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Meeting, Deans and Associate Deans
October 29, 2014
Minutes

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

1. Welcome
Han opened the meeting at 10:30 and welcomed all present, including guests Casey Frechette and Berrie Watson

2. Portal for online students
Carol introduced Casey Frechette and Berrie Watson and asked them to present their proposal for a web portal for online students. Casey and Berrie observed that, while our current web site contains a lot of information that is relevant to online students, it is currently distributed over a number of different pages and that it is not straightforward for an online student to find the relevant information. The idea behind the portal for online students was to make this information available from a single page. Moreover, it was clear that, rather than duplicating the information, the content of the portal would either be links to existing systems or scraped from other web pages. Carol indicated that the development of the portal could be supported using distance learning funds.

The meeting enthusiastically endorsed the proposal and asked Carol, Casey and/or Berrie to periodically report on the progress. Han will add the student portal as a standing agenda item.

Action: Han

3. Minutes of October 15
Minutes were approved

4. Reports
- Florida Humanities Council
Han reported that Sophia, Helen and he had met with the Florida Humanities Council (FHC) to explore possible collaborations between the FHC and USFSP. Han reported that the FHC was well funded and might provide an opportunity to secure external funding for our work in the humanities. Han was asked to set up a meeting with the leadership team of FHC to explore possible synergies.

Action: Han
• 50th Anniversary
Han reported that he had attended a planning meeting for our 50th anniversary, which we will be celebrating next year, starting in the fall. A number of other institutions in St Petersburg will be celebrating their 50th anniversary next year as well, but most of them will do so in the spring.

• IR Director
Han reported that Lauren Friedman had accepted the position of Director for Institutional Research. Lauren would start full-time early in January but would help us in our IR operations on a part-time basis until then. Han was asked to put a note on Harborside News.

  Action: Han

• Senior Leadership
Han reported that Mark Walsh, the USF System lobbyist, had met the Senior Leadership Team. He also reminded the meeting of the information that we needed from the Deans for the accountability report, and asked the meeting to share any information relevant to the accountability report with him.

  Action: All

5. Success Stories
• Kate Tiedemann College of Business
   Alison reported that KTCOB will host an information system boot camp for high school students on November 1. The students will be introduced to robotics and to Alice programming.

• College of Arts and Science
   Frank reported that students, faculty and staff will participate in a beach clean-up on November 2. This event is organized in collaboration with the Blue Ocean Film Festival. We will be showing the movie “The Island President” about President Nasheed of the Maldives on Wednesday October 2 at 10:30 in Dav130, with an informal lunch for President Nasheed afterwards.
   On November 6, we will be hosting the French Consular-General in the library. This is jointly sponsored by the Library and the Department of Society, Culture, and Language. Michael Francis will be hosting descendants of the first Spanish explorers of Florida in the Florida History Museum.

• College of Education
   Bill reported that Ann-Marie Gunn had presented with 6 of her students. Our undergraduate students had performed extremely well on the state-mandated certification exams. Their scores were well above the state average, as they consistently are. Han asked Bill and Olivia to send him details for inclusion in the blog.

  Action: Bill, Olivia

• Nelson Poynter Memorial Library
   Carol reported that there had been a successful forum on open access text books.
   Jim Schnur had published a new book on the history of St Petersburg, and a number of librarians had given presentation at the recent conference of the Florida Association of College and Research Libraries. Han asked Carol to send him the details for inclusion in the blog.
6. Matters arising
   a. Accountability Report
      Han again reminded the meeting to send him relevant information.
   b. USF World Initiative for University Collaboration
      The information on this initiative had been sent to deans and associate deans.
   c. ABET Accreditation for IS
      Gary reported that KTCOB will pursue this.
   d. Florida Center for Cybersecurity
      The meeting will take place on November 12 at 12:00 in DAV130. Han was asked to share the information with the university.
   e. FAIR
      Susan reported that there was no progress to report.
   f. Meeting re CAS Graduate Programs
      Amy is still working on a meeting time.
   g. Time line for course approval
      Han said that he has been invited to attend both the Undergraduate and Graduate Council. He will continue to ask for both bodies to make sure that they send out requests for agenda items well in advance of the meetings.
   h. Undergraduate Degree in Data Analytics
      The initial meeting of the group to work on this program will be on November 4. Han will report on the outcomes at the next deans’ council meeting.
   i. Sustainability Workgroup
      Han reported that the forum had been successful, and that the result was that the deans, on collaboration with faculty, will take the lead on this initiative. He was waiting on notes from the meeting so that he could write a report on the meeting and propose next steps.
   j. Sponsored Research
      Han said he had not yet had the opportunity to contact Paul Sanberg about IP policies.
   k. Outstanding Students’ Awards
      Han reminded the meeting of the need to send Yoli the names of outstanding graduating students.
   l. Process for Program Approval
      Han is continuing the conversations to exactly determine how to document collaboration between the USF System campuses when it comes to new programs.

Action: Han
m. For-credit Recreation Courses
   Han said he would discuss the issue in his meeting with Deanna at their meeting on
   Thursday.

   Action: Han

7. Tabled items
   a. Next retreat
      The meeting decided to focus on the Academic Plan for its next retreat. Han was asked to
      discuss this with Sophia and to find a good time for us to start the conversation afterwards.

      Action: Han

8. New Business
   a. Representatives for Athletics Committee
      Han asked the meeting to think of possible representatives to the USF System Athletics
      Committee. Han will share the names with Deanna.

      Action: All

   b. Request to conduct survey
      Bill reported that Chris Ballestra had asked him to conduct a survey about the different
      proposals to develop the pier. After some discussion about the limitations and the mode
      in which to conduct the survey, the meeting decided that the best way forward to set up a
      meeting with Chris Ballestra. Han and Bill will coordinate

      Action: Bill, Han

   c. Agenda for Combined Deans and Student Affairs Meeting
      The following agenda items were suggested for the combined Deans and Student Affairs
      meeting:
      o Communication processes between Academic Affairs and Student Affairs, including
         the need for a greater coordination between the AA calendar and SA events
      o USC room reservations
      o For-credit recreation courses
      o Summer camp for the Florida Humanities Council
      o Alumni tracking
      Han was asked to discuss this with Julie and generate an agenda for the meeting.

      Action: Han

9. Any other business
   The meeting decided to schedule 90 minutes, rather 60 minutes, for Deans’ Council meetings.

10. Adjournment and date of next meeting
    The meeting adjourned at 11:55. The next meeting was set for November 5 as the joint meeting
    between the Deans and Associate Deans and Student Affairs
POST-MEETING ACTION: Because of a clash with the screening of “The Island President”, and after consultation with Student Affairs, it was decided to postpone the meeting until November 12.