9-3-2014

Deans' Council Meeting : 2014 : 09 : 03 : Minutes

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

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Meeting, Deans and Associate Deans  
September 3, 2014, 10:30-11:30  
Academic Affairs Conference Room  
Agenda

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

Apologies: Bob Thompson

Guest: Chitra Iyer

1. Welcome  
Han welcomed the group and introduced Chitra Iyer, Regional Associate Vice Chancellor for Administration. Chitra comes to us after eleven years at The Ohio State University. While at Ohio State, Chitra merged all of the legacy colleges into the College of Arts & Sciences. She led the strategic workforce planning process that utilized both qualitative and quantitative methods to develop a comprehensive staffing model. She discussed the importance of being systematic in the process of staffing decisions. Based on the strategic plan, this approach will be useful as we evaluate our own staffing needs. She has begun initial conversations to gather information about the needs of the College of Arts and Sciences.

2. Approval of Minutes from Aug. 27  
The minutes were approved with two minor proofreading edits.

3. Items Shared from the Senior Leadership Meeting:  
a. We are expanding the relationship with the Dali Museum with a collaborative online journal. Written into the agreement is the opportunity for graduate and undergraduate internships. This partnership is in line with our strategic plan and will be attractive to potential students. Frank Biafora is taking the lead.

b. Holly Kickliter presented a very early draft of the strategic enrollment plan. At this point it is focused on undergraduate enrollment. At the retreat on September 19, we can discuss graduate enrollment and talk about what programs may be attractive to potential students. At present, graduate enrollment generates more student credit hours. Amy will provide the Deans and Associate Deans with copies of the Scannell and Kurz Retention Study.

   Action: Amy

4. Matters arising  
a. BOT program reviews  
   To remain on agenda until Han has spoken with Dwayne Smith.

   Action: Han
b. Center for Cybersecurity
   Han has proposed a date for a conversation to include staff from Tampa and will confirm.
   **Action: Han**

c. Adjunct faculty orientation
   Carol has scheduled David Hendry to do the VAWA training on September 17 for the library staff and it will be recorded. Han shared the names that Lyman suggested for the working group and it was determined that Amy will schedule a meeting with Han and the staff named to prepare a high level agenda of what the orientation should look like. It was suggested that the orientation be more of a celebration of adjunct service with a reception/dinner and short breakout sessions for the colleges. Adjuncts can be referred to online training such as the VAWA training to be recorded.
   **Action: Amy, Han**

d. Issues with FAIR
   Susan Toler shared her conversation with Valeria Garcia from Tampa that has led to a conference call next week to discuss problems and how to proceed. Carol will ask her faculty council if someone would like to participate.
   **Action: Susan, Carol**

e. Graduate Studies Retreat
   Confirmed for September 19. Once Amy has everyone’s list of attendees she will confirm the location. Send questions to Han by Tuesday.
   **Action: All, Amy, Han**

f. Timeline for Course Approval
   Han will continue to work on this by holding a meeting with Linda Crossman and Cyndi Collins to talk about both the timeline and issues with Banner.
   **Action: Han**

g. Sabbatical reports
   Item tabled to give Han a chance to look up the policies.
   **Action: Han**

h. STEM initiative
   Amy is working on identifying a date with Kim Wilmath to host a faculty brainstorming session. Ralph Wilcox has formed a steering committee and is looking for a faculty representative from USFSP. Following the brainstorming conversation with faculty, our representative will be named.
   **Action: Amy**

i. Multicultural center
   Tabled until Carol is able to confer with Helen about bringing more people into the conversation.
   **Action: Carol**

5. New Items
   a. Representatives for USF System Data Analytics Initiative
      Han and Alison agreed to be representatives.
   **Action: Representative**

   b. Success stories
      It was decided that the sharing of success stories will become a standing item on the agenda. Deans should be prepared to provide a brief synopsis of on the achievements of their faculty and students during last week.
      **Action: Deans**

   c. E-disclose
      Frank shared the challenges with e-disclose as it has been broadly defined. Han will speak with Caroline Fultz Carver and report back.
      **Action: Han**
6. Other Business
   a. Update on System Faculty Council
      Carol gave an update on the System Faculty Council as reported by Kaya van Beynen. Kim
      Wilmath, replacement for Kathleen Moore, was identified as our system representative. Also, the
      Regional Vice Chancellors are expected to start work on a system strategic plan.
   b. Upcoming ethics session at lobbyist conference
      Bill shared that faculty from the Bishop Center will be presenting at an upcoming lobbyist
      conference. Han asked Bill to send him an email so that he can share it on his blog.

      Action: Bill, Han

7. Next Meeting
   Wednesday, September 10

8. Meeting adjourned at 11:40 a.m.