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Library Department Head Meeting Essence Notes

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Library Department Heads
January 11, 2017
Essence Notes

Attending: Bede Mitchell, Clement Lau, Jessica Garner, Ruth Baker, David Lowder, Fred Smith, Debra Skinner, Alva Britt.

Deans Council Report: Bede reported there were three major topics discussed at the meeting: annual promotion applications, consolidation, and selection of a new set of peer institutions.

Regarding consolidation, Bede reported that a meeting was held at the University System of Georgia headquarters for the purpose of establishing a template for conducting the consolidation process. The new consolidated unit will be called Georgia Southern University and a target completion date of Fall 2018 was set. The consolidation cannot be conducted until a request is made and approved by the Southern Association of Colleges and Schools Accrediting Board. A self study will be submitted regarding how the consolidated institution will meet SACS requirements. There will be a steering committee on both campuses. President Hebert will chair the committee and Provost Bartels will serve until her retirement. Vice-Provost Cone will also be appointed to the committee. Some of the first steps to be taken by the committee will be to develop a mission statement and recommend an organizational framework. A town hall meeting will be held on January 19 at which time details of the consolidation will be discussed. The meeting will be livestreamed.

The Board of Regents hired a consulting firm to establish a list of peer institutions based on the order of similarity of criteria provided them. From this list, Georgia Southern's Deans Council selected fifteen institutions that will be the official peers for the next eighteen months. The deans also selected a list of aspirational institutions which will be submitted to the Board of Regents for approval and then shared with faculty.

Conflict Resolution Workshop Debriefing: Bede reported on the feedback received from the debriefing with Greg Wurth. Some of the responses voiced by employees were that they would like more job growth opportunities, more mentoring/guidance and feedback. Bede suggested the next step should be to have a workshop focused on specific departments and their unique needs. Department heads discussed ways to reach the existing staff by such things as mentoring, cross training, developing better ways of addressing the annual review process, setting future goals, such as shifting duties, and discussing with staff where they would like to see themselves in the next 2 to 3 years. Bede will meet again with Greg Wurth to discuss possible sessions for library supervisors focusing on specific issues.

Performance/Attendance Expectations: The group discussed the sample of employee expectations shared by Bede. Bede asked if they would prefer to have a repository from where they could pull expectations when recruiting or training a new employee, or if a single document would be preferred. Following discussion, it was decided that Bede will review the human resources document and pull from it. Departments would also be able to add specific expectations for their departments. More discussion on this topic will follow at the next meeting.

Library Day: Bede stated that Library Day will be a combination of Alma and consolidation issues and might possibly involve Armstrong.

Announcements: Faculty Annual Reviews are due March 31.