1-28-2015

Deans' Council Meeting : 2015 : 01 : 28 : Minutes

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

Follow this and additional works at: http://digital.usfsp.edu/deans_council

Recommended Citation

http://digital.usfsp.edu/deans_council/6
Meeting, Deans and Associate Deans
January 28, 2015
Minutes
Bay 205

Present: Frank Biafora, Bill Heller, Carol Hixson, Olivia Hodges, Gary Patterson, Han Reichgelt, Bob Thompson, Susan Toler, Alison Watkins, Shawna Nelsen (notes)
Guests: Susan (Suzi) Mills, David Brodosi, Karla Metz

1. Welcome
Han opened the meeting at 11:00 and welcomed all present, including guests:
- Dr. Suzi Mills, ACE Fellow, who is shadowing Sophia
- David Brodosi and Karla Metz, presenting on the Adjunct Faculty Training Modules

Approved, with minor corrections.

3. Training modules for adjunct faculty
David and Karla joined the meeting to discuss adjunct faculty training modules. They would like to determine if the modules meet the needs of the colleges and to uncover any areas of potential improvements. The team envisions the modules being available through the existing campus learning management system to acclimate the adjuncts early on in the process. Module One currently includes the Library, Chancellor, Academic Affairs, HR, VAWA, Student Affairs, Parking Services and Police Services. It will be followed by the individual college modules.

In subsequent discussions, the following points were made
- The deans will need to identify the appropriate contacts for their modules.

Action: Deans
- It was suggested that modules on the Digital Archive and diversity module should be added.
- It might also be good to include an introduction, probably by Sophia, on the USFSP strategic plan.
- The USF Tampa registrar web site provides a FERPA training module. We should link to this.
- Academic Affairs and HR will probably want to include some material as well and Han will determine what additional modules should be created.

Action: Han
The modules might prove useful for orientation for full-time faculty as well.

- After some discussion about the point at which adjuncts should obtain access to the training material, it was determined that all new hires must be issued a NetID before training can begin.

- David requested that the college identify a contact person who will be responsible for creating the individual college content. Also, the Library cannot serve as a monitoring system for adjunct compliance as this is a college function.

  **Action: Deans**

- Expiration dates would need to be placed on modules such as FERPA, VAWA, but also on Police and Safety Services (i.e. active shooter). David explained that assignments could be created based on an anticipated expiration date and the assignment would be re-launched when needed. At this point HR would have access to the completion task report to show that the faculty had completed the updated training.

- To continue the onboarding process, adjuncts could have access to a second orientation that would be accessible as needed. The orientation could include basic topics from changing the clock in a classroom to college technology support. Discussion boards can also be added.

- The estimated implementation timeline is Fall 2015. However, it is important to understand that in order to meet the Fall 2015 deadlines, Carol, David and Karla will need the help of the colleges and submissions will need to be submitted in a timely manner.

4. Reports

- The senior management team had met at the TEC Garage at the downtown St. Petersburg College Campus. TEC garage is a non-profit established to help start-up ventures. TEC garage is hoping to establish a second larger location across from Harbor Hall. Gary and Han are planning a follow-up meeting with TEC Garage.

- The Foundation Board will be meeting on February 27, at Harbor Hall, with a reception immediately following at the Pointer Institute. USFSP will have thirty minutes on the agenda and details to follow as plans develop.

- USF day will take place at the Capitol on February 11. Gary and Han will make sure we have the appropriate materials for the USFSP table.

  **Action: Gary, Han**

- Han reported that we now have a more systematic process to review PARs, which involves a face-to-face meeting between all who have to sign of the PAR. The forms should still be submitted to Han to review prior to the PAR meeting together with the appropriate background materials.

5. Success Stories

- **CAS**

  - The Department of History and Politics faculty hosted the spring, 2015 series on "Thinking Through...World War I". Dr. Elissa Minoff launched this series last week, and will be followed by Dr. Frederick Leveziel on Feb 25 in the Poynter Corner (4:30), and finally by Dr. Gary Mormino on April 14th at the St. Petersburg History Museum (6pm).
Dr. Hugh LaFollette has completed the community involved portion of his recent book project on gun control. Dr. LaFollette has opened his project to members of the external community to participate and provide valuable input at all levels in the process.

Congratulations to Judithanne Scourfield-McLaughlan for ensuring internships for two students in Washington, D.C.

- **KTCOB**
  - Bill Jackson, Professor of Entrepreneurship, won the USASBE Entrepreneurship Educator of the Year. This award is given to an individual who has provided distinguished leadership over a number of years within the field of entrepreneurship education. Winners will typically have contributed substantive advancements to the way in which scholars think about and approach entrepreneurship teaching and learning.

5. **Standing Items**
   a. **Online Student Portal**
      No progress to report.
   b. **FAIR**
      Susan reported that they are working on scheduling ongoing meetings.
   c. **Strategic Planning**
      Han reported that the USF System Task force had had its first meeting on January 15, 2015. It was a positive, open meeting chaired by Trustee Levy. This was an introductory meeting in which each campus essentially presented a SWOT analysis. The second meeting is at USFSP on February 12. Han will keep the deans abreast of the group’s process.

