FAU Libraries Faculty Assembly
Thursday, April 16, 2015 @ 10 am in LY-136
In person and via SEFLIN Connect for off-site audio/video

I. Call to Order: the meeting was called to order by Faculty Chair, Lauri Rebar at 10:14 am

II. Adoption of Agenda (L. Rebar) Call for the adoption the Agenda; Motion to Adopt by Vicki Thur Seconded by Joanne Parandjuk. All in favor so moved.

III. Approval of Minutes (L. Rebar) Call to approve previous 2014 Faculty Assembly Meeting minutes – Spring March 25, 2014 and Fall October 17, 2014- Joanne Parandjuk motioned to approve both items together and V. Thur seconded. All in favor so moved.

IV. Announcements –(L. Rebar)

- Introduction of new Library Faculty: Kristy Padron, Tom O’Brien, Amanda Chiplock
  A big welcome to all.
- Results of recently held elections for University Faculty Senate Committees:
  - Senator: Allison DeLuca
  - Undergraduate Programs: Kristy Padron
  - Graduate Programs Subcommittee: Zach English
  - Academic Freedom & Due Process: Ken Frankel
  Thanks given for participation and a congratulations noted.
- Promotion Committee: Jane Strudwick & Rachael Neu
- Attendees asked to email Joanne Parandjuk, Vice Chair copies of their reports for a draft of Minutes for today’s Library assembly.
- Attendees reminded to sign-in before leaving the meeting.

V. Interim Dean’s Report (R. Pellen)

- Rita reported on the Academic Affairs Leadership Team meeting that was held April 7, 2015.
- Provost Gary Perry shared the news of regaining performance funding but reminded units it is nonrecurring funding and stressed the need to keep up the ongoing exercise and continue to work towards increasing the points for the various metrics. Units within Academic Affairs must align their strategic plans with the university strategic plan which was recently approved by BOT. We will be required to budget to the plan. Library staff in coordination with the new Dean will need to start thinking about how this can be accomplished.
- Textbook affordability discussion- FAU was the only noncompliant school—A textbook affordability committee is being formed and Maria Berenbaum will represent the library.
- The Provost requested that all academic units submit a completed space inventory by 4/30/15.
- Summer registration has begun and classes with low enrollments will be cancelled.
- Dorothy Russell who is in charge of budgeting to the strategic plan, has created a new form to submit when requesting to fill positions. A new form to request additional funds to the base budget was created by the Provost’s Office.
- Workday will be available after July 1, 2015.
- The library staff lounge will be updated. Phase one will be completed in time for the Staff Party on 4/21/15. Civil Engineering will not hold classes in LY 136 this summer. There will be a Civil Engineering class offered in LY 451.
• FLVC has selected Innovation Millennium for the new ILS. FLVC region meeting is scheduled for May 6. Joanne Parandjuk is presenting for the FLVC DISC committee.
• The Interim Dean sent out a call for candidates to apply for promotion on 4/13/15. A University Promotion and Tenure informational session will be held on 4/28/15, from 1:30 – 3:30 P.M. and a library promotion session on 4/30/15, from 9:30-11:00 a.m. Each of the promotion and tenure candidates for 2014-2015 will meet with Gary Perry and Diane Alperin. Promotion and tenure decisions will be approved by the Board of Trustees at the May 2015 meeting.
• Kristy Padron attended the Honors convocation, 4/15/15.
• Twelve of the 19 tech fee proposals submitted by the library were approved.
• Troy, Amanda, and Allison will present at the Technology Showcase on 4/17, at the Jupiter campus.
• Several librarians participated in the Undergraduate and Graduate Research Day events. Joanne will add the posters to the Digital Library.
• The Owl’s Nest campaign is going well. Carol West is coordinating the campaign for the libraries. Participation is approximately 60%. All are encouraged to give to make a difference. If you have already contributed, thank you!
• Kol, a therapy dog, is coming to FAU Libraries on 4/26/15 and 4/28/15.

VI. Chair’s Report (L. Rebar)
• Appreciate people responding to call for nominations – next nominations will be in fall for Library Faculty Assembly committees and Vice-Chair
• Faculty information is found on web pages – Library’s Home Page -- Staff Home Page -- Faculty Information – Bylaws, Committee Opportunities, Handbook, Promotion Guidelines, Instructor Promotion Guidelines.
• Commencement Exercises – coming up April 30 – May 1st. Signup sheets will be sent out email later today, 3 total regalia available

VII. Reports of Committees
A. Dean’s Faculty Advisory (L. Rebar/J. Parandjuk)
• Development of a Library E-Newsletter: Put this on hold until the new Dean is available to discuss this with us and get their opinion, gather ideas, etc.
• Mentoring document changes: Joanne put together results of comments, and we will vote on terminology changes so that the mentoring document reflects change from “Librarian” to “Library Faculty” a broader term so as to include Aaron Kula. Any programmatic changes will be put on hold until a new Dean is in place (and this will also give us time to possibly get feedback from Darlene Parrish’s assessment).
• Faculty Professional Profiles: Allison DeLuca will be giving a demo of Professional Profiles coming up under new business and a ppt. will be available.

