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Deans' Council Meeting : 2014 : 08 : 20 : Minutes

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

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Deans Council

August 20, 2014
10:30 – 11:30 a.m.
Minutes

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

1. Han welcomed all present.

2. Minutes of August 6
   Approved

3. Matters Arising
   a. BOT Program Reviews
      We do not have to abide by the BOT timetable. Han is continuing conversation with Dwayne Smith about the accountability regarding the submission of these reviews.
      Action: Han

   b. Center for Cybersecurity
      Han met with Kim Wilmath and Sri Sridharan. Tampa’s current focus is on getting the Masters in Cybersecurity underway. Han shared information about our MBA Essentials among other potential areas for collaboration. There is little overlap with the Masters degree as the primary focus is technical. They were not yet ready to discuss research projects but have agreed to meet us on our campus for further discussions.
      Action: Han

   c. VAWA Training
      Chief Hendry will present the training during the last hour of the Fall Faculty Meeting.

   d. Orientation for adjunct faculty
      Han spoke with Lyman Dukes regarding who may take over the orientation for adjunct faculty. Han will share the list of names. There was discussion about transitioning orientation to an online format, and it was suggested that Chief Hendry be recorded so that the VAWA training can be provided for adjuncts. Carol will follow up.
      Action: Carol

   e. Convocation for transfer students
Han said that there is a strong feeling that we need to include transfer students in convocation although he has not yet had a chance to discuss this with Sophia. Given the space constraints, we may need to utilize money from the Tampa Bay Times Foundation Fund to rent another venue such as the Mahaffey in the future. Han will discuss with Sophia.

**Action:** Han

de. Issues with FAIR

It is apparent that CAS has the largest challenges given that there are departments. David Everingham will work with Frank and Susan to set this up. This will have consequences for how payroll is run. If it seems as though this is going to be more of a hindrance, further discussion can be had about other alternatives.

**Action:** Frank and Susan

g. Topics for retreat

Four topics were agreed upon and listed in the August 6 minutes:

- Strategic Plan for Academic Affairs and Student Affairs;
- Distance education;
- Graduate Program and their role at USFSP;
- Student recruitment and retention.

Carol suggested that technology infrastructure and the impact on academics be added to the list. Han suggested that the student recruitment and retention topic not be first as he suspects that Sophia will have upcoming discussion about institution-wide performance goals with her direct reports, and that retention may well be one of these. It will be best to follow those discussions. Graduate programs could be one of the earliest. Amy will find 2-3 hours to meet after Labor Day and include additional people such as Donna Knudsen. Carol suggested that we discuss prior to the meeting what the data needs are for each conversation. For the next meeting, everyone is asked to consider what information that would like to see.

**Action:** Deans and Amy

4. Tabled Items

a. Timeline for new course approval

Han will clarify with Linda Crossman the timeframe for minors and concentrations. Susan emphasized that there is a liability with the catalog and that the challenge has always been that the registrar’s office is chasing the information. A suggested improvement is to ask all college committees to have monthly meetings posted ahead of time. Before the Colleges can meet, the Undergraduate Council needs to meet. In order to do so, representatives need to be found. Han will talk at each of the upcoming college faculty meetings and emphasize the systemizing of governance – identifying reps and posting meetings in appropriate timeframes.

**Action:** Han
5. New Items
   a. Distribution of Deans Council Minutes
      The meeting agreed that Han should send to all faculty and staff, and that Carol should put them in the digital archive. Amy will facilitate sending out July 27 and August 6 minutes.
      
      **Action: Han, Carol, Amy**

   b. Sabbatical reports
      In review of most recent reports, often the work, while worthy, did not correspond with the original plan. Is there a way to amend the plans? Han will look into what system requirements say and the topic can be revisited at the next meeting.
      
      **Action: Han**

6. Other Business
   a. Multicultural Center
      Carol shared her idea of a multicultural center and would like to see if the idea has legs. Further discussion to be had at the next meeting. This may be a good opportunity for a donor. Bill suggested looking at UNC Charlotte as an example. Frank suggested that there may be a synergy between the new ACE Fellow and the diversity and inclusion project and the relationship with student success.
      
      **Action: Carol**

   b. STEM Initiative
      Ralph Wilcox has said that he would like collaboration across the systems. Han has suggested a faculty open forum to brainstorm. Kim Wilmath could be invited. Amy will find dates.
      
      **Action: Han, Amy**

   c. Panel Discussion on Textbooks – Oct. 23rd
      Carol told the group about the panel to be held on Oct. 23rd during Open Access Week. A lunch and learn at noon in the USC, there will be representatives from student government, the bookstore and faculty. Han volunteered to talk about online course without texts. It was suggested that faculty senate be a sponsor to increase faculty participation.
      
      **Action: Han, Amy**

7. Date of next meeting and adjournment
   The next meeting will be August 27. The meeting adjourned at 11:30 a.m.