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Deans' Council Meeting: 2014 : 12 : 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
December 3, 2014
Minutes

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

1. Welcome
Han opened the meeting at 10:30 and welcomed all present. He advised that this meeting would have to be shortened as Sophia and he had an 11:30 meeting with representatives from UFF.

2. Minutes of November 29
Approved.

3. Reports - omitted due to time constraints

4. Success Stories – Submitted by email
   • Nelson Poynter Memorial Library
     Carol reported that on December 2 the Nelson Poynter Memorial Library broke its past record high for a single day with a count of 2113 visits. The previous record high count of 1661 was a year ago on Monday December 9, 2013.
   • College of Education
     o On December 1, the College of Education held its Graduate Research Gallery, a presentation of action research by Master Level students in the Educational Leadership Development, Exceptional Student Education, Reading, and Math and Science programs aimed at improving the teaching and learning process in the school. The event was well attended and received positive feedback from Dr Michael Grego, Superintendent of Schools for Pinellas County, and Ms Lori Matway, Associate Superintendent, Student and Community Support Services
     o Ms. Angela Wilson, Undergraduate Student for the College of Education was selected by Senate as the recipient of the Fall 2014 Outstanding Graduate Award.

5. Standing Items
   a. Online Student Portal
      Nothing to report
   b. FAIR
Susan reported some progress.  

Action: Susan

6. Matters arising
   a. Retention Analysis  
      Han reported that he is collecting data to analyze retention of the 2013 incoming cohort. Han will share the analysis when it is ready  
      Action: Han

   b. Florida Humanities Council  
      Frank reported that he has submitted a grant to the Florida Humanities program for 25 students to attend a summer camp on campus “Innovation and Creativity in the Humanities”. Frank will keep the meeting informed.  
      Action: Frank

   c. IR Director  
      Han has not yet announced the hiring of Lauren Friedman on Harbor Notes. He will do so shortly.  
      Action: Han

   d. The Accountability Report  
      Han reported that the accountability report was finished and would hopefully be approved by the BOT at its meeting on December 4. If approved, Han will share it with the faculty. He also expressed his appreciation for all who had provided feedback on an earlier draft.  
      Action: Han

   e. Florida Center for Cybersecurity  
      Han reported that he had not scheduled the follow-up meeting yet. It was also reported that a USF St Pete student had applied for a scholarship.  
      Action: Han

   f. CAS Graduate program  
      Han reported that Donna Knudsen, Frank, Susan and he had met to discuss the CAS Graduate Programs. It is likely that a number of policies, in particular related to theses, will result. Han will keep the meeting apprised.  
      Action: All

   g. St. Petersburg survey  
      Nothing to report.  
      Action: Han

   h. Timeline for courses approval.  
      Han said he is now invited to attend Graduate Council, and that Graduate Council has regularized its meeting. It will meet the third Monday of the month, unless that Monday is a holiday, in which case they will meet the Monday after.  
      Han has also requested that he be invited to Undergraduate Council meetings.

   i. Undergraduate degree in data analytics
Han reported that, thanks to the efforts from Pat Gehant of the Tampa Bay Technology Forum, he had been put in touch with Todd Davis. He will have an initial telephone conversation tomorrow. Han will keep the meeting informed of any progress.

**Action: Han**

j. Sustainability Workgroup.
   Nothing to report.

**Action: Han**

k. For credit recreation courses.
   Han will ask Steve Lang to take the lead on developing for credit recreation courses. The Senate is in support. Han will inform the meeting on any progress.

**Action: Han**

l. Budget requests
   There was considerable confusion among the meeting about the process and deadlines for budget requests. After an apology for creating this confusion, Han said he would seek clarification and share this with the deans.

**Action: Han**

7. New Business
   a. Future Deans’ Council Meetings
      In an email to Han, Carol had expressed concern about the pace of the meetings, and the fact that we may not have sufficient time to discuss more substantial issues. The meeting agreed.
      After some discussion, the following decisions were taken:
      - Success stories will be shared via email, prior to the Deans’ Council meetings, and will be read into the minutes.
      - We will start scheduling Deans’ Council meetings according to the following schedule:
        - Week 1- joint with Student Affairs
        - Week 2 and 4 Business meetings
        - Week 3- more detailed meeting

   b. Faculty Conduct
      Susan Toler reported that a group of faculty and staff had developed a Faculty Conduct Policy. In accordance with the USF System Policy on developing policies for USF St Pete, the proposed policy had been shared with Tampa, where it had been held up for over 2 years. Han asked to send this effort to him to see what we need to do to implement the policy.

**Action: Han**

c. Promotion Files
   Carol expressed concern about the naming convention for the files required for tenure and promotion and the complicated process of getting all the information in the relevant files, especially since she had no support to create these files. Han said that, having just reviewed a number of mid-tenure cases, he liked the naming convention as it allowed him to quickly locate information. The meeting also expressed some surprise that Carol was asked to create these files. The meeting expressed the view that this ought to be done by the faculty member who is being considered for action. Han also said that he would work with the Academic Affairs
administrative staff to determine the best division of labor. In the meantime, the library was given permission to submit their files on a USB disk.

Action: Han

8. Adjournment and date of next meeting
The meeting adjourned at 11:30 AM. Next scheduled meetings:
- December 10 – with Student Affairs
- December 17 – regular meeting
- December 19 – thematic meeting
- Success stories will be read in minutes - ready by Friday