B. Bylaws Committee report (S. Ress/T. Doras)
• The Bylaws Committee has met several times so far this semester and we are currently scheduling to find another time to meet. We found a few cosmetic problems and ambiguities in the Bylaws document. We don’t have anything ready to present at this meeting. We plan to present our proposed changes at the next Faculty Assembly meeting, after which the proposed changes will be put to ballot.

C. Promotion Committee (A. Ergood)
• 4/28 will be the open forum on University Promotion and Tenure held by the University Promotion and Tenure Committee.
• Library Promotion Informational Session happening this Thursday, April 30 from 9:30-11 am in LY 136.

D. Promotion Criteria Committee (L. Mello) Larry Mello is the new chair of PCC.

• After reviewing Revised Promotion Guidelines (in effect for the 2015 promotion process)
http://www.staff.library.fau.edu/promotion/PromotionGuidelines2015Changesrev%202_04252014.pdf with Alyse Ergood, the current Promotion Committee Chair, to ease confusion of the document for those who may go up for promotion in the 2015 process we felt the need to remove all mentioning of the Boyer’s Model since there is no table in the document.

• It is the goal of Promotion Criteria Committee to meet with the Promotion Committee and with those who researched the Boyer’s Model to revisit and discuss Boyer’s model again. Changes highlighted in red on Pages 5, 7, 18

• Changes to the Promotion Guidelines, which will not go into effect if approved today by the assembly until 2016 process. These changes stem from a meeting with Promotion Committee back in December 2014. These changes are straightforward and they are highlighted in yellow Pages 4, 7, 18

• These changes would be added to the revised document and if approved would sit for a year and then go into effect for the 2016 Promotion.

• NOTES: The changes that were discussed and voted upon will be made in the very near future.

E. Academic Freedom and Due Process (J. Strudwick)

• We did not meet so far for 2015 nor has there been any communication Ken Frankel will be taken over

F. Distance Education Committee (P. Alderman)

• The Senate Distance Learning Committee discussed the issue of required campus office hours vs. distance/technology-based meetings for faculty and student communications during Summer and other semester online courses. Summer online courses were considered unique as faculty who taught Distance courses were required to return to the campus for scheduled office hours when they were off campus for research, travel or a sabbatical. A recommendation was sent and passed by the Senate to temporarily suspend mandatory face-to-face campus office hours for Summer 2014, for online courses with the understanding that the Senate would evaluate the policy. To learn the faculty’s perceived importance to student success of face-to-face scheduled campus office hours vs. student initiated campus appointments vs. faculty/student communications via SKYPE, Blackboard, email, phone or other methods of communication, the Senate Distance Learning Committee created a Survey that was sent to faculty who taught Summer Online courses in Summer 2014.

• The results of the survey, statistical analysis, and recommendations were drafted, revised, and sent April 3, 2015, to the Senate for review and faculty discussion.

• Emailed invitation to Faculty who taught Summer, 2014 online courses and Link to survey:

Dear Colleague,
The Provost’s Office is currently reviewing the office hours policy for distance learning courses at FAU. In an effort to inform the review, please complete the following short survey, considering PRIMARILY the online (Distance Learning DL) courses you taught for FAU in Summer semester 2014, unless
G. University Faculty Senate Library Advisory Committee (R. Pellen for M. Hayashi)

- The UFS Library Faculty Advisory Committee met on 4/3/15 and most of the college representatives attended. Faculty expressed interest in reading a regularly published e-newsletter even though they receive an overload of emails. The library website is very dense and hard to navigate. They weren’t aware of the existence of a library blog but they thought that having a library listserv would be an effective way of communication between the library and faculty members. There is some difficulty in accessing e-resource database trials. Jane and Rita met with Amy and suggested that a link be added to the news events section on the homepage which would be located in a more prominent place (this has been completed). Faculty would like to hold a seminar series in the library.

- We need to consider how the libraries may play a role in the interdisciplinary initiatives on campus such as STEAM. Rita attended a Coalition for Networked Information (CNI) spring meeting and learned that many libraries are using visually oriented modes to promote library services and collections. We may want to create ways to engage our users—through visualization—video wall screens, bulletins, maps and maybe incorporate this into an idea for a future Student Tech Fee proposal.

