

4-8-2015

## Deans' Council Meeting : 2015 : 04 : 08 : Minutes

University of South Florida St. Petersburg. Office of the Regional Vice Chancellor for Academic Affairs.

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## Meeting, Deans and Associate Deans

April 8, 2015

Minutes

**Present:** Frank Biafora, Bill Heller, Carol Hixson, Suzi Mills, Gary Patterson, Susan Toler, Alison Watkins, Shawna Nelsen (notes)

**Absent:** Olivia Hodges, Bob Thompson

1. Welcome

Mark opened the meeting at 11:00 and welcomed all present

2. Minutes of March 25, 2015 and April 1, 2015

Minutes approved.

3. Success Stories/Announcements

KTCOB - Innovation Overnight on April 10-11

Academic Affairs - Mike Fernandez event this Friday, April 10, please try to attend and encourage your faculty and staff to attend.

4. Standing Items

a. Online Student Portal

The position closed and there are 16 applicants. The survey questions are being revised.

b. FAIR and BANNER

Nothing new to report.

c. USF System Task Force

Conversations have continued regarding the importance of separate identities.

d. Strategic Planning

Mark reported that the Student Success group met on April 7 and a matrix was developed that combined all new and ongoing student success initiatives across campus.

The budgets and final steps are being discussed. The original list included the deans' group ranking and consensus, but things have changed and the student success bold goal will now need to be considered more heavily within the context of budget requests. Shawna will be in touch to schedule one-on-one meetings with the deans to discuss individual budgeting needs.

It was noted that the PAR meeting has been cancelled for this week. If there is an urgent need for an individual PAR to be reviewed please send Mark an email and cc Shawna.

Mark explained that the student success and retention groups continue to make progress. On Tuesday, April 21 a campus conversation on Student-Centered Success will be presented by the Chancellor from 3:30-5:00pm in Davis 130. Shawna will provide the deans access to Student Success Basecamp.

Frank reported that there will be both a Summer B (225 students) and Fall (400 students) Convocations, welcoming our freshman classes. Move in weekend has moved from Sunday, with classes starting on Monday, to a Saturday/Sunday schedule including events throughout the weekend and the proposed "Harbor Lighting" ceremony. The students would line the water and hold candles thereby "passing the torch" and lighting up the harbor. The goal is to create a sense of belonging, uniqueness and community among the incoming class. Susan suggested that a compass be presented to the students connecting them to the university and the water. Mark requested that Susan reach out to Holly Kickliter with this creative and memorable suggestion.

#### 5. Matters arising

a. Adjunct training modules

The meeting has been scheduled with Karla Kmetz Morris on Monday, April 13

**Action: Carol**

b. Academic Plan

Mark will meet with the Chancellor to discuss the progress of the academic plan.

**Action: Mark**

c. Retention Task Force

The next meeting is scheduled for April 16.

d. Accountability Website

Carol offered to work with Patrick to update the site and move it forward.

**Action: Carol**

e. Guidelines on a Healthy Workplace

The rewrite has been sent and Susan requested that the old title be removed. The request was supported. Gary suggested that the title be changed to guidelines and Mark will speak with the Chancellor on moving the document forward.

**Action: Susan/Carol/Mark**

f. Graduate Recruiting Position

Donna will be moving forward and the meeting is set for next week. The item will be removed from the agenda.

**Action: Mark, Susan**

g. ProctorU – Academic Dishonesty in Online Courses

Nothing new to report on ProctorU.

However, it was noted that the [\*Tampa Bay Times\*](#) reported that the University of Florida will begin admitting students into a new online program called “Pathway to Campus Enrollment.” This program admits students who normally would not be accepted.

**Action: Carol**

h. Open Educational Resources

Nothing new to report.

**Action: Carol**

i. Tenure & Promotion Process

The candidates and the colleges/library point of contact should all attend the training on April 24 from 2-4pm in STG 110. An invitation has been sent out and RSVP is requested by April 20 to Joseph Kenny at josephkenny@mail.usf.edu.

**Action: Mark**

j. Tenure & Promotion Guidelines

The committee has been charged. The committee includes:

- Mark Pezzo
- Ella Schmidt
- Thomas Smith
- Wei Guan
- William Lang
- Daniel Marlin
- Deborah Henry
- Deanna Michael

k. Student Centered Scheduling

Mark reviewed the summer and fall schedules and some are problematic. If course caps need to be increased the faculty members may request of the dean of the need to hire TA’s to help with the increase in student demand. It is also important to note that major changes in the current Summer schedule changes will not made, but the deans should expect changes in future semesters.

The KTCOB Summer Schedule, which was distributed at the last deans’ meetings, was grieved. Dr. Kofi Glover was quite clear that the administration sets the class cap, not the faculty. The rule is that faculty must be offered the course and if the faculty member declines

to teach the course at the set cap, then an adjunct may be used. Again, this is a curriculum decision based upon what the student needs.

Mark is working on summer schedule guidelines to be distributed. To reiterate student center scheduling is about meeting the needs of our students. Susan added that to better support student success and retention, faculty should be teaching general education courses even if it costs more money.

