

11-7-2018

College of Arts & Sciences Department Chair Meeting : 2018 : 11 : 07

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 : 11 : 07" (2018). *College of Arts and Sciences: Department Chairs Meetings*. 1.
https://digital.usfsp.edu/coas_dept_chairs_meetings/1

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

November 7, 2018

In attendance: Magali Michael, Casey Frechette, Melanie Riedinger-Whitmore, Joan Reid, Susan Toler, Tiffany Chenneville, Lisa Starks, Michael Francis, Monica Ancu, Bridget Nickens (minutes)

- **Archivum student referrals (Carolina Nutt)**

Carolina Nutt, Director of COMPASS Student Experience: Access, Transitions and Outreach, explained how her department, which originally was intended to help support freshmen, is now being used to help retain transfer and sophomore students. Two new retention coordinators will be hired by January to help as Student Success Advocates. Jake Diaz is handling SOCAT referrals, as both of those positions have employee searches underway. She appreciates faculty help with this student retention mission, explaining that students who have stopped coming to class should be referred to COMPASS through instructors' Canvas pages. If mental health or behavioral health issues are a concern, faculty should contact SOCAT. She distributed a flier explaining how to refer students for help (additional information about referral procedures are attached to these minutes). Soon, Archivum will be the method for keeping track of information about students so that everyone will be able to access information from all areas to decide how to help a struggling student. Tampa is currently testing this program.

- **CAS Holiday Party: Friday, December 7, 5 p.m.**

Save the Date: More information to follow.

- **Updates**

- **Consolidation**

No "new" news about the USF Consolidation. Upcoming communication is likely to be recommendations being sent to the Task Force Committee. The chair (now ex-chair), Dr. Jonathan Ellen, President of Johns Hopkins All Children's Hospital, indicated in a presentation to the USF Board of Trustees that he believes there should be colleges on all three USF campuses as well as faculty of all ranks. Although the College of Nursing will keep Tampa as its home, USFSP will host a second degree nursing program at USFSP as of fall 2019—we are currently making plans to build a nursing skills lab here at USFSP. Plans are to lease the port building over on 8th Avenue S., which is owned by the City of St. Petersburg. USF Tampa also plans to underwrite a Math Lab at USFSP. Magali said that no new course proposals are being allowed, except if they are required for completion of a degree on our campus.

All agreed there should be clearer guidelines about how consolidation can work. Dr. Tadlock encourages meeting with Tampa departments, while Dr. Wilcox says doing that would be premature.

We need to follow the same “best practices” on adjunct hiring as Tampa, which means hiring adjuncts for no more than 6-8 credits per term. Melanie said we also need to be able to hire more TAs to help in the classroom for some courses.

- **Office Staff**

Jyoti Rao, CAS Internship Coordinator, is leaving to work for the USF College of Nursing in Tampa. Everyone is sorry to see her leave, as she has been so helpful to the CAS and our students who are seeking internships and job placement. Funke has indicated we can replace the position. Jyoti’s last day is Nov. 30.

Jason’s Office Manager position has been changed to an HR Specialist, and Jennifer hired Radhika Dang for the job. Radhika has previously worked for Dr. Jamie McHale and comes to the College Office with experience with the various USF online systems to help our 91 full-time faculty as well as many adjuncts and students with payroll, leave coordination, and other HR issues. Once all the CAS new hires are on board, a list will be sent to Department Chairs to let them know which office staff member can help with a given task.

- **Schedule: Martin Seggelke will meet with chairs to create set fall schedules for each program based on two-year rotations and four-year plans**

Chairs can anticipate being contacted soon to set up individual meetings.

- **Student Retention & Persistence Goals:**

- **Cut number of probations & dismissals**

Encouraging faculty to utilize the student referral system through Canvas will help with this, provided faculty make sure to be in touch with COMPASS soon after a student has two unexplained class absences. Unfortunately, professors are not able to see in Canvas whether a student has dropped a class. Carolina Nutt said that is an issue that they are working on with Tampa, but in the meantime, faculty can contact her office to find out a student’s registration status.

- **Reduce number of D/F grades: begin working on general education courses**

Faculty are encouraged to have at least one assignment or test within the first three weeks of class (or about halfway between when the class begins and mid-term grades are due) that will be an indicator of how the student is progressing in the class.

- **Increase retention of Fall 2018 First Time in College (FTIC) students**

Magali distributed an update she received from the Deans’ Council meeting she attended this week in Tampa of where USFSP stands in the Preeminence Metrics 3 & 4 and PBF metrics 4, 5 and 10. Although our percentages are lower than we would like them to be in all the metrics reported, one metric for which we had the highest percentage was not included in the statistics: USFSP leads the three campuses with the most students who graduate with no excess hours.

Susan also wants to make faculty aware of scholarships that can improve FTIC student progression to sophomore year. There are funds that can help students pay off holds on their accounts that prevent them from registering for the next semester’s classes, as well as emergency grants to students who find themselves unexpectedly homeless.

- **Increase the percentage of Fall 2018 FTIC students who progress to second year with a 2.0 GPA or higher**
Magali encouraged faculty to be supportive of students who are struggling in a class, without lowering standards.
- **Increase the 4-year and 6-year graduation rates**
- **Each program should create an action plan**
- **Budget Updates (none at this point)**
Magali encouraged department chairs to go back and look at their budgets to see if they need to rethink any upcoming expenditures. If they are unsure of funding availability, they should put a pause on events or travel budgets. The current cap is \$1,000 for travel in the U.S. Keep in mind that some faculty do not yet about upcoming conferences and we want to make sure there is money for those.
- **Education Abroad**
USF is committed to giving as many students as it can the opportunity to study abroad. They are designing these for specific majors, and include short trips – such as an embedded experience during spring break where students can take just one class. Even faculty are being encouraged to take advantage of travel and study abroad; one opportunity is in the Spanish Caribbean, where faculty might help to fund their visit with money from their college and an additional amount from the university.
- **Magali thanked Susan Toler for all of her efforts in preparing and submitting USFSP's proposal for an Environmental Chemistry degree.**
- **Minutes and handouts**
Bridget will work to get the previous department chairs meetings online, accessible either on our CAS website or via archives on the library web site.
- **Service Animals in the Classroom**
One additional in-person Webinar regarding service animals will be held on the USFSP Campus for CAS faculty. Any faculty member who has not yet attended should attend this meeting on Nov. 14 at 2 pm in SLC2101.