- Troy commented that faculty self-serve recording studio. It is in Bldg. CM22, Room 144. This provides a quiet space with good equipment for digital recordings of instruction, segments or promotional activities. Contact is Eric Satkowitz for information or assistance. The room can be reserved, look at the calendar for open dates. They have added a smart podium and have both a Blue and Green wall. Items are hosted on their server. The preferred recording software is Echo360. They prefer if faculty be oriented to the room & equipment before reserving it.

H. University Graduate Programs Committee (J. Parandjuk)

- The University Graduate Programs Committee is a subcommittee reporting to the University Graduate Council – those colleges with graduate programs are only according to the ByLaws to have representation on UGC. UGC continue to invite the Library to meetings but we have asked that they amend the UFS ByLaws if Library representation is desired.

- J. Parandjuk is rolling off and Zach English will be the new Library Rep in August.

- March meeting resulted in review and approval of 4 new courses and syllabi and 1 course change for College of Science; 2 course& 2 program changes for College of Nursing; 2 new courses & 2 program changes approved for the College of Education and OE and 2 that were tabled. One of these was MS degree in Health Promotion which seeks to do away with comp exams. GPC suggested a Capstone Course be included in the proposed Program Change this will be picked up in future GPC meeting. ; College of Arts & Letters Program Change in MA in WGSS was unanimously approved by the committee. The Program Change in MA in Music and
2 new MU courses was unanimously approved. Program Change for MS Degree in CCJ was unanimously approved by the committee with 9 new courses & syllabi reviewed and approved and 3 course changes approved for CDSI. Program Change for MS Degree in CE was unanimously approved by the committee converts 5 tracks to 3 in civil.

- University Graduate Council (UGC) Note of importance to the Library: THESIS/DISSESSATION TRANSMITTAL MEMORANDUM will now accompany graduate student submissions pledging work is original and in compliance with FAU academic integrity policy. UGC approved and it moved to the Senate.

I. University Undergraduate Programs Committee UUPC (A. Ergood) Not present

J. University Faculty Senate (T. Van Dyke/L. Mello)

January meeting:
- The No Credit grading policy was approved by the Senate. It is designed to enable Florida Atlantic University students the opportunity to progress through to a timely and successful graduation. This policy is limited to courses in the Intellectual Foundations Program (IFP) and selected lower-division courses. Students will receive a grade of NC (No Credit) if their grade does not meet the minimum requirement. NC grades are not calculated in the student’s grade point average (GPA). Copies available.
- BOG voted to return half of the money they held back. Provost Perry is confident that we will fully recover the rest of the money in May.

February meeting:
- Dr. Daniel Flynn, the recently hired VP of Research made a presentation to the Senate. FAU scientists are in a unique situation because they can collaborate not only with government and industry, but also with four of the world’s premier research institutes-- Scripps Florida, Max Planck Florida, Torrey Pines, and the Vaccine and Gene Therapy Institute of Florida. He plans to make this university a tier one university in research by focusing on entrepreneurship and innovation.
- FAU moved from 10th to 6th place in the BOG performance rankings. We are ahead of FSU.
- The Strategic Plan 2015-2025 is now available online: http://www.fau.edu/provost/files/plan.march2015.pdf
- The Resolution on Opposition to Concealed Weapons or Firearms on State University Systems Campuses or Facilities was approved by the Senate.
- No updates on the status of the Faculty Salary Task Force.

March meeting:
- Dorothy Russell, Chief Financial Officer discussed the budget and how the metrics will be impacting it. She included a PowerPoint presentation to provide visuals of the numbers. She discussed how, even though we are out of the bottom, there is still uncertainty with the amount of money we will be receiving. The legislature has not yet determined how much each school will be getting therefore FAU must wait to make decisions regarding new hires among other factors. Salary increases were not discussed. Her Power Point is available.
- The Scheduling Committee presented a brief PowerPoint to the Senate regarding a proposal for schedule changes that would work more efficiently for the students and faculty based on research and data collection that was done throughout the
The goal is to maximize available course space and utilize more underused time slots.

- BOG appointed two members to the BOT: Anthony Barbar, was reappointed; and new member Dr. Michael Dennis.
- The UFS Committee on Committees was dissolved. Instructors are now allowed to serve as Senators.
- Besides the search for new library Dean there are two more searches going on. The College of Science Dean search committee has been skyping candidates and will be bringing candidates to campus. College of Design & Social Inquiry has brought 2 candidates to campus. One candidate was chosen but declined the offer so they will be choosing an interim dean.

