

7-23-2014

Deans' Council Meeting : 2014 : 07 : 23 : Minutes

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

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Deans Meeting

July 23, 2014
10:00 – 11:00 a.m.
Minutes

Present: Frank Biafora, Amy Harcar (Notes), Bill Heller, Carol Hixson, Gary Patterson,
Han Reichgelt

1. Greeting

Han welcomed all present and thanked them for making him feel welcome at USFSP.

2. Meeting logistics

It was decided that weekly meetings will continue. Associate Deans are welcome to attend every meeting and it is up to the discretion of the Deans who to invite. Han suggested that the meetings maintain an administrative focus and that matters requiring more in depth conversations be handled in a “retreat” setting.

3. Ongoing items

a. SACS credentials

Credentials for faculty including adjuncts are needed by the end of August. Han explained that SACS wants two years of data but also wants to see evidence of continuous improvement over a more substantial timeframe. Han suggested that there be a future discussion about continuous improvement in each college.

Action: Deans

b. Program review report for BOT

Vivian shared the timelines with the Deans and the question has surfaced about whether existing college timelines are sufficient. Han will contact Steve Richarde to find out answer. Frank will email Han the timetable he has for CAS. The summary forms are to be completed by July 31.

Action: Han, Deans

4. New items

a. BOT meeting September 4

Han reminded the meeting that the BOT will be meeting on campus on September 4. We would like to take this opportunity to showcase USFSP as a very research active institution. The senior leadership team had identified three strategies.

First, we will create baseball cards for selected research active faculty. Some photos will need to be taken and “stats” should include field of study, school of terminal degree, research dollars, URL to digital archive. Han was asked to share the list of selected faculty with the Deans.

Second, some of the student research posters that were presented in April’s student research symposium will be displayed. Carol suggested that they be added to the digital archive and volunteered to check on whether permission is necessary from students. She will need the names and contact information for the students to do this. Carol also suggested that a rolling Powerpoint of campus events or items of interest be displayed during the meeting.

Third, we are collecting covers of books published by faculty in the last five years. Susan Toler has already sent the list from CAS. Gary and Bill were asked to send whatever they could gather from faculty to Han. Carol noted that the Library has a comprehensive collection of faculty books and could assist with a bibliography. We especially want to highlight publications in collaboration with students. We can also include edited books and chapters.

In subsequent discussions it was suggested that

- Heather Judkins may provide an aquarium talk since the meeting will be in the USC
- Consideration should be given to finding a permanent display of the artifacts mentioned above.

Action: Han, Deans

b. Center for Cybersecurity

Tampa has requested high level ideas for a Center for Cybersecurity by Monday July 28. Deans are asked to think about how we can participate in this center and share their ideas with Han. Han will meet with the Director of the Cybersecurity Center soon and report back to the deans.

Action: Han, Deans

c. Faculty Experts

Requested by the Chancellor and in support of the strategic plan, Carol has begun contacting those faculty who already have digital collections in the archive to see if they would be willing to be part of a faculty expertise list. Nine faculty have already responded and are included as faculty experts. Deans are asked to encourage their faculty to participate. Carol will provide some wording of what is necessary to get started and reminded everyone that library staff will do almost everything (check copyright for full-text permissions, update lists of publications)

Action: Deans

- d. Timeline for new course approval
Amy distributed the Undergraduate Curriculum Timeline Proposal. The issue was tabled for discussion.
- e. VAWA training
All faculty including adjuncts, students and staff are required to complete training on their responsibilities under the Violence Against Woman Act (VAWA). The Compliance Office in Tampa is in the process of developing or acquiring relevant online training material. There was discussion about how best to reach new students, staff and faculty and then the challenges about reaching adjuncts and existing faculty and staff. Han will check with Denelta about the timeline for completion of the training materials so that we can possibly catch adjuncts as they are signing contracts before start of semester.

Action: Han

5. Other items

- a. CUR Membership
There was discussion about who our members are and if we can add others across the colleges. Han will follow up.

Action: Han

- b. E – disclose
Frank shared his recent experience with E-disclose. There was discussion about potential challenges with the amount of time the approval process takes.
- c. Convocation – Aug. 24
Will be held at 1 p.m. in the USC. This is a full regalia event. Deans were asked to encourage their faculty to attend. A question was raised about seating arrangements for faculty and the meeting decided that, if the faculty were to be seated on the platform, we needed to make sure that the number of seats on the platform reflected the number of faculty attendees. Han said he would raise this issue in the convocation planning meeting.

Action: Han, Deans

6. Date of Next Meeting

Because Han has a conflict for next week, the next meeting will be on August 6.