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Deans' Council Meeting: 2014: 10: 01: 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
October 1, 2014
Minutes

Present: Alison Watkins, Susan Toler, Frank Biafora, Deanna Michael (for Bill Heller and Olivia Hodges), Gary Patterson

Guests: David Everingham, Joe Trubacz

Apologies: Bill Heller, Olivia Hodges, Bob Thompson, Carol Hixson

1. Welcome
Han opened the meeting and welcomed guests David Everingham and Joe Trubacz.

2. Budgetary Issues
David shared a spreadsheet which detailed the revenue from summer classes with the amount of nearly $125,000 to be shared among the colleges and library. This is the first year that colleges and the library receive a share of the summer school income, and it should continue to provide incentive to faculty.

One of the reasons that the income was larger than expected was the larger number of out-of-state students. However, it is not clear who these students are, and it might be useful to gather some additional data. Han will speak to Linda about this.

Action: Han

David shared a draft of a budget management policy. According to the proposed policy, 50% of carry forward E&G funds will become available to the Regional Vice-Chancellor in whose areas these carry-forward funds were generated. Thus, any E&G carry-forward funds generated in the colleges or the library will roll up to Academic Affairs. Han said that, once these funds became available, he would like the Deans to discuss how these funds should be used to further the strategic plan.

Joe also reported that the budget committee will be reconvened this month with the intent to complete the budgeting process much earlier than in the last cycle.

Finally, David informed the deans that the reviewing of fees, scheduled for spring, has been moved up by a System request to turn in them in by the end of October. This affects in
particular the College of Arts and Sciences as it relies most heavily on fees associated with specific courses.

3. Minutes September 17, 2014
   Approved via email

4. Han reported the following from the management team meeting:
   ● Sophia and Joe are attending a BOG workshop next week regarding large physical plant projects to discuss the remaining financing for the building for the Kate Tiedemann College of Business.
   ● Joe has negotiated an agreement with PSTA so that as of today, students, faculty and staff can ride the bus for free with their ID cards.
   ● The USC will be LEED Gold Certified.
   ● Joe and Han will visit the University of Minnesota Duluth as well as the University of Minnesota, Twin Cities. These institutions have a similar system structure as the USF System. Han requested that deans, faculty and staff send him any questions they wish Joe or him to ask.

5. Success Stories
   a. College of Arts and Sciences
      Ella Schmidt was on Story Corps Monday and interviewed along with a student she mentored who is the first undocumented alien to be practicing law. There is a link to the interview on the WUSF website. Sheramy Bundrick has been selected by the Archaeological Institute of America as one of its national lecturers for the 2014-15 academic year. Ray Arsenault wrote the lead editorial in last Sunday’s Tampa Bay Times regarding the importance of Sept. 21 in American History and what is says about the country’s reluctance to enter world conflicts. Kevin Wang is hosting a law school panel with two students who graduated from USFSP with degrees in criminology and are now in law school at Stetson. John Osegovic hosted a panel on Faculty Perspectives on Climate Change. Madhu Pandey’s students who returned from India did presentations about their experiences. The biology program is considering offering a certificate program in craft brewing and will participate in a demonstration and discussion at Three Daughters Tavern on October 22.
   b. Kate Tiedemann College of Business
      Gary reported on a good breakfast meeting with the Steinbergs who have created a scholarship. The first recipient, Derlise, related well to Mrs. Steinberg who had to put herself through school. They also heard about her experience with TRIO and Gary suggested that we give the Steinbergs a tour of TRIO. The first article out of the newly named Kate Tiedemann College of Business has been published by Hemant Merchant. This Friday the Tampa Bay Technology Forum is sending a bus to pick up our students for their career fair. Gary and Frank will be at their breakfast to speak about closing the gap between curriculum and workforce needs as well as the issue of excess hours.
   c. College of Education: Deanna shared that there had been a successful visit with NCATE to discuss procedures. The NCATE representative was impressed with the faculty involvement and staff commitment. November 17th is the actual visit. Han had the chance to review Zafer Unal’s
assessment system and was impressed. While it is free for our students, he suggested that we think about sharing/selling it.

d. Since Carol was attending Educause and therefore could not attend the meeting, there were no success stories reported from the library.

