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Deans' Council Meeting : 2014 : 08 : 06 : Minutes

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Deans Meeting

August 6, 2014
10:30 – 11:30 a.m.
Minutes

Present: Lyman Dukes, Bill Heller, Deborah Henry, Gary Patterson, Han Reichgelt, Susan Toler, Alison Watkins
Apologies: Frank Biafora, Carol Hixson, Amy Harcar
Guests: Jacob Diaz, Julie Wong

1. Greeting

Han welcomed all present and suspended the agenda to give Julie Wong, Associate Regional Vice-Chancellor for Student Affairs the opportunity to introduce Dr Jacob Diaz, Dean of Students/Director of Housing and Residence Life. In her remarks, Julie stressed the culture of care and accountability the Division of Student Affairs is establishing, and the efforts her Division wishes to make to improving retention and graduation rates. Jake stated that he was pleased to join USFSP, and that he was looking forward to working with all.

2. Minutes of July 27

Approved.

3. Matters Arising

a. BOT Program Reviews

Han confirmed with Dwayne Smith that we do not have to adhere to the time table set by the BOT, as long as we review all programs for which a review is required on a regular basis. He also said that there is a minor concern in that the USF Systems will remain accountable for program reviews, while USFSP will conduct the actual reviews and upload them to the appropriate site. Han said that he was in discussions with Dwayne on how to address this issue, and that we would report back to the meeting.

Action: Han

b. BOT meeting September 4.

Han reported that we were on schedule with the baseball card project. He also thanked Bill for sending him the name of Alejandro Brice as an addition.

c. Center for Cybersecurity

Han reported that he had received an additional project proposal from Gary and Alison for the Center for Cybersecurity. Bill suggested that we also consider the issue of ethics and digital information. Han said that he had scheduled a meeting with Sri Sridaran, the person heading up the Cybersecurity initiative, and Kim Wilmath, our contact person with the USF system, later, and that he would report back on what he learned at a subsequent deans' meeting.

Action: Han

d. Faculty expert list

Deb reported that we now had 15 faculty members in the faculty expertise list. Han thanked the deans for asking their faculty to participate and reported that this was very high on Sophia's list of priorities.

e. VAWA training

After some discussion, it was recommended that we conduct the VAWA training for full-time faculty at the faculty meeting on August 22, and Han was asked to follow up.

Action: Han

In subsequent discussion, a number of issues were raised, including

- i. The fact that the time table by which we have to provide VAWA training has been accelerated by the DoE and that the USF System therefore did not have the time to acquire suitable online training material;
- ii. The confusion about who should get what training, in particular as it pertains to Campus Security Authority (CSA) training. It was suggested that we provide a high level overview of the various acts etc we need to comply with as part of the VAWA training during the faculty meeting.
- iii. There is a concern about how we train returning students, and adjunct faculty.
- iv. A broader discussion ensued about the onboarding/orientation we use for adjunct faculty. Lyman was asked to chair a small working group to discuss the ways in which we might be able to improve the onboarding process for adjunct faculty.

Action: Lyman

f. Convocation

Han reported that the plans for the 2014 freshmen convocation were progressing well. The issue was raised about convocation for transfer students, and Han was asked to discuss this with Sophia.

Action: Han

4. Tabled items

a. Timeline for new course approval

Because Han had not shared the original document with all associate deans, the item was tabled again. Han promised that he would share the document so that we could discuss it at our next meeting.

5. New items

a. Faculty meeting on August 22

Han asked the meeting whether there were any particular items he should discuss at the upcoming faculty meeting. He said that he would talk with Sophia about possibly discussing the pay raise formula. In subsequent discussion, it was pointed out that there were significant problems with how FAIR had been set up for the College of Arts and Sciences, which made it extremely difficult to handle faculty evaluations efficiently. It appeared that the system does not recognize that CAS actually has departments, and Han said he would follow up to try to resolve this, as this issue must have been resolved for USF Tampa. Deb also raised the issue of the inappropriateness of FAIR for librarians, and said that this was the same problem as the library faced at USF Tampa.

Action: Han

b. Topics for retreat

The meeting decided that the following topics were appropriate for “retreats”:

- Strategic plan for Academic Affairs and Student Affairs;
- Distance Education;
- Graduate Programs and their Role at USFSP;
- Student recruitment and retention.

The meeting was asked to share any other topics with Han.

Action: All

6. Date of Next Meeting and adjournment

Because Han has a conflict for next week, the next meeting will be on August 20. The meeting adjourned at 11:30.