1. Sabbaticals

The deans agreed on the proposed schedule from last week's meeting. Mark will consult with the sabbatical committee and move the changes forward.

6. New Business

a. Master Plan

There are consultants visiting the campus looking at all of our building and campus space. The consultants will be meeting with senior leadership and many areas across campus.

b. 50 Great Faces Grants Project

The 50 Great Events will include annual campus events, such as the World Affairs Conference and the Science Festival, as well as new events. To support 50 Great Events during the celebration year (September 2015 – May 2016), the Office of University Advancement has set aside funds. Faculty, staff, alumni and student groups can apply for small grants of \$250 - \$1500 to support these "great events." The applications have been sent out by Vivian and are included as an appendix to the minutes.

c. Commencement – Walking when the thesis has not been completed

Susan reported that the policy states graduate students cannot walk until they have completed their thesis. However, after speaking with Graduate Studies Susan was informed that students are allowed to walk but will not receive their diplomas until all degree requirements have been met. Alison and Frank both added that students who have 6 or less credits to complete have been allowed to walk.

Mark requested that Susan email the system policy for his review.

7. Adjournment and date of next meeting

The meeting adjourned at 11:55 and the next deans meeting will take place on Friday, April 17 at 11am – 12pm in Bay 205. Please note this is only an hour meeting.

Archive of meeting minutes available at: <http://dspace.nelson.usf.edu/xmlui/handle/10806/11878>

## Appendix

### 50 Great Events Grant Application

The University of South Florida St. Petersburg will celebrate its 50<sup>th</sup> anniversary on September 5, 2015. The campus community of alumni, donors, faculty, staff and students will use this milestone to launch a year-long celebration through activities and events that showcase the unique history, strong accomplishments and bright future of USFSP.

The goals of the anniversary are closely aligned with the Six Bold Goals of the Strategic Plan. They are to celebrate 50 years of contributions of USFSP with our community partners, to increase public awareness of USFSP and its people, to engage campus alumni, and to increase giving to USFSP students, faculty, programs and initiatives.

The Office of University Advancement has set aside funds to support 50 Great Events at USFSP during the celebration year (September 2015 – May 2016). The 50 Great Events will include annual campus events such as the World Affairs Conference, as well as new events. Faculty, staff, alumni and student groups can apply for small grants to support existing programs or to create new ones. Grants of \$250 - \$1,500 will be awarded.

Grant awards will be made in alignment with the goals of the 50<sup>th</sup> Anniversary celebration and the Bold Goals of the Strategic Plan, the size and composition of the target audience, and the impact the event will have on future support for USFSP. **Deadlines for grant applications are May 15, 2015 for Fall 2015 events and February 15, 2016 for Spring 2016 events. Early applications are encouraged as grant funds are limited.** Please complete and return your application to: Vivian Fueyo, Special Assistant to the Regional Chancellor, 204 Bayboro Hall or by email to [vfueyo@mail.usf.edu](mailto:vfueyo@mail.usf.edu).

Name of Event \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Audience for Event (circle all that apply): Alumni Donors Faculty Staff Students  
Community

No. of participants expected \_\_\_\_\_ Location of Event \_\_\_\_\_

Is there a cost to attend this event? \_\_\_\_\_ How much? \_\_\_\_\_

Department/organization hosting the event \_\_\_\_\_

Contact Name for Event \_\_\_\_\_ Contact Title \_\_\_\_\_

Contact email \_\_\_\_\_ Contact Phone \_\_\_\_\_

Amount of Grant you are requesting (up to \$1,500): \_\_\_\_\_

Description of Event including names and titles of potential speakers (limit 250 words):

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**What goal(s) of the 50<sup>th</sup> Anniversary Celebration does the event support?** *Please check all that apply*

- Celebrate 50 years of contributions of USFSP with our community partners
- Increase public awareness of USFSP and its people
- Engage campus alumni
- Increase giving to USFSP.

**Anticipated Income and Costs for this event:** *Please estimate to the best of your ability*

Income:

Sale of Tickets            \$ \_\_\_\_\_  
Sponsors                \$ \_\_\_\_\_ *(Please list who you plan to ask for in-kind/cash donations)*  
Other funding            \$ \_\_\_\_\_ *(Please specify)*

Program Costs:

Speakers' fees            \$ \_\_\_\_\_  
Speakers' travel        \$ \_\_\_\_\_  
Other (specify)          \$ \_\_\_\_\_

Facilities Costs:

Space rental              \$ \_\_\_\_\_

|                               |                 |
|-------------------------------|-----------------|
| Parking                       | \$ _____        |
| Audio Visual                  | \$ _____        |
| Other (specify)               | \$ _____        |
| Entertainment Costs           |                 |
| Food and Beverage             | \$ _____        |
| Wait staff                    | \$ _____        |
| Other (specify)               | \$ _____        |
| Publicity Costs:              |                 |
| Printed materials             | \$ _____        |
| Other                         | \$ _____        |
| <b>Total Estimated Costs:</b> | <b>\$ _____</b> |

**Name of Dean, Supervisor or Faculty Advisor** \_\_\_\_\_

**Signature of Dean, Supervisor or Advisor (required)** \_\_\_\_\_