GS Libraries Faculty Meeting
September 10, 2018

Essence Notes

Attending:

**Faculty Henderson Library:** Bede Mitchell, Leslie Haas, David Lowder, Jeff Mortimore, Debra Skinner, Ruth Baker, LiLi Li Jessica Garner, Nikki Rech, Lisa Smith, Lori Gwinnett, Jessica Minihan, Kay Coates, Autumn Johnson, Lizette Cruz.

**Faculty Lane Library:** Douglas Frazier, Beth Burnett, Ann Fuller, Melissa Jackson, Caroline Hopkinson, Vivian Bynoe, Aimee Reist, Lauren McMillan.

**Consent Agenda:** Bede began the meeting by going over the Consent Agenda, which had been distributed to faculty earlier via email. The four items for review and approval on the Consent Agenda were:

1. Faculty Bylaws Final Draft, with edits made after last faculty meeting discussion.
2. Updated Liaison List for Website
3. August/September Discover Database Trail Recommendations
4. Adopt the revised Location Facet set recently deployed to EDS

Bede asked if anyone had any questions or comments on the items of the Agenda. Since no one had any questions or comments the Consent Agenda items were adopted.

**Business Agenda**

**Active Learning Space/ Makerspace**

Provost Reiber in the faculty meeting on August 15th discussed some initiatives that he is interested in pursuing. One was a partnership between the library and local industries to develop an incubator type site where new learning technologies and opportunities can be made available to faculty and staff to test and expand the Makerspace we presently have. Bede stated that the Henderson Library has a space on the top floor where they were wondering if they could do something similar to what the Provost is proposing. Bede would like to make sure that this opportunity is available on the Armstrong Campus as well. The suggestion is that a small task force should be appointed to begin brainstorming some specific concepts and ideas that can then be forwarded to the provost as recommendations to what the library would like to do.

Leslie Haas had already put together a preliminary draft for a Committee Charge which she shared. (Proposed draft attached.) Bede asked if anyone had any thoughts or comments. Aimee commented that if they were to do something similar at Armstrong the best location would probably be the Learning Commons. The Learning Commons already has some of the
technology required in place and has the room for growth and enhancement, as well as partnership around campus. She feels that this is what is missing in the Learning Commons and it would allow for partnership with other departments on campus. She also suggested rethinking what the space is called since Makerspace as a very specific connotation. Leslie agreed and also stated that this would be a great way to show what the libraries do on each campus and to showcase the partnership between the two libraries as being one entity.

Jeff asked if the membership for the task force will come from the libraries or will they have membership beyond the libraries. Leslie stated that to keep the progress from being hampered it would probably be best to keep the membership to the libraries but to seek input and ideas from others. Doug also felt that it can be hard to get faculty participation, especially now that there are three campuses. Bede suggested that one place they can start to get input is from the Faculty Senate Library Committee since there are representatives from all the colleges and both the Savannah and Armstrong campuses. They could provide initial feedback and ideas. They could also point to other faculty members and units on campus that might be helpful. Bede also stated that it would be helpful to include participation from outside the library in a first draft proposal to the provost. He also agrees that seeking too much participation will slow the process down greatly.

Bede asked if everyone would like to proceed with the idea of creating an Active Learning Space task force. Leslie stated that though the draft states only Henderson library she would change it to include Lane Library. Everyone was in agreement. Bede will work with Leslie and others to refine the charge and get a task force appointed within the next week and a half. If anyone wishes to serve on the task force Bede asks that they let him know. He does want to keep the membership to between 5 and 7 members only. Ann Fuller asked if staff could be members of the task force. Bede stated yes.

**Subscription Review**

Debra Skinner introduced the subscription review ballot which had been handed out to everyone at the beginning of the meeting. Jessica Minihan then proceeded to give the statistics of each subscription up for review.

