SAC Agenda/Notes
Date: April 11, 2023; 1pm CT
Location: 206T and via Zoom

SAC Members Present: Alyson V. (Chair), Janina S., Kristen C., Dianna M., Michelle B.L., Marisol M. (Secretary), Bonnie G., Krista O.

Agenda Items

Item 1: Elections Update / Next Steps / Refer to Timeline
Item 2: Website Review
Item 3: Updates from University Librarian & Assistant Provost
Item 4: Task Force Updates
Item 5: Faculty with Service Question

Links/Documents

- Project Priority List
- Staff Guidelines

Item 1: Elections Update / Next Steps / Refer to Timeline

- Brought forth by Alyson V.
- Refer to 🗒 Annual Timeline of SAC Activities
- Professional Development & Mentoring committees
    - Reminder from previous meeting - There are concerns about getting enough nominations to fulfill the member requirements for both committees; library employees are overextended
    - Nominations will go out, the SAC will determine how to move forward from that point
- Nominators for council/committees memberships will open in May
    - Librarians and library professionals should consult with their work administrators to make sure they have the bandwidth to meet the demands of their respective groups
    - It's a good opportunity to be involved from the beginning
    - Individuals can self nominate
- SAC will develop a Qualtrics ballot that will go out in June
- Newly formed groups will start their appointments on September 1

Item 2: Website Review

- Tina P. present on behalf of Bonnie G.
- Get requested feedback about [website](#) back to Bonnie
- Re-cap:
    - Members headshots
        - No objections from group to submit headshots
        - Janina will look into using the Studio to take professional photos, also recommended to reach out to Marketing
    - Minutes document format
        - We can do PDFs, but they aren't accessible.
        - We can link to a Google Doc, but that means the docs need to be sharable via link for view only. Some of the docs right now only allow viewing within the organization.
    - Libraries group photograph
        - Photograph has been updated, but there's a recent version (from 2022); Tina will request a copy from Rachel
- Placement of the SAC website
    - Options: Employment page, 'Who We Are'
    - We will put it under both Employment and 'About the Libraries' sites; Confirm with Bonnie G.
    - Add note that the feedback form is for library personnel
- Identifying physical location of SAC members
    - Use building location rather than specific office number
    - Considerations to leave out office number/location - safety, and there are some folks who work AWL

- - It was noted that A&M-affiliates can locate offices in the Outlook contact card
- Format of minutes document
  - PDF is a reliable format
  - Are the agenda items available to the public?
    - Reminder that we are subject to open records request
    - The SAC wants to be open and transparent
    - University Librarian has also agreed that it'd be best for the minutes to be made public
  - Process to upload minutes to the website
    - SAC secretary will submit a helpdesk ticket to Bonnie G.
- Subcommittees in the SAC page
  - We'll circle back once the council/committees are formed
- Questions:
  - Feedback Form - Could anyone with an A&M log-in be able to provide feedback?
    - Theoretically, yes. If external feedback comes in, we can triage and send through appropriate channels

Item 3: Updates from University Librarian & Assistant Provost, Julie M.B.

- UL gave presentation at April 10 faculty senate meeting
- [Faculty Senate re-cap](). *Begin at minute 15:30.
- An earlier version of the presentation was presented to the LIbraries at the March 23 town hall
- There was positive feedback from the senate
- The UL will be meeting with the University Staff Council next
- Overall, we are conveying the message that the Libraries have a plan moving forward
- Julie M.B., Mo Tan C., and Susie G. will be looking at the Libraries budget to make sure new units have enough personnel, supplies, and special supplies. Review of budget will also help uncover additional funding that may be needed.
  - The University is beginning its first phase of budget review at the end of April; meeting with Deans in June; merit discussion will be held in July.
    - Structure to distribute merit in the Libraries will not change; merit will still be based on the annual evaluation
- West campus library and museum update
  - The group is tasked with visioning, not designing; they are identify what spaces are needed
  - UL is excited about the possibilities, although the group is trying to address how to incentivize students to visit the location, given that it will not be centrally located
  - There's also a perception that certain libraries are for specific majors, but the Libraries will need to work on messaging
- McAllen
  - Michael Johnson currently oversees some elements of the McAllen campus. The UL briefly discussed the need of a librarian at McAllen. The UL and Dr. Johnson agreed that further discussion is needed.

- - ○ Additionally, A&M has named Manuel "Manny" Vela as vice president and chief operating officer of McAllen campus, effective May 15, (see: [Higher Education Center At McAllen Names New Leadership, Sets Enrollment Goal - Texas A&M Today](#))
    - ■ Day to day operations will still be run by [Dr. Adolfo Santos](#)
    - ■ Vela will focus on community outreach and collaborations
- ChatGPT
  - ○ At the moment, there is a working group comprised of: the Faculty Senate, Graduate & Professional School, Libraries, the Student Success Center, the University Writing Center
  - ○ The group will be preparing a game plan on approach.
  - ○ Stephanie Graves will be looking at the tool from a teaching perspective; Derek H will be looking at it from a research perspective; there will also be education about Copyright for faculty.
  - ○ ChatGPT isn't going away, so we need to figure out how to teach faculty and students to use it in an ethical and innovative way.

Item 4: Task Force Updates

- Hiring Implementation Task Force (Jessie S.): Thomas has sent out a series of trainings. Those involved in stakeholder groups are *required* to complete the training in order to participate at any point of the hiring process.
  - ○ Please share with UL or the SAC any recruitment ideas or best practices to extend our reach to potential applicants.
  - ○ The group may need to look into impact of recruiting at large vs focused conferences.

- Internships, Fellowships & Practicums Task Force (Janina Siebert): At this time, the task force group has not created a recommendation to propose a committee.
  - ○ The group will submit its final recommendations in a few weeks
  - ○ Once they are signed off by UL, the SAC will formally close the task force

- Diversity Task Force (Marisol M.): the DAC is currently reviewing the recommendations. Original submission date is April 17, but deadline may need to be extended by two more weeks.

- Campus Programs for Minors (CPM, Tiana O.):
  - ○ Tiana has completed some of the training; she shared that they were informational but a bit overwhelming
  - ○ Tiana O. will regroup with her team to see how to move forward

- Wellness Task Force (*insert name of rep*)

Item 5: Faculty with Service to the Libraries

- Brought forth by Dianna M.
- Continuation of service to the libraries and resources necessary to do so.

- With faculty beginning to plan for the Fall semester, faculty are looking at what percentage to give back to the Libraries; faculty who have been providing service have the opportunity to continue next year and/or reduce their service back.
- Question: What expectations/opportunities will they have if they continue to pursue this option?
  - UL discussed this question with the AULs
  - Service back has changed significantly from what was included in the transfer documents; the libraries recognize that new responsibilities in academic departments have taken more of their time, and as a result the time that some faculty can give back has been scaled back
  - The UL and AULs will support faculty, and will approach on a case-by-case basis
- Dianna M. released a survey to current faculty (with service to the Libraries) to gather how they are interested in moving forward (Note: survey results will shared with designated individuals):
  - Currently, there are 12 people who have service back to the Libraries.
  - Some faculty are working on a reduction of service, while others would like to continue with the same percentage of service.