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College of Arts & Sciences Department Chair Meeting : 2018 : 10 : 17

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CAS CHAIRS MEETING

October 17, 2018

- Text books (Kaya van Beynen)

Kaya talked with Chairs about changes in how course books will be chosen and ordered for spring 2019. She will send out step-by-step instructions to help with understanding the various ways to ensure that E-books are used whenever possible and how to report “No textbook required” in the Follett’s system. Chairs want to avoid any confusion about whether a book is required and they want to ensure that students know they may have course reading assignments as soon as the semester begins. The chairs discussed ways they could get the word out and asked whether the bookstore could have signage that tells students to log into Canvas and check the syllabus before purchasing a book at the bookstore. Kaya said the library and bookstore are available to help faculty with deciding which textbook to adopt and how to submit their book orders. Recommended Reading books should not be entered into Follett Discussions, but faculty should let the library know so that books can be placed on reserve.

- Updates
 - Minutes from the September 19 meeting were approved with no additions or corrections. Bridget will check to see how CAS Chairs’ Meeting Minutes can be placed online and easily accessible to all CAS Department faculty.
 - Consolidation: Student Success/Academic Programs/Campus Identity Subcommittee Hearing: Thursday, October 18 at 1:30 in Davis 130

Dr. Tadlock encourages faculty to fill the room at Thursday’s Subcommittee hearing. He would also like as many people as possible to attend the Oct. 22 Faculty Forum (10am to noon in Harbor Hall Community Room). When interacting with Consolidation Subcommittee members it is important to emphasize student success. Focusing on student success in comments or suggestions will help to ensure you are heard and your offerings considered.

- Updates on Office Staff

Thushani has been helping with Biology advising since Brittany Sears left CAS to take a position at USF Tampa.

When Jason left to go to University Advancement, the Office Manager position was changed to an HR Specialist’s position. That new hire can assist Jennifer with all of the CAS staff hiring and payroll. Jennifer is now the immediate supervisor of the Administrative Specialists. As soon as all the vacancies are filled, Magali will let CAS Department Chairs know who is responsible for which CAS Office areas, and ask them to share that information with their faculty and Program Coordinators.

- Update on Workload Guidelines

Magali thanked the chairs for their updates to the workload guidelines. There will definitely need to be adjustments for 2019-20.

- Hires for Fall 2018 approved:
 - Full-Time Instructor of Chemistry
 - Full-Time Instructor of English
 - Full-Time Instructor of Mathematics

There was only enough money in place already to cover the cost of three Full-Time Instructors in the areas listed above. If a full-time faculty member leaves, a portion of that person's salary line will be used to fill the gap in the USFSP budget, and the remaining money from that line will only be allowed to cover the hiring of full-time Instructors. These Instructors will focus on Gen Ed section slots first (to help with retention), and various department's new Instructor requests will be considered based on whether it has multi-section classes with a lot of students. There will most likely be no tenure track faculty hires until after Consolidation is completed. Current Visiting lines will continue.

Michael asked whether there were any updates on the Cole Chair, saying he thought we should let the donor know the position can't be filled until Consolidation is complete. Magali said University Advancement assured her that the delay in filling the position is okay, but Michael said it would be good to let the donor know the status. He also wants to ensure that the donor is able to specify their intent for the faculty position being underwritten. If they specifically want the Cole Chair hire to be a philosopher rather than an ethicist, that request should be seriously considered.

- Nomination of up to five students for "Outstanding Graduate" for fall graduation

Magali thanked the Chairs for nominating students for the Outstanding Graduate award in December. All agreed that the award should be given to someone who is an excellent student and involved in extra-curricular activities on campus and in the greater community. Magali will check to see whether the nominated students are eligible for consideration for the fall semester award.

- Student Retention & Persistence:
 - Goal is to cut number of probation & dismissals

One of the most important ways to help with retention is to identify ways to lower the number of students who have D and F grades, especially in Gen Ed math sections. Funding may be available to assist with helping students in these classes, including having Teaching Assistants in each of the classes. Students will have to understand that getting a passing grade requires regular attendance in class and an effort to participate in some way in discussions or interactions with the professor. Chairs can get the information about their

high D&F classes from the Data Action Team, and they should let Magali know what they think might help alleviate the problems.

- Plan for each program

It was suggested that CAS needs to figure out a way to have a calendar of events that its students – across department and majors - might be interested in attending. Michael says this would be easier to do if only Communications would give Departments the ability to access their own websites for updates and corrections, and if there were a campus wide calendar listing for all events that featured prominently on the homepage for people to just click on to see what was upcoming.

- General Education Courses

Magali said that when she met with her CAS Student Advisory Committee students almost all of them said their Gen Ed courses were the most boring classes they had taken here and often were not taught by the best professors they had experienced. Susan suggested Department Chairs review the course evaluations submitted by students at the end of each semester to see what students were saying about their instructors. If a majority say the professor is not doing a good job of teaching and those classes consistently have students making very low grades, perhaps we need to consider replacing that instructor. The students were enthusiastic about the classes where they had very good and interactive relationships with their professors, and they felt that was the best thing about USFSP and one of the main reasons they complete their degrees here.

- Schedules
 - New change form

Paul Schultz noted that an electronic version of the change of instructor information form will take the form of a Google Form. Department Chairs will be able to access it on the Faculty Services website. The process will need to include a means by which any changes are clearly signed off on by the Department Chair. Because Chairs are likely to rely on their Program Coordinators and Administrative Specialists to complete the forms, they want to be able to ensure the information is correct by having the last look at it before it is submitted. The intent is to organize the submission process for schedule changes in such a way that changes are made early enough to ensure that instructor information is in place on the class schedule and with Jennifer so that payroll paperwork can be completed before the semester begins.

- Summer Schedule

Martin is finalizing the summer schedule and Paul will run the budget numbers to make sure we can afford to offer the classes we would like to offer.

- Martin Seggelke will meet with chairs to create set fall schedules for each program based on two-year rotations

- **Fall 2020 will introduce the “set” schedule for all fall semesters to come. The new meeting time blocks will be in place, and multi-section courses will need to be spread out over various days and times to make the schedule as “student centered” as possible.**
- Budget Updates

No movement on the Davis second floor remodeling. Magali says a space survey is being done, but actual work may need to wait on consolidation to determine what needs to be done to accommodate new classes or programs we’ll be assigned. Despite the delay, she has been assured the money for the remodel is still ours.

Susan is finishing the Environmental Chemistry proposal.

CAS does not yet know whether it will receive any summer money, and how much that might be.

Magali distributed information on Travel Guidelines for CAS Departments. Because the summer session money allotment is unknown, she recommends that the College put a cap on any fall and spring travel that uses non-grant money. That would leave the Departments with at least a little money for summer expenses as they arise. Departments can use what they currently have in their budgets, but there is no money in the CAS budget to augment those funds.

Magali plans to meet one-on-one with Department Chairs about their budgets. Deni and other Chairs asked if they could get a copy of the budget pie chart that shows how their department spends its money.