The subscriptions up for review were:

1. **Hoover’s Online:** This subscription will be migrated to Mergent Intellect in at the end of the year.
2. **IEEE IET Electronic Library**
3. **Physical Education Index**
4. **Science**
5. **Web of Science**

After Jessica’s presentation all faculty members present were given the opportunity to fill out their ballots. Ballots are to be handed in to Debra Skinner.
Template for Academic Program Accreditation Reports

When there was a dedicated collection development librarian at Henderson library, this librarian with help from David Lowder, developed an accreditation template that was used whenever the library needed to hand in reports to accreditation reviews. Since then the GS Libraries have gone in a different direction. It has been suggested that a new template should be developed by a taskforce team of about 3 to 4 people, along with Bede and David, that can then be utilized and adapted when a report for accreditation reviews are requested. Bede asked for comments, suggestions or better ideas. Doug suggested having a list of upcoming reports that need to be prepared and when they are due. Bede noted that Academic Affairs maintains a list of upcoming accreditation reports. In this way reports can be prepared before they are asked for. Doug volunteered to be on the taskforce. David will also be on the taskforce. Leslie suggested that Lili Li might be a good candidate because he just did a report. Bede asks that anyone else who wishes to be part of the taskforce please let him know. It might not take long. It might just be a matter of tweaking the existing template to better reflect the present direction of the GS Libraries.

Pre-printed Ballot for Faculty Personnel Votes.

Bede announced that from now on ballots for voting will be preprinted and provided to faculty for voting.

Departmental Reports

Debra Skinner announced that they will be having their annual book sale from Sept 26th until the 30th and it will be part of Family Weekend. Karen is asking for volunteers to help with this event. Debra also announced they have a new employee, Payton Smith-German. She is the new Continuing Resources Assistant.

Lori Gwinett announced that Michelle Babot started her new position in Government Documents. She is the new Government Documents Library Technical Assistant. She also announced that Constitution Day is being celebrated September 18th. Government Documents are co-sponsoring a poster competition along with the National Association of Women Judges. The NAWJ is providing the cash prize of $500.00 to be divided amongst the top three winners. The library is providing the poster board.

Faculty Senate Reports

Aimee wanted to remind everyone about the email that was sent out requesting faculty to vote on the statutes of the university. She requests that everyone look over that document and vote. Leslie asked to clarify if this vote is for all faculty or just faculty Senate members. Aimee stated that is was for all faculty.

Other Campus Committee Reports

Bede announced that the next Faculty Senate Library Committee will be held on Monday,
September 17th at 2PM. All faculty is welcome to attend. Bede will be sharing with the Faculty Senate Library Committee a general libraries budget report, the early draft of the strategic libraries goals, and the library marketing plan. Bede is going to try get feedback from the faculty reps on what are the best means to distribute information about the library to faculty. He will also be talking to them about Affordable Learning Georgia. Bede has arranged a webinar about one of the products being promoted by ALG on October 22nd. Bede wants to give them some background on ALG beforehand. There is a request for a future agenda topic from one of the members. She would like an overview of library services provided for totally online students.

Old & New Business

In regards to the strategic plan for the GS libraries Bede will be holding conversations with several of the library units about some of the strategic goals they have drafted. Bede is going to hold off on the Libraries wide plan until the university’s strategic plan actually comes out. The provost is suggesting that the libraries wide plan should done under the new dean instead since it will be the new dean who will be implementing it.

Announcements

Bede is going to be forwarding an email from Karen Minton about the GALILEO marketing tool kit. There some interesting features that some of the faculty might want to look into.

Tomorrow Bede will be at Lane Library until about 1Pm. At 3pm there is a Library Staff meeting with Bede. It is not required but Bede encourages faculty to make it possible for interested staff to attend.

Bede does not have a specific time frame on the recruitment for the new dean of the GS Libraries. The provost told him that he has made the proposal for the search committee and he will be employing a search firm. The provost would like to have a meeting with library personnel to share his thoughts and to receive feedback.

After Clement Lau comes back from his teaching trip in China he will be back for about two weeks before having to leave again the beginning of October for medical reasons. It is possible he will be out for two to three weeks.

David Messier from Lane Library will be out for some time on Family Leave. His husband was hit by a car and was very seriously injured. Judith Garrison should be back to work next week.

Since there was no further business the meeting was adjourned at 3.52 PM.