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Deans' Council Meeting : 2014 : 09 : 10 : 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 10, 2014, 10:30-11:30  
Minutes

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

1. Han opened the meeting at 11:00 and apologized for the late start. Bill and he just came from an urgent meeting with the Chancellor.

2. Minutes of September 3 were approved.

3. Reports
Han reported that senior leadership had heard from Bob Glaser about various real estate developments taking place in St Petersburg in the vicinity of the University. Senior leadership had also briefly discussed an early version of a matrix of Key Performance Indicators to accompany the strategic plan that had been approved by the BOT on September 4. It was stressed that this was a work in progress. The meeting was also reminded of the USF system policy on public records requests by the media. The policy is available at http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-207.pdf

Han also reported on the monthly Academic Affairs Budget meeting. David Everingham is working on the Summer School reimbursement to the Colleges and on their carry forward funds. He hopes to have this to the Colleges within a week. Deans were also given advance notice of the need to start thinking about course fees and on their budget requests for next year. The hope is that we can start the budgeting process a lot earlier than we had last year.

4. Success stories
a. College of Arts and Sciences
Frank reported that the program change from “BFA in Arts with a concentration in Graphic Design” to a “BFA in Graphic Design” had been received very well by the students affected. He also reminded the group of the Book Launch for Lisa Starks-Estes’ latest book. He also reported that Sean Morris, a communications students in his college, made a successful appearance on NBC’s American Ninja Warrior program.

b. Kate Tiedemann College of Business
Gary reported on the $10M gift that the College of Business had received from Kate Tiedemann, and on the approval of the Master’s of Accounting program.

c. College of Education
Bill reported that the College of Education has received an initial report from the NCATE evaluation team and it appeared to be positive.

d. Library
Carol reported that the new work space, primarily intended for interaction between faculty and instructional designers was already heavily used, even though it was not quite complete.
5. Matters arising
   a. Scannell and Kurz retention study
      Distributed to deans and associate deans.
   b. BOT program reviews
      Han reported that he had followed up with Dwayne Smith, who referred him to Steve RiCharde. Han is working with Steve on getting the right protocol set up and documented.
      **Action: Han**
   c. Center for Cybersecurity
      Sri Sridaran, Managing Director for the Center, and Kim Wilmath, our contact at the USF System, will be visiting USFSP to discuss the Center with interested faculty. The meeting will be held on September 23, from 10:30 until 12:00 in a location to be determined. Han is to send an email to all faculty regarding this.
      **Action: Han**

      **POST-MEETING ACTION:**
      Before Insyte partners will be visiting campus to assist us in the implementation of the strategic plan, this meeting has had to be postponed.
   d. Orientation for adjunct faculty
      Amy will set up a meeting between Han and the representatives from the Colleges with primary responsibility for hiring adjuncts. Although the library does not hire adjuncts, Carol was invited to send a representative from the library to this meeting as well.
      **Action: Amy**
   e. Issues with FAIR
      Susan reported that she had had a number of fruitful conversations with USF System people regarding the issues CAS faced with FAIR. There are three issues.
      First, there is a very short-term issue in that the USF System has to create a report that relies on data from FAIR. Unfortunately, any attempt to retrieve this data leads to errors, and Susan is working with the USF System to correct these errors.
      Second, there is a medium term issue in that there are new modules in FAIR, in particular Vita Bank and the Fact Module that USFSP has not received any training on. Susan is therefore coordinating with the USF System for this training to be provided to all FAIR administrators, probably in mid-October.
      Third, there is the longer term issue of ensuring that GEMS actually reflects the department structure in CAS, and Susan is working with David on the pros and cons of doing this. Han pointed out that, with the approval of additional administrative assistance for the department chairs in CAS, one of the issues, namely the fact that CAS would have to run separate pay rolls for each of the departments might become less pressing.
      **Action: Susan**
   f. Retreat on graduate affairs
      Amy has been able to schedule the retreat on graduate affairs for September from 2:00 until 5:00 in DAV205. All members were asked to send the issues and/or questions they wanted to discuss to Han by the end of the week. Han will then try to organize this, and, if time permits, use it as a the basis of a discussion paper.
      **Action: All**
   g. Time line for course approval
      A meeting has been scheduled with Linda Crossman and Cindie Collins to discuss this issue next week. Han will report on the discussion at the Deans’ Council meeting following this.
      **Action: Han**
h. Sabbatical reports
   No progress to report

   Action: Han

i. STEM initiative
   Amy has scheduled meeting for September 12 from 10:00 until 11:30 in DAV130 to discuss the initiative. Han will report on the results of this meeting at the next Deans’ Council meeting.

   Action: Han

j. Multicultural Center
   Carol reported that she had spoken with Helen about this and that she is working on developing a fuller proposal. Carol will keep the group apprised.

   Action: Carol

k. E-Disclose
   Han met with Caroline Fultz-Carver to get a better understanding of what activities need to be disclosed. The rule of thumb is that all paid activities need to be disclosed but that unpaid outside activities that one would normally include in one’s annual performance evaluation do not need to be disclosed. However, if in doubt, faculty should be encouraged to e-disclose their outside activities.

l. Ethics session for lobbyists
   Bill reported that Dr. Steve Ritch and Mr. Fred Bennett of the Bishop Center for Ethical Leadership and Civic Engagement gave a presentation entitled “Practical Ethics for a Modern Society” at the 10th Annual Conference of the Florida Association of Professional Lobbyists, and the presentation has been very well received.

6. New Business
   a. Undergraduate degree in data analytics
      Han reminded the meeting that our work plan for this year included an undergraduate degree in data analytics and that he would like to establish a small group to start work on this. The meeting suggested a few names. Han will contact each to gauge their interest in serving on this committee.

      Action: Han

7. Any other business
   Frank noted that one of the measures on the KPI matrix is an increase in faculty diversity, and asked the question about support. Han said that, since this is a measure we want to be held accountable for, it is incumbent on the administration to find the resources to support initiatives to increase faculty diversity.

8. The meeting adjourned at 12:10. Next meeting will be held on September 17 at the regular time.