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Meeting, Deans and Associate Deans
August 27, 2014, 10:30-11:30
Minutes

Present: Frank Biafora, Carol Hixson, Olivia Hodges, Gary Patterson, Han Reichgelt, Bob Thompson, Susan Toler, Alison Watkins
Apologies: Bill Heller

1. Welcome
Han welcomed everyone to the meeting and extended a special welcome to Olivia Hodges, the new Associate Dean in the College of Education.

Han shared a number of items from the Senior Leadership Meeting:
   a. Representatives from the Colleges and Library are needed for the Faculty/Staff Campaign. Sophia has asked Vivian Fueyo and David Hendry to chair the campaign.
   b. On September 16th, there will be a Women’s Leadership program on campus and we will highlight research on women’s issues.
   c. Han is seeking nominations for the Chancellors Award for Community Leadership – to be awarded at Commencement. Please share nominations with him and he will take them to Senior Leadership for a decision.

2. Approval of Minutes of August 20.
Approved with two minor corrections: Add Susan Toler to the list of those present and correct spelling of Alison Watkins.

3. Matters arising
   a. BOT program reviews
      Tabled until Han has had a follow up conversation with Dwayne Smith

      Action: Han

   b. Center for Cybersecurity
      Han will talk with Sri to set up a meeting time in St. Petersburg to include interested faculty.

      Action: Han

   c. Orientation for adjunct faculty
      Carol will work with David Hendry to tape the VAWA training. Han will share the list from Lyman Dukes of suggested faculty for taking over orientation.

      Action: Carol, Han
d. Convocation
There were some challenges with the ceremony. One issue to be resolved is that the RSVPs were not effectively utilized so there was far too many reserved student seats. Han and Holly Kickliter have been tasked with improving Convocation. Han will continue to include the addition of transfer students in the event as we have twice as many transfer students as FTICs. When progress has been made, this item will be back on the agenda.

e. Issues with FAIR
Frank reported that there are challenges with the deadline that was given for locking down Spring 2014. Susan, Frank and Han will work with David Everingham on the issues and the item can be removed from this agenda.

   Action: Frank, Susan, Han

f. Retreat on graduate affairs
The retreat is scheduled for September 19 from 2-5 p.m. The location is to be determined. Amy will send an email asking Deans and Associate Deans who they would like to attend and what questions they have or data they would like to see.

   Action: Amy

g. Time line for course approval
Han spoke with Linda Crossman about the month long difference between the deadline for approving minors and the deadline for changes to minors. He learned that this document originated in academic advising and that the reason was the need to scribe new minors. Four weeks to do so did seem a little excessive.

   Having said so, there is a need to systematize the curriculum approval process and Han will follow up with Linda and Cindie to make sure we do so.

   Action: Han

h. Sabbatical reports
Han had not identified any policies regarding sabbaticals and reporting, but he will do so shortly.

   Action: Han

i. Distribution of minutes of Deans’ Council
Thanks to the help of Carol Hixson and Library staff, the minutes are in the digital archive and we will continue to distribute them by emails. There have been positive comments about the transparency in sharing the minutes.

j. STEM initiative
Amy will secure a date (probably a Friday) and location for a faculty brainstorming session. We will include Kim Wilmath.

   Action: Amy

4. New items
   a. Multicultural Center
Carol shared the proposal with the group and the meeting wholeheartedly endorsed the proposal. Carol agreed to shepherd the idea moving forward and bring more people into the conversation.

   Action: Carol

   b. Communication between student affairs and faculty
There was discussion about encouraging Student Affairs to emphasize the “why” over “what” so that when they are in front of faculty they get across the most beneficial message.

5. Adjournment and Next Meeting
Meeting adjourned at 11:30 a.m. Next meeting will be held Wednesday, September 3.
6. Any other business

   Meeting adjourned at 11:30
7. Date of next meeting and adjournment – next week