Minutes of the Faculty Assembly Meeting
05-November-2014, 10:00 AM, H-111
Approved

Members Present: Abedi, Brooks, Costa, Crater, Davis, Hofmeister, Surmick (Student representative), J. Johnson, Moore, Parigger, Schmisseur, Simonton, Solies, Vakili, Yu, Yue, Zhang.

Members Not Present: Anusonti-Inthra, Chen, Moeller, Tolk.

1. The meeting was called to order at 10:02 AM with a quorum present.

2. Report from UTSI Executive Director, Dr. Moore:
   Dr. Moore said that an announcement for the Boling Chair will come out next month. Dr. Moore also mentioned the enthusiasm and faculty involvement around the hypersonics initiative.

3. Committee reports:
   • Report from Executive Committee, J. Johnson:
     J. Johnson said the Executive Committee had met and discussed the need to update the current Faculty Assembly By-Laws in order to reflect the current structure of the Institute. Vakili suggested the By-Laws Committee be re-activated. Hofmeister suggested the Faculty Assembly first discuss the purpose of the Faculty Assembly. Parigger noted that there are both obvious and fundamental changes that need to be addressed and suggested that the updating process start by first addressing the “Living document” aspects of the By-Laws. J. Johnson called for volunteers to re-activate and populate the By-Laws Committee. Parigger, Simonton, Brooks, and Hofmeister accepted nomination to the By-Laws Committee.

     J. Johnson excused herself from the meeting.

     The motion, from the Executive Committee, recommending “C. Johnson join the UTSI Faculty Assembly” was presented by Costa. In order to act upon this recommendation, Davis moved that the FA By-Laws be amended to say:

     “The Assembly shall consist of all full-time Faculty of The Institute who hold the rank of Assistant Professor or higher, and certain Adjunct Faculty or staff with qualification commensurate for Adjunct appointment. These Adjunct Faculty and staff shall be full-time Institute professional staff who are actively involved in the Academic Programs of The Institute. The Faculty Affairs Committee shall recommend such Adjunct Faculty and staff to the Assembly. The Assembly shall act upon these recommendations.”

     Hofmeister seconded the motion. The motion was approved by show of hands, with 14 votes in favor, 1 abstention, and 0 votes against.
The motion from the Executive Committee was approved by show of hands, with 14 votes in favor, 1 abstention, and 0 votes against.

J. Johnson re-joined the meeting.

4. Report from UTSI representative to UTK Faculty Senate, Research Council, Centers Review Committee, and Graduate Policy Committee, Parigger:
Parigger reported on the Faculty Senate meeting of October 20, 2014. Items on the report presented by the Chancellor (J. Cheek) were summarized. The “branding update” given by M. Nichols, regarding the new ’brand’ and ‘logo’ for the UTK campus, was also summarized. Comments by C. White, of the University Faculty Council, regarding the long-term decline in state appropriations were briefly mentioned and discussed. Finally, the FA was informed about the main points in the presentation on Interim Policy on Sexual Misconduct and Relationship Violence, made by Jenny Richter. The unapproved minutes of this meeting can be found at http://cdn-senate.utk.edu/files/2014/08/October-2014.min_.pdf.

Parigger also reported on the Research Council Meeting held October 8, 2014. The FA was informed about the presentation of guest speaker M. Goldman, Assistant Dean at UT Graduate School of Medicine (GSM), who indicated the interest of GSM faculty in collaborating with UTK faculty and suggested various ways to collaborate. The presentation of the SARIF Equipment Committee Report, by B. Dunne, was mentioned. Parigger also mentioned the work underway in the Centers Review Committee, regarding the review of four Knoxville centers. The unapproved minutes of this meeting can be found at http://web.utk.edu/~senate/rc/arch1415/10_08_14_rc_minutes.pdf.

Report from the UTSI liaison for the IGMCS program, Parigger:
Parigger gave the FA an overview of the Interdisciplinary Graduate Minor in Computational Science (IGMCS) program. For more information, visit http://igmcs.utk.edu/.

Report from UTSI representative to UTK Faculty Senate, Nominations & Appointments Committee, and Library & Information Technology Committee, J. Johnson:
J. Johnson briefed the FA about the recent Library & Information Technology Committee meeting.

5. Old Business:
Current efforts to re-activate the UTSI Library, J. Johnson:
J. Johnson noted the outstanding job done by Tolk in revitalizing the UTSI library. J. Johnson presented a summary of the progress report provided by Tolk, which is attached to these minutes. Discussion on the topic ensued.

