

9-19-2018

College of Arts & Sciences Department Chair Meeting : 2018 : 09 : 19

University of South Florida St. Petersburg. College of Arts & Sciences.

Follow this and additional works at: https://digital.usfsp.edu/coas_dept_chairs_meetings

Recommended Citation

University of South Florida St. Petersburg. College of Arts & Sciences., "College of Arts & Sciences Department Chair Meeting : 2018 : 09 : 19" (2018). *College of Arts and Sciences: Department Chairs Meetings*. 3.
https://digital.usfsp.edu/coas_dept_chairs_meetings/3

This Other is brought to you for free and open access by the College of Arts and Sciences (COAS) at Digital USFSP. It has been accepted for inclusion in College of Arts and Sciences: Department Chairs Meetings by an authorized administrator of Digital USFSP.

CAS CHAIRS MEETING

September 19, 2018

In attendance: Magali Michael, Deni Elliott, Debbie Cassill, Joan Reid, Susan Toler, Tiffany Chenneville, Morgan Gresham, Michael Francis, Monica Ancu, Bridget Nickens (minutes)

- Updates on Consolidation
 - **Meeting of Colleges of Arts and Sciences Deans is on Sept. 20**
The meeting at USFSM will now include the Honors Colleges and USF Tampa's College of the Arts. This anticipates a Huron Group announcement about consolidation "structure" scheduled for today (9/19/18). In two years, it is hoped that USFSP will be receive additional resources and equal accessibility to funding and graduate assistants. There will likely be fewer tenure-track hires before consolidation is complete. Full-time visiting and instructor hires should still be allowed with no problem.
- Office Staff
 - **Jason Morris is moving to University Advancement. CAS hopes to be able to reclassify his position with a hire who can focus on HR to help Jennifer Woroner. The Visiting Asst. Dean of CAS position has been underwritten with non-recurring funds and will not be available next year. The College is also working to replace an administrative specialist.**
- Reminders: Spring and Fall 2019 Schedule
 - **Jennifer Woroner needs all the information for adjunct/student contracts as soon as possible and no later than October 15.**
 - **Dr. Susan Toler has volunteered to work on the Environmental Chemistry program proposal, so all course scheduling duties have now been assigned to Martin Seggelke.**
 - **Martin will meet with chairs to finalize the spring schedule and subsequently to create/set fall schedules for each program based on two-year rotations.**
- Workload Guidelines (latest revised draft)
 - **Dean Michael distributed the twice-revised CAS Course Guidelines – which must be implemented for the spring 2019 session. It may be the best that can be done at present, even if not fully endorsed by the chairs. Dr. Chenneville worries that it hurts junior faculty, and Dr. Francis says he cannot support it because the premise is completely flawed. He pointed out that Tampa may have Course Load Guidelines, but if they do they do not seem to follow or enforce those rules. He believes that course load guidelines should be tied to annual reviews. Dean Michael said it was important to make sure that faculty know these guidelines are temporary, but the ruling to follow this**

plan over the next two years comes directly from Tampa. She indicated we should move forward with the understanding it can be changed from year to year. It is important to realize that, depending on course schedules and funding, we may not be able to reduce course loads, so we will need to reevaluate the guidelines after looking at the spring 2019 schedule. The majority present said guidelines for “Research Active” faculty should require “substantive scholarly activity over the past three calendar years” and for “Research Productive” the number of published peer-reviewed articles set at five.

- **Student Retention:** Colleges have been asked to submit proposals to aid in retention
 - High Risk Courses (FTIC 2017 Cohort)
 - College Algebra (31% of the 145 taking it failed)
 - Pre-calculus Algebra/Trigonometry (30% of the 150 taking it failed)
 - Introductory Statistics I (28% of the 243 taking it failed)
 - Biology I (27% of the 161 taking it failed)
 - **SOLUTIONS:** Required co-curricular options such as online practice software? Embedded student tutors in high risk courses? Math tutoring sessions/lab? Analyze if failure rates are across or in particular sections (if latter, work with instructors)?
 - General Education Courses: Strengthen courses? Make them more appealing to students (and faculty)? Find creative ways of offering them?
 - **Morgan distributed information about the “Enhanced Curriculum,” and said changes were coming. The Knowledge tier includes state-mandated courses, and nothing is likely to change. Revamping of Gen Ed likely will be completed by fall 2019 – before final Consolidation is completed in 2020. No new course proposals are being accepted for the Intellectual & Practice Skills tier. USFSP and USFSM proposals for the Personal & Social Responsibility tier can only be put forward through the Tampa Gen Ed Council. Morgan says they are looking for faculty on the USFSP campus to provide input on the assessment plan for Gen Ed. She will draft an email that chairs can send to their faculty to seek professors who would want to serve on this committee. She also suggested the chairs visit the enhanced Gen Ed site. (<https://www.usf.edu/undergrad/general-education-council/gened-revision/proposed-program.aspx>)**
 - Other ideas???
 - Dean Michael asked for proposals to aid with student retention from CAS departments.
 - LLC students are doing well, another method of aiding in retention. (All the LLCs are College of Arts & Sciences programs.)
 - The calls by deans and others to new FTIC students is going well, and most seem grateful that administrators are reaching out during the first month of their time here at USFSP.

- **Suggestion was made that faculty be reminded about how Canvas and Archivum can be used to help at-risk students.**
- Summer Money/College Budget/Departmental Budgets
 - Re-organization of summer money allocations
 - **Dean Michael says we do not know how much CAS will receive.**
 - Expectations for Departmental Budgets Expenditures:
 1. Initiatives for Student Success
 2. Programmatic Initiatives
 3. Faculty Development/Travel
 - Guidelines for Travel
 - College Competitive Research Grants
 - **Once we know the funding allotments, decisions can be made on how the money is spent, but Dean Michael would like to divide it in such a way as to allocate research funding (that may include travel) differently than travel funding (to conferences for faculty development). Britani and Paul are looking at what was spent in the past, and the suggestion was made that a College committee – perhaps the Council of Chairs - could meet once a semester - to review applications and distribute the money in a way that ensures that the most deserving people throughout the entire College would be rewarded. Funds would not just be distributed equally across departments. As the meeting was nearing its end, it was decided to revisit this agenda item at the next meeting.**
- Book Ordering (Jason at 10:45 a.m.)
 - **Jason distributed information about textbook ordering for spring semester. (The deadline is Oct. 15.)**
To align with PBF Metrics, professors are encouraged help reduce the cost of educational materials for their students by adopting e-books for their courses.
TAP.usf.edu is the website they should use, making sure to order twice for cross or dual-listed courses. If there are several sections of one course, adjuncts will all be required to use the same text. Books should be ordered for each lab class. Jason will send out a list of librarians by discipline who can help with course book options. If a new faculty member is not able to get into the system to order, he/she can send an email to Follett with a book order.