6. Matters arising:
   a. Class meeting times
      Susan has received the new schedules and will share them with the Deans.
      Action: Susan
   b. USF World
      Han has inquired about the money that may be available for developing international university collaborations but has not yet received a response.
      Action: Han
   c. Possible ABET Accreditation for IS program
      Alison will discuss next meeting.
      Action: Alison
   d. College of Education Success Story - Employment of Graduates
      Since Olivia is attending the CAEP conference, this item was tabled.
      Action: Olivia
   e. FAIR
      Susan reported that they are doing FAIR the “old fashioned” way until January when Valeria’s team will be able to dedicate more attention to it after meeting upcoming deadlines for state and federal reporting. Training faculty is on hold for now and chairs are submitting the information in writing and Jason is manually entering it.
   f. Florida Center for Cybersecurity
      Amy is working on scheduling the meeting that will likely take place in November.
      Action: Amy
   g. Retreat on Graduate Affairs
      The notes have been distributed. Han thanked everybody for their suggestions on improving the draft. He will share any feedback he receives.
      Action: Han
   h. Timeline for course approval
      Han had met with Deanna Michael to talk about making the processes more systematized so that agenda items are requested and communicated before they are due. Han is also continuing the conversation about Banner and the challenges with not being able to distinguish our programs from Tampa. Susan talked about the challenges with scheduling and the changing General Education curriculum. Amy will schedule a meeting between Han and Susan and Frank to discuss further.
      Action: Amy, Han
   i. Multi-cultural center
      Because Carol could not attend the meeting, she had sent an update on this initiative by email. Carol has had several meetings with faculty members who are interested in the concept, and with Helen Levine and Goliath Davis to discuss possible funding. She is also planning to meet with
Student Affairs to make sure that we coordinate this effort with any initiatives that Student Affairs may be undertaking.

The library has also tentatively scheduled a Human/Living Library event for November 18. This is where 10-20 people from different backgrounds will be available for "checkout" so that small groups (1-5 people) can sign up for a 15-20 minute conversation. University Advancement will identify people from the community and USFSP will identify others from among our students, faculty, and staff. The event will be advertised through the Student Affairs PeteSync program so that students will get points for attending.

At lunchtime, the library is planning a multicultural food/music event, which Carol is trying to coordinate with the Multicultural Affairs Office to see if they can schedule the day of their potluck to coincide with this event.

The meeting expressed its enthusiastic endorsement for these initiatives and congratulated Carol on the progress that she has been able to make. It also asked Carol to continue to provide updates.

**Action:** Carol

j. Undergraduate degree in data analytics
   Amy is close to identifying a date for the initial meeting of this group.

**Action:** Amy

k. USF System STEM Initiative
   Henry Allegria has been identified as our representative and has confirmed that he will be able to serve in this capacity.

l. Sustainability work group
   The open forum is scheduled for Thursday, October 23 at 2 p.m. in DAV 130. Han will send out a message to faculty.

**Action:** Han

m. Sponsored research
   Han started investigating the form Bill discussed last time and has yet to find any IP policies. He will also contact Paul Sanberg in the Office of Research.

**Action:** Han

n. Orientation of Adjunct Faculty
   Han had met with Felicia, Angelica and Jennifer and learned that the current formats in KTCOB and CAS work well. COE has planned a number of adjunct orientations around their NCATE visit, and COE is working on improving the attendance at their adjunct orientation events. Han will meet with Bill Benjamin to see what can be done with parking permits and talk with HR about how to get the “U” numbers prior to orientation so that trips to campus are limited.

**Action:** Han

7. New Business
   a. Chancellor’s Awards
      Amy passed out handouts. The deadline for nominations is October 15, and deans were asked to share with their faculty. Forms are on the website at [http://www1.usfsp.edu/academics/faculty_resources/faculty_awards.htm](http://www1.usfsp.edu/academics/faculty_resources/faculty_awards.htm)
b. Education Advisory Board
Han reported that he had met with a representative from the Education Advisory Board, an organization that conducts research on best practices in higher education, and shared some of their reports. The cost for their services would be $19,500 annually and would come out of Academic Affairs Budget. The Deans agreed to enroll and Han will proceed with membership.

Action: Han

c. Involvement of Student Affairs
It was decided that once a month the Deans Meeting will include Student Affairs with a modified agenda.

d. Next retreat
Tabled for discussion at next meeting

8. Any other Business
a. Excess hours
Gary had analyzed the list of students eligible for honors in the KTCOB. It turned out that almost all were transfer students and almost all had excess hours. Han asked CAS and COE to do a similar exercise. Gary will share his spreadsheet with others. Frank shared the idea brought up by Bill Law from SPC at a strategic planning session to have some advisors located at SPC given that we have twice as many transfers as FTICs.

Action: Gary, Bill, Frank

b. Space Committee
Frank asked how to get agenda items to the Space Committee. Han is on the committee which is chaired by Joe Trubacz. Space modification requests can be sent to either.

c. Process for program approval
Frank asked about the timeline for program approval. Han explained that the process starts now and is in a sense ongoing. The process starts with a pre-proposal that must be approved by APPCC. The pre-proposal asks for data on the need for graduates by potential employers, demand among students, and the distinctiveness of the program. Han will share the pre-proposal form. Han also confirmed that the approvals for minors and certificates do not go beyond our campus.

Action: Han

9. Adjournment and date of next meeting
The meeting adjourned at 11:50 a.m. Next week’s meeting has been cancelled due to schedule conflicts. The next meeting will be October 15.