

3-19-2019

College of Arts & Sciences Department Chair Meeting : 2019 : 03 : 19

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

CAS CHAIRS MEETING

March 19, 2019

In attendance: Magali Michael, Tiffany Chenneville, Michael Francis, John Arthur (for Joan Reid), Melanie Riedinger-Whitmore, Lisa Starks, Mark Walters, Susan Toler, Bridget Nickens (minutes)

- **Updates**

- Internship Coordinator

Catherine Koziol was introduced as the new CAS Internship Coordinator. She said she is excited to be back supporting the college and will be reaching out to department chairs and faculty as she works to help students search for and take advantage of internship offers.

- Minutes from Feb. 26, 2019 meeting were unanimously approved.

- Consolidation: Curriculum Alignments

Magali Michael noted that there is not a lot of “new” news on the Consolidation front. More committees have been put together to work on aligning curricula. Most of the CAS department chairs are serving on one of those committees. She urged them to talk with faculty and seek input. The deans of Arts & Sciences will be meeting on April 1 to help committees with the alignment process. The April 1 morning session will engage programs that USF Tampa and St. Petersburg offer and the afternoon session will focus on programs that exist on all three campuses. Some areas will be easy to align while others may prove more challenging for the committees. Curricula need to be discussed thoughtfully and committee members need to come to an agreement—and not just be told or forced to adopt Tampa curricula. If there is no agreement on how things will work, the deans will step in to help during a meeting scheduled for April 1. Departments can have different concentrations, but core requirements (at least 12 credits) need to be the same on all the campuses. There will be a need for teach-outs of some classes in order to accommodate students currently pursuing majors whose program requirements might change for incoming students.

Tiffany Chenneville asked if USFSP might get any new faculty lines after consolidation. Magali Michael anticipates that program assessments will be performed on each of the three campuses to assess program viability. Until viability is determined, programs are not likely to get additional funding. There may be a need for a few new CIP codes but that will be the exception—moreover, the Board of Governors prefers to retire existing codes before giving out new ones.

- FAIR

FAIR Workload information is in the system for all of 2018, and department committees have begun reading faculty Annual Reports.

- Book Orders

The deadline to meet the PBF metric with textbook orders is March 22. Department chairs offered to be in touch with faculty who have not yet ordered summer textbooks so that Bridget Nickens can ensure all the CAS classes have adopted texts.

- **Enrollment Projections for Summer & Fall / Adjusting Fall Schedule**

Some good news: We are on track to enroll more Transfer students. However, USFSP summer and fall 2019 student enrollment projections are low for First Time in College (FTIC) students. Because USFSP is now recruiting and admitting students with higher GPAs and test scores, more competition exists from other schools for that pool of students. Consequently, the CAS fall course schedule needs some adjustments. Magali Michael will work with Martin Seggelke to determine where such adjustments will be made.

- **Graduate Teaching Assistantships: Shifting to Tampa Model**

We offer paid Graduate Assistantships differently than Tampa but, with Consolidation, need to shift to the Tampa Model. Tampa aims not to use state funding to fund Graduate Research Assistants; rather, these are grant funded. Only Graduate Teaching Assistantships are funded with state money, since they fill teaching needs—with priority given to Gen Ed courses and other areas of teaching need. Academic Affairs is working on the changes and Magali Michael is participating in discussions to make sure that a transition process is in place and that all disciplines with graduate programs are supported under the new model. A document describing the revised funding model and guidelines should be completed in the next few weeks. Humanities chairs were encouraged to gather details about how graduate assistants are funded in Tampa in their disciplines.

- **CAS Faculty Workload Guidelines**

A brief discussion about whether or not to make any adjustments to the current CAS Workload Guidelines resulted in the decision to keep the current guidelines as is

- **Mentoring Program for New Faculty**

Starting with CAS fall 2018 new hires, Magali Michael proposed setting up a more formal mentoring program. She invited the chairs to email her with their thoughts about what kinds of special events or workshops this program could offer as well as a list of mentees and potential mentors.

- **Senior Auditor Policy**

Lisa asked for clarification on the policy regarding Senior Auditors in USFSP classes. Susan Toler confirmed that specific courses can be coded not to allow Senior Auditors.