assured Dr. Mitchell that the full time position for the Learning Commons had been approved, however the President's Cabinet has now instituted a new 60 to 90 freeze on all staff hiring. Provost Reiber says that he needs to go back to the President's Cabinet and remind them that this position had already been approved and should not be further delayed. Dr. Mitchell expressed his appreciation to those staff and faculty willing to change their schedule.
3. In light of the 60 to 90 day hiring freeze on staff vacancies, there will need to be a careful consideration of any future Libraries vacancies are "mission critical", and therefore are worth requesting an exemption from the freeze. We cannot seek an exemption for every vacancy but there are some positions that are must be filled to maintain essential library functions.

Dr. Mitchell stated that it is the Libraries' commitment to maintain service levels to students as high as possible, but he wanted to make sure that the Faculty Senate Libraries Committee as an advisory group to the GS libraries was aware that these are not typical times. Ordinarily vacancies such as those in the Learning Commons in past have been filled very quickly and there was no need to even consider changing the schedule. Dr. Mitchell asked if anyone had any questions or comments.

Kristi Smith asked if the 60 to 90 day freeze is after the position is approved. Dr. Mitchell stated that was not stipulated in what Provost Reiber shared with the Deans, but the 60 day staff hiring freeze that was in place on the Statesboro campus prior to consolidation started the clock from the date a position was vacated. Thus you could conduct the recruitment so that the new person could begin work 61 days after the predecessor had left.

Donna Mullenax asked whether the SACSCOC accrediting agency had any requirements of equal library service hours for multi-campus institutions. Dr. Mitchell stated that there is no such specific SACSCOC requirement, but nevertheless the new GS Libraries strategic goals that were first drafted this past summer includes the extension of library and/or Learning Commons hours on the Armstrong campus. The purpose of creating the new full time position was to meet that commitment. When that position and the recently vacated part-time Learning Commons position are filled, the Learning Commons will be able to extend its service hours.

A question was asked as to what was the vacant faculty position that was placed on hold. Dr. Mitchell stated that it was a reference, instruction, and liaison position in Henderson Library's Research Services Department. Dr. Christian Hanna asked, considering what is happening, if the target amount usually expected in year-end funding has been lowered and if the money saved from the salaries of the unfilled position will be used instead. Dr. Mitchell stated his understanding is the money that the provost is having to find to cover various shortfalls will probably mean that Academic Affairs will not be able to return to the libraries budget any kind of salary savings. Dr. Mitchell believes it is likely that there will be very little year-end funding at the end of this fiscal year. Dr. Hanna then asked how he anticipates this affecting the libraries budget. Dr. Mitchell stated that at the present time the licenses and contracts for the most part are paid through the end of this fiscal year. If they do not receive any year-end funding at the end of spring semester, then for the next fiscal year in December there will need to be a reduction in subscriptions and resources because those subscriptions run on a calendar year.

GS Libraries personnel will share with the Faculty Senate Libraries Committee some options for determining how best to address a materials budget shortfall, giving priority to retaining resources that provide the greatest support to GS academic programs. A key part of such plans is ensuring quick and efficient access to information resources that the GS Libraries will be unable to continue licensing, probably through various interlibrary loan processes. This is the challenge for the next 12 to 18 months. Dr. Hanna asked if the staff will also be asked about where they think savings could be gleaned from. Dr. Mitchell stated that both faculty and staff will be asked to participate. He emphasized that while the immediacy of access will have to be compromised for some things total access will not be compromised. It just means that some things will only be accessible through resource sharing with other libraries, or when necessary for a per-transaction purchase from various resource vendors.

B. GS Libraries Marketing Plan update

After the conversation with Megan Bouchillon Dr. Mitchell forwarded to her a number of topics for the potential "Did you know?" campaign. She asked for some follow up statistics and she is working on some examples at the moment.

C. Update of Dean of the GS Libraries Recruitment

There is no update in regards for recruitment for the next dean of the GS Libraries. The ad for the recruitment of a new president of the university was just recently released. Optimistically we might know who the next president is going to be by January, even if that person does not assume the responsibilities until later.

D. Affordable Learning Georgia

Affordable Learning Georgia is an initiative of the University System of GA to help provide tools and resources to faculty seeking more affordable alternatives to traditional textbooks, which in some areas can cost hundreds of dollars. Affordable learning Georgia has done a lot of work in lining up contracts and providing other types of access to various open educational resources, one of which is a service from a company named Intellus. This company is hoping to make the process of developing a syllabus around open education resources much faster, easier and efficient for faculty. The idea behind it is that it provides faculty with an interface and a means of searching all the different types of open education resources by key word and discipline, helping to you to select those resources which would be most applicable to a particular class that you are teaching. Since this is something that would be of general interest to faculty and since libraries across Georgia have been asked to help promote open educational resources, Dr. Mitchell has arranged with a representative of Intellus to meet with those who are interested, on Monday, Oct 22nd at 2PM. The representative will do a demonstration of the product: what it does and how it can serve the needs of faculty. This will be the principal agenda topic on the 22nd. At that time it can be decided if another meeting during fall semester will be needed.

E. Resources and Services for Online Students

In response to a request from Dr. Stephanie Jones, there was discussion of the resources and services that the Libraries provide for online students. On the GS Libraries homepage on the upper right hand corner there is a tab for the full suite of online library services available whether students are taking their classes only online, or may just want to do their library research from the comfort of their homes or favorite coffee shop. In addition to the online access to electronic resources there is full service chat reference, email reference, and telephone reference. Distance education students who are 50 or more miles from campus can request for books to be shipped to their home for free. They receive a mailer with sufficient postage to mail the books back to the lending library. They have the same access to reference assistance, interlibrary loan, and GIL Express as any student taking a traditional class on campus. GIL Express will deliver to any USG campus, so you can have a book sent to a campus nearer to where you live than your institution's library may be. The quality of these services is especially important for faculty and students on the Liberty campus, where there is no physical library.

IV. ANNOUNCEMENTS

A. The next Faculty Senate Library Committee Meeting was set for Monday, October 22th, 2018 at 2:00PM.

V. ADJOURNMENT

There being no further business, the meeting was adjourned on Monday, October 8th, 2018 at 2:37PM.

Respectfully submitted,

Lizette Cruz, Recording Coordinator