K. University Research (V. Thur)

- URC had its final meeting a few weeks ago and that concluded academic business for the 2014-2015 year. Fall of 2015, we start reviewing applications again. One of the concerns from Sponsored Research is the amount of center and institutes at FAU, currently there are 38 of these centers/ institutes and they are not bringing in research dollars back to the university. URC reviews all of the new centers and institutes applications and there has been a push to make sure not only these centers are sustainable but they bring research dollars back to the university. I’m always impressed by the phenomenal research by the faculty and FAU students. It’s a great committee to see what’s happening with research across the university.

L. Union Steward (A. Ergood)

- No Report

M. Team for Assurance of Student Learning (TASL) (D. Parrish/K. Padron)

- Currently, TASL is a standing committee of Academic Affairs. TASL is seeing changes in its leadership with Barry Linger (College of Medicine) being the new chair. The group is reconsidering its charge and responsibilities and wants to raise its recognition and visibility, promote assessment on campus, and to encourage faculty to be more involved in assessment activities.
- TASL is creating three new subcommittees to reach these goals. The Calendar Subcommittee was formed to align TASL activities with accreditation timelines and when required reports are due. The Subcommittee to Review Assessment Tools will explore software that can be used to facilitate assessment of student learning outcomes, and also will explore usability issues. The Website Subcommittee will review the TASL web page and make updates and changes.

N. Task Force on Student Success (D. Parrish) No report

O. Assessment Update (D. Parrish)

- Data is being gathered for UX study. Last data collection period is April 13 through 24. (Dawn and Steve)
- ILL survey is available on ILLIAD login page (Troy)
- KCO and Kultur surveys have been conducted. (Malka)
   - 2014 and 2015 KCO/Kultur surveys: Input 317 completed survey responses from the 2014 Kultur Festival survey and categorized 153 individual comments.
   - Administered the 2015 KCO concert surveys on March 1st. Kultur
surveys were also administered that week.
  o Sorted and counted 630 KCO concert surveys that will be entered into
    the online form.

P. SEFLIN UX Experience Update (D. Parrish/D. Smith)
  • This week and next week several library staff members are doing unobtrusive
    observational research on how students are using library spaces on the first and third
    floors of the East Wing of the Wimberly Library. Some of the areas that are being
    examined include study carrels, group and individual study areas, tables, and computer
    workstations. Library diagrams for the first and third floors of the East Wing were
    created as observational points. Data on usage of spaces and how these spaces are being
    used were collected every two hours from Monday through Thursday for two weeks in
    the earlier part of the semester and now two weeks just before and during final
    exams. Analysis of usage will be based on the usage capacity for a particular space with a
    capacity of over 50% or higher. We hope to collect data that will help us to make changes
    in the library that do not cost a lot of money. We welcome any daytime volunteers to
    help us collect the data for the next two weeks. Please see Dawn Smith if you would like
    to volunteer for one of the two-hour time slots.

VIII. Old Business
A. Task force to review and recommend platform for Faculty Assembly Documentation (L.
    Rebar)
  • University Archives could be used for older Minutes / LibGuides could be used
    for more recent/current items.
B. Mentoring program evaluation (D. Parrish update) No report

IX. New Business
A. Professional Profiles (A. DeLuca)
  • Allison gave a presentation on options for doing either a template based web
    page for faculty profiles or using Lib Guides; a copy of the power point will be
    circulated on the LibFaculty list serv
B. Mentoring program document proposed changes (J. Parandjuk)
  • Terminology change to the Library Faculty mentoring document was approved
    so that in the document “librarian” would be replaced with “Library faculty”
    and would include non librarian faculty in the Library, Aaron Kula
  • Programatic changes such as who is eligible to be a mentor and how the Dean
    envisions the program will be addressed to include the new Dean’s opinion on
    the program.
  • The Document can be found here and will be updated before next Assembly
    http://www.staff.library.fau.edu/handbook/mentor.htm
C. Professional Development Ad Hoc Committee – Description and call for committee
   (L. Rebar)- Start with Faculty, expand to all staff for training eventually
  • Explore what others have done at other libraries/universities; Look at the
    literature
  • Explore and define responsibilities of Committee (if Professional Development
    Committee were put into place)
  • Alyse would like to be on this Ad Hoc Committee.
• Rita may have another person who would like to be on Committee. Rita is willing to work with the Task Force also
• Discuss what is currently available: Alyse emails of training events and opportunities, OwLearningHub archive of training. http://owlearninghub.blogspot.com
• Lauri to put out call to form an adhoc committee

D. Librarian Emeritus (K. Frankel)
• Ken Frankel is bringing forth Dr. Miller as a candidate, nomination in writing, submitted to Chair and then Dr. Miller will submit documentation to Promotion Committee and they will review and make recommendation to chair. LFA will review and secret vote conducted then to provost, UFS awards, then to president

X. Adjournment 11:48