College of Arts and Sciences: Department Chairs Meetings

College of Arts and Sciences (COAS)

4-2-2019

College of Arts & Sciences Department Chair Meeting : 2019 : 04 : 02

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

CAS CHAIRS MEETING
April 2, 2019

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

- **Updates**
  - Graduation Ceremony
    Magali reminded the chairs that CAS Commencement ceremony would be Sun., May 5 at 5pm at the Mahaffey. She asks that faculty let her know if they plan on attending, so there will be enough chairs on stage. The new contact person for the event is Amberly Nelson (amberly2@mail.usf.edu) and more info is at the website: http://www.usfsp.edu/commencement/

  - FAIR
    Faculty have finished their FAIR and Annual Reports for spring, summer and fall 2018 and departmental Annual Review Committees have begun their reviews. Bridget will send a reminder to faculty to complete their spring 2019 FAIR Workload reports between the end of spring classes and the start of summer sessions.

  - Book Orders: Final Report
    Kaya van Beynen thanked all USFSP Colleges for their hard work in ensuring our book orders for summer 2019 met the PBF metric. Bridget will be in touch with faculty as soon as they can begin to order fall 2019 books. The sooner orders are placed, the easier it is to troubleshoot issues and make sure we meeting the goal again for fall.

  - Summer and Fall Enrollments
    Enrollment numbers are down. Magali reminded faculty chairs to keep an eye on class sizes, as we might not have enough students to offer some sections.

  - ALCs and training on new system for them
    Susan said there are plans to offer training to department directors for the new ALCS reporting program. It was decided to hold that training on the next scheduled date for the Department Chairs Meeting (Tuesday, April 23) at 1pm. If the location changes from the DAV 124 conference room, participants will be notified. Program coordinators should be invited to this training, too. The 2020-2021 reporting may change drastically following Consolidation.

- o Copying / Back Door of College Office
  Magali said we will be putting a lock on the back door entrance to the CAS main
  office. (That is the door by the copier, next to Max Owen's office, that allows access
  to the hallway.) Too many students are cutting through both ways and often have
  access to copies of exams that are left on the copier.
  The copier upstairs in the faculty mailroom will be replaced this year.
  Magali reminded the chairs that faculty with big copy jobs should give them to
  Harriett (preferably not at the last minute before their classes begin), so she can make
  those copies during times when the copier is not seeing heavy usage.

- o Minutes from March 19, 2019 meeting were unanimously approved.

- ● **Consolidation: Curriculum Alignments**
  Magali and other chairs who participated in this week's Curriculum Alignments
  following Consolidation, said things went pretty well and getting people together and
  talking to each other was very useful. We'll soon get a list of things that still need to be
  worked on, as a few programs will be harder to align than others.
  The structure decision has not come into the conversation yet. So far, it's only been about
  aligning curriculum.
  Mark asked about when Journalism and Digital Media would know whether its
  accreditation might be affected by Consolidation, as ACEJMC can't accredit anything
  less than a department – they can't accredit a major. Magali said that he should upload
  information about accreditation standards so anyone looking at the JDM alignment with
  Mass Comm would be aware of the requirements.
  The deadline to complete the Consolidation Curriculum Assignment is April 15, so if
  anything is missing in the report, it can be added or corrected.

- ● **Graduate Teaching Assistantships: Shifting to Tampa Model**
  Magali reported on last week's Graduate Teaching Assistantship meeting. (There is
  another one next week.) The group is working on having transitional things in place, with
  assignments of Graduate TAs a priority for Gen Ed and other high-enrollment classes.
  Funding assistantships in departmental areas of distinction is important, too.
  Michael hopes things can remain the same with Graduate TAs until after consolidation.
  He is reluctant to recruit any graduate students with the promise of Graduate
  Assistantship funding if he is not sure he can pay them what was promised with their
  admission to the program.
  He particularly wants to ensure that graduate students who started their programs this
  year - with the promise of a Graduate Assistantship to help defray costs – will be able to
  have the same arrangement for the second year of their Master's degree pursuit. Magali

agrees we have to fund fully whoever started their assistantship this year, provided they are doing a good job. (CAS should be doing an annual assessment for each Graduate Assistant. Magali will find out what paperwork there is to help us do that.)
Magali hopes we have our college budget by the end of May, and that will allow us to get our hiring information out to the Graduate Assistants.

- **Mentoring Program for New Faculty**
  Magali said it might be hard to create this new program until we are finished with Consolidation, but still asked chairs to be in touch offering suggestions about what this new program might look like once we feel we can move forward.

- **Web Management**
  The chairs would like to be able to make changes to their departmental sites, but the USFSP Department of Communications has not given that access in the recent past. Magali requested a CAS web manager position to all of our department sites, but funding was turned down. She will resubmit her request. All chairs agreed that with proper training of at least one faculty or staff member in each department, CAS could manage required changes and updates more quickly and efficiently than is currently possible. Having updated web sites is extremely important for making best impressions to students considering USFSP for grad or undergrad programs.

- **Discussion**: Since, the strength and selling point of the CAS at USFSP is its small liberal arts college atmosphere, what can we as a college do to further strengthen that atmosphere? What initiatives could/should we develop to do so?

- **Other Business/Updates**
  Monica asked when the Workload Document would be available for fall 2019. Magali said we had not yet started assigning faculty to those classes.
  Magali said we anticipate equity with USF Tampa relative to Tenure & Promotions guidelines and requirements.
  Although Consolidation will not be final until 2020, we already have policy requirements flowing our way, but no budget money to be able to meet those requirements.
  Magali told the chairs that making the Math lab smaller will allow USFSP to pay for it.
  The second degree nursing program is still scheduled to begin next year at USFSP, with the skills lab being housed in the old St. Petersburg port building.
  Joan asked with whom she should speak about a student having a problem fitting into a desk in one of the classrooms. There should be at least one chair per classroom that can accommodated students who find the seats too small. It was recommended she check with both the Registrar and Barry McDowell, Director, Student Disability Services about this issue.

Michael and Melanie said History and Biology need a Senior Seminar and Internship section Catherine Koziol should be able to help them to find students internships.

- **End of Year Gathering**
  Magali would like to host an end of year gathering for the Department Chairs. Various dates (sometime after final exams, last day of classes) were discussed, but it was decided the chairs would look at their calendars and see what would work best. Dr Michael's address is 633 1st Street NE.