Mr. David Surmick presented himself to the FA as SGA President and invited all FA members to participate at SGA meetings. Surmick informed that Mr. Stu Steen and Mr. James Rogers are SGA officers.
6. Approval of Minutes:
Minutes of the 17-September-2014 Faculty Assembly meeting were approved, by show of hands, with 15 votes in favor, 1 abstention, and 0 votes against. (Solies moved, Crater seconded.)

7. Adjournment:
The meeting adjourned at 11:05 AM (J. Johnson moved, Costa seconded).

Respectfully Submitted,
Lino Costa
Secretary
Library Committee Report to the Faculty Assembly
October 28, 2014
By Janice Tolk

The committee met in the UTSI library to discuss how the students, faculty, and staff would like the library to be used. All agree it is an invaluable and unique resource that might better serve the UTSI community as well as researchers outside of UTSI with some modernization. The committee consists of the faculty and staff listed below:

Lara Lash    Lloyd Davis
Julie Swafford Patricia Burks-Jelks
Janice Tolk    Stuart Steen
Brenda Brooks

A variety of ideas were offered to transition the library to a modern facility that is used by UTSI employees. The students were enthusiastic about making the library a work space conducive to study, and all committee members were in favor of transitioning to a modern library, which includes research meeting/collaboration, and information resources. Brenda Brooks gave a comprehensive tour of the library and explained the current use of two large conference rooms, four small conference rooms, and office. In addition, she provided valuable information on a previous effort to digitize the collection.

As of August 2014, the library falls under the leadership of Patricia Burks-Jelks. Mrs. Burks-Jelks met with Brenda Brooks independent of the Library Committee to understand the needs for office and work space, and made a plan to start immediate update of the physical spaces (office, conference rooms, and work space). Ms. Brooks’ experience and knowledge of the library has proven to be an invaluable resource.

Mrs. Burks-Jelks and Dr. Tolk met on October 17, 2014 to derive a priority list of ideas from the Library Committee to present to Dr. Moore. They met with Dr. Moore October 23, 2014 to present the following list:

The priority presented to Dr. Moore was:

1. Update Ms. Brooks’ office to provide more ergonomic desk and work space. Work has already begun on this effort, including rewiring and relocating the phone for more efficient space utilization. Furniture will be relocated from elsewhere in the library to provide a more ergonomic arrangement.
2. Consolidate the Thomas Jefferson (TJ) stuff in one of the large conference rooms. Work has already begun on this effort. All TJ material will be consolidated in one space, which will make space next to the office available for a work room.
3. Reclaim the remaining conference rooms for UTSI students, staff, and faculty use. Work to assess the material and equipment in these rooms has begun. The rooms will need to be cleaned up, reorganized, and revamped before being reclaimed for faculty, staff, and student use.
4. Upgrade wiring to provide more electrical outlets; outlets are needed to recharge laptops in the main space as well as the conference rooms. Work has already begun on this effort. In addition, four new computers have been ordered and will be installed in the library.

5. Upgrade the chairs. Existing tables and desks can be re-used; however the chairs are worn, don’t roll, and are the wrong height for the tables and cannot be adjusted. This makes a difficult ergonomic situation that is not conducive to comfortable use of the facility.

6. Provide a technical writing resource. This includes reference material in the library as well as a seminar or short course to be delivered periodically. Mrs. Burks-Jelks will gather some information on a speaker, and Dr. Tolk will look into getting some written material that can be ordered.

7. Digitize the collection. Effort to digitize the library began more than five years ago with the University of Memphis. Apparently, UTK was not interested in the UTSI collection at the time; however, they will be contacted as part of this effort. Progress was made but the effort has not been completed. Before the collection can be digitized, it first needs to be reviewed. Assistance will be requested from the faculty to review the collection and determine what books, technical reports, and journals need to be kept, sent to UTK, archived, or donated. UTK has an environmentally controlled archive vault that may be available for use. Details will be clarified after discussions with the UTK librarians.

Dr. Moore is fully supportive of developing a modern library/research space, but we first need to define what that means. Pursuant to that, Mrs. Burks-Jelks will contact the UTK library and request they come for a visit and provide input, advice, and (hopefully) assistance. Dr. Jackie Johnson has also made contact with Dr. Rita Smith, Executive Associate Dean of the Library at UTK and advised we would be in contact with them.

Once discussions with UTK are begin, a vision, strategy, plan, and budget can be formulated and presented to Dr. Moore. The Library Committee will develop the long range vision, strategic plan, and budget. A report will also be made to the Faculty Assembly. The plan will be phased to work with a budget.