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## **College of Arts & Sciences Department Chair Meeting : 2019 : 02 : 26**

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# CAS CHAIRS MEETING

February 26, 2019

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

- **Updates**

- Minutes from CAS Chairs' meeting on Feb. 12, 2019 were approved.

- Consolidation

Those who attended the Campus Forum today reported that Dr. Tadlock addressed the letter that had been sent from the USF Tampa Faculty Senate Council indicating USF St. Petersburg and USF Sarasota should not be designated as “branch campuses.” Susan Toler said she had talked with her academic counterpart at USF Tampa’s College of Arts & Sciences, who wanted us to know that concerns expressed in the Council’s letter are not shared by all the Chairs there and reflects a small administrative branch in Tampa. They feel very good about their USFSP colleagues. Dr. Tadlock emphasized being as collegial as possible with Tampa colleagues, who we will continue to try and convince that they will not be losing resources because of USFSP bringing down the metrics. Magali Michael shared the Power Point information shown at the Campus Forum with the retention metrics that Tampa is citing. The numbers based on the 2017-18 cohort are lower than those for our current cohort but higher than where we have been before and higher than some other Florida colleges. Susan said because we are so small, losing few students brings our retention score down. The good news is that we have been able to track exactly why each student left and where each ended up going. Joan mentioned Florida State University has long had a “branch campus” in Panama City, and it has not caused them to lose their pre-eminent status.

Magali Michael reminded everyone that a focus on student retention needs to be stressed to faculty. Reaching out to students is key, and every interaction with students counts. Faculty can reach out to colleagues for advice on interacting with students if that is not their strong suit. She also reminded everyone to be patient, as we are not likely to have a final decision about college/school structures for a while.

- Warehouse Labs Building and Old Port Building

We are building an instrument room and creating some offices over in WHL, with a plan to house everyone who coordinates and run labs—plans are for a late March completion date.

The Old Port Building will hand over the keys on March 11, as the St. Petersburg City Council agreed to lease the building to USFSP for our nursing skills lab. That program starts in fall 2019. It, too, will have some additional offices, which may be assigned to the Psychology Department. Discussions about the top floor of David Hall will begin again in April.

Long term plans are to expand the Graphic Arts program, which will mean gradual changes in Harbor Hall. The first project is to purchase computers and software to equip the computer lab/classroom that will be dedicated to Graphic Arts. While English faculty offices will eventually move out of Harbor Hall, such a move will not occur until Davis Hall renovations are completed.

- A new Internship Coordinator, **Catherine Koziol**, has been hired and will start March 18. She plans to begin meeting right away with Department Chairs and Program Coordinators.
  - Summer 2019 Staffing Deadline: **March 1**  
(Reminder: adjunct instructors need to be limited to 6-8 credits per term)
  - Schedule: building a spring term set schedule will begin in March. Martin Seggelke is working on getting summer information together and plans to email it to chairs soon.
  - Bridget reported that all but about 15 faculty members have completed their Workload information in FAIR. It is possible that they plan to complete that at the same time they submit their Annual Reports (due March 8). She will copy Department Chairs on communication she sends to these professors, asking if she can help them to complete the Workload before the Annual Reports have to be submitted.
  - With respect to book orders, Bridget noted some glitches in the system about which she is following up with Mara in the bookstore. Faculty members who clicked on the Follett link that sent them an email confirmation about their adoption being complete have been able to question why the system is saying they have not placed their textbook order, which is helpful. Faculty members are encouraged to attend a workshop on the textbook order submission and compliance process held on Monday, March 4 or Thursday, March 7 between 12 and 1pm in POY 218.
- **Student Retention & Persistence Goals**
    - Each program should develop and then implement a retention and persistence plan. Magali Michael asked the Chairs to give her a brief report on what their departments' goals are for retaining students and helping them to degree completion.
    - At the end of each term, programs need to assess the measures they implemented, propose additional changes or tweaks to further boost student retention and persistence, and send the dean a brief report.

- Susan noted that information about retention and completion is available from the Registrar. Melanie said a problem she has encountered is students who have gotten more than one grade of D or F in Tampa and then enroll in the same class at USFSP.

- **Budget / Foundation Funds**

Magali Michael shared news about summer funding. The cost of instruction has gone up and current estimates point to a negative projected balance of approximately \$250,000 in adjunct expenses for 2018-19. Paul Schulz is working to find unspent money to bring down that negative balance. One thing that could help the shortfall is encouraging faculty members to apply for grants to underwrite travel expenses.

Magali Michael asked the Chairs to take one more look at their departments' proposed summer class schedule before it opens for student registration. Make sure the number of courses offered has been optimized so as to avoid as much as possible having classes that do not meet minimum enrollment requirements by the start of the summer sessions. Cancelling classes due to low registration numbers disappoints students who thought their schedules were set. Classes should not be run just because faculty members want to teach in the summer (faculty members are not guaranteed summer teaching). Internal guidelines for class scheduling are now in place and should be followed.

Joan Reid asked the other chairs if they knew of a way she could help two honor societies in her department pay for an end-of-year event for which they would like to purchase food. The chairs suggested honor societies should consider registering as a Student Group, which would allow them to get Student Government funding for these sorts of events. In addition, dedicated foundation funds can be used.

- **CAS Procedures for Dealing with Academic Integrity Violations**

USF's system policy on Academic Integrity of Students was revised last fall 2018. Susan Toler recommends that they familiarize themselves with the policy and look at the levels of infractions. In addition, she plans to put together CAS guidelines for faculty and chairs with respect to addressing Academic Integrity issues. The College will also keep records of all Academic Integrity infractions so that we can determine when students have been involved in multiple violations.

- **Syllabi: Dynamic Links to University Policies**

Students should always be aware of USF Policies, and links should be included in all course syllabi.