      **Action:** Han

6. **Matters arising**
   a. **MLK Day**
      USFSP had the largest group in the parade and it was a very successful event.
   b. **Academic Plan**
      The list of questions has been sent to faculty. Han will schedule an initial set of 4 town hall meetings to solicit feedback from faculty.

      **Action:** Han

c. **Retention**
   Han is chairing the Retention Task Force. The group has decided to combine multiple retention groups. Han will send the notes of the initial retention task force meeting to faculty.

   **Action:** Han

d. **Accountability web site**
   Carol has created a collection on the ALC of our different programs and evaluation reports in the Digital Archive, and Han will change the website to include a link to the relative collection in the digital archives.

   **Action:** Han

e. **CAS graduate programs**
   A more cohesive policy is needed in regards to the master’s thesis. Han will request that the Graduate council lead this initiative and develop new policies.

   **Action:** Han
f. St. Petersburg Pier Survey
   Han met with Chris Ballestra on January 14 and the group has decided to set up questionnaires
   station in high traffic areas. Tentative dates/locations, as follows:
   - February 28, Saturday morning market and Tyrone Square mall
   - March 1, Tyrone Square Mall
   - March 7, Saturday morning market and Tyrone square mall
   The group would also like USFSP to drive students to their survey website using Petesync.
   Han will meet with Go Davis to obtain input from the South St. Pete community as well.

   Action: Han

g. Undergraduate degree in Data Analytics
   Han will be meeting with Convergence Consulting Group, tomorrow, January 29. A follow up
   meeting with the data analytics group will need to be scheduled.

   Action: Han

h. Sustainability Workgroup
   This will be a university wide committee focusing on minors/majors in Sustainability at USFSP.
   Han requested that each college nominate one individual to serve on the workgroup.

   Action: Deans

i. For credit recreation courses
   Han met with Steve Lang and requested that he form a committee to review the for credit
   recreation courses. Steve is working on this.
   Han reported that Steve suggested that we might consider offering this opportunity up to
   the non-university community. This led to a wider discussion on continuing education and
   professional development and the meeting decided that we should devote a non-business meeting
   to discuss this. Alison Watkins will give a presentation on the MBA essentials program at this
   meeting.

   Action: Han

j. Policy on Healthy Workplace (was “Policy on Faculty Conduct”)
   Han reviewed the document and it appears to be very straightforward. Feeling amongst the group
   is that they would like this policy adopted. Han will discuss the policy with Chitra.

   Action: Han

k. Budget requests
   On January 21, the deans presented information about their unit’s budget needs for FY16
   (AY15/16) and in some cases for FY17 (AY16/17) and FY18 (AY17/18). At the request of
   Carol, the Deans were asked to “vote” on the requests put forward by the other colleges/library,
   with responses submitted to Tammy Goldberg via email.
   On January 26, the deans met again to review the prioritization of FY16 (and forward)
   budget needs that resulted from the “voting” exercise that they undertook. Han requested and
   received confirmation that members were comfortable with the resultant prioritization such that
   after his final review he could submit the set of needs to the Central Budget Committee.
   The deans expressed their satisfaction with the process, and discussion possible
   improvements, including the need for more explanation for the budget requests and a longer time
   to review the request. Han said he would ensure that next year the process would be further
   improved. He also thanked Carol for suggesting the voting process and plans to continue the
   procedure for the next fiscal year.
1. Advertising
   Carol had sent all colleges the initial allocation to market online courses and programs. She asked the deans to use the all-purpose Service Funding Request Form to request expenditures for marketing their online programs and turn requests in to Sheila Stone for Carol’s approval. She also recommended that deans consult with Alison Watkins to get some pointers on how to develop proposals.

   Alison suggested that each college puts in $10k each to fund an additional position in Graduate Affairs to market online programs. The suggestion was strongly supported and all agreed to participate. Graduate Affairs would also contribute $10k to fund the position. Donna Knudsen would be responsible for managing this position.

   Han was asked to follow up with Donna.

   **Action: Han**

m. International students
   Refer to next meeting due to time constraints.

7. New Business
   a. Research Month.
      Over the last few years, April has been designed Research Month at USFSP and the meeting expressed the strong desire to continue with this. Han will add research month as an agenda item to the next combined deans’ council/student affairs meeting.

   b. Representative to the USF System STEM Steering Committee
      Han reported that we needed to identify a new representative to the committee as Henry Alegria, who had been the USFSP representative, will be on sabbatical. Frank and Han will consult.

      **Action: Frank, Han**

8. Adjournment and date of next meeting
   The meeting adjourned at 12:38pm. The next scheduled meeting will include a webinar from the Education Advisor Board (EAB) and it will return to the normal scheduled time of 10:30am. To accommodate the webinar the meeting will take place in Bay 220.

   As mentioned above, the February 11 meeting will be cancelled but we will have our regular business meeting on February 13. We will have the combined Deans’ Council/Student Affairs meeting on February 18.

Archive of meeting minutes available at: [http://dspace.nelson.usf.edu/xmlui/handle/10806/11878](http://dspace.nelson.usf.edu/xmlui/handle/10806/11878)