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Deans' Council Meeting : 2014 : 12 : 17 : 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 17, 2014
Minutes

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

Guests: Erin Dunn and Linda Crossman

1. Welcome
Han opened the meeting at 10:30 and welcomed all present. He suspended meeting to allow time for Erin Dunn- Financial Aid, and Linda Crossman, Registrar, to discuss financial aid issues. The Feds are cutting back on lending. Erin dispersed a document defining student financial aid relative to the hours of enrollment. Offering alternative calendar courses can negatively affect student financial aid. Linda asked that this be taken into consideration when scheduling classes.

Approved.

3. Reports
USF System Strategic Planning Task Force
The Academic and Campus Environment Workgroup of the USF Board of Trustees has established a USF System Strategic Planning Task Force to establish a set of strategic guidelines to guide the USF System. The Task Force will begin its work in January 2015 with the goal of delivering recommendations to the BOT ACE Workgroup at its meeting May 21, 2014, and subsequently to the BOT at its meeting June 4, 2015. The group will provide updates to Chair Lamb and other BOT members as needed. The Task Force will make its recommendations to the ACE Workgroup for consideration and action as needed and referral to full USF Board of Trustees as appropriate.

The Task Force will be comprised of representatives from across the USF System:
- Chair: Stan Levy, USF BOT member
- Byron Shinn, USF BOT member, USFSM Campus Board Chair
- Greg Teague, USF BOT member, USF System Faculty Council chair
- Judy Mitchell, USFSP Campus Board member
- Ralph Wilcox, USF System Provost
- Han Reichgelt, USFSP, Regional Vice Chancellor for Academic Affairs
- Terry Osborn, USFSM, Regional Vice Chancellor for Academic Affairs
• Ed Funai, USF Health, Vice President and Chief Operating Officer, USF System Vice President for Strategic Development

4. Success Stories

• Library
Marcela Estevez, Manager in the department of Collection Development and Technical Services, was just notified of her acceptance of a full stipend to attend the national Rare Books program funded by the American Library Association and the Institute of Museum and Library Services.

• Arts and Sciences
Dr. Frederic Leveziel stepped out of the classroom to share some Holiday Cheer this past week with his French students. In an effort to perfect pronunciation, Dr. Leveziel's students sang a number of French Holiday Classics for patrons at the Tavern. Civic Engagement at its best!

5. Standing Items

a. Online Student Portal
   Nothing to report

b. FAIR
   Nothing to report

c. Strategic Planning
   See above

6. Matters arising

a. Retention Analysis
   A subgroup of the Student Success and Culture Implementation met to discuss the retention issue. The report will be shared with the Deans’ Council once it has been approved.

   However, some measures are already being implemented to help with retention. For example, it has been decided that the letter which is sent to FTICs who are placed on probation at the end of the fall semester will mentioned the University Success course for those who have not already taken the course. The meeting asked that the syllabus for this course be shared. Han agreed to ask Deanna Bullard to do so.

   Action: Han

b. Florida Humanities Council
   Frank reported that he had not yet heard whether his grant application was successful but that he would keep the meeting informed

   Action: Frank

c. IR Director
   Han will announce the appointment of Lauren Friedman today

   Action: Han

d. Accountability report
   Han reported that the accountability report had been submitted and accepted and he again expressed his thanks for the input he had received from different constituencies.

   He also reported that he was working on an accountability web site, which was now required by SACSCOC. It should include the ALCs for our various programs, and
the assessment reports for each program, as well as the USFSP BOG accountability report. Carol volunteered to store the various documents in the Digital Archive.

Action: Han

e. CAS Graduate Program meeting
Han reported that Donna and he had met with the CAS chairs to discuss the graduate programs in CAS. He reported that there was agreement that some program needed improvement and that in particular policies and guidelines for Master’s theses needed review. Carol mentioned running thesis through plagiarism detection software. Susan requested guidelines to develop program, organization, meeting methods, etc. Han said that he had developed some work load policies at his previous institution to reward faculty for the supervision of theses etc., and that he would like to discuss that policy at our next meeting.

Action: Han

f. St Petersburg Pier Survey
Han is meeting tomorrow with Chris Ballestra from the City of St. Petersburg and will report on that meeting.

Action: Han

g. Undergraduate Degree in Data Analytics
Han will meet with Todd Davis, a potential employer of graduates from this program, earlier in the New Year and will report back to the meeting.

Action: Han

h. Sustainability Workgroup
Han noted that one of the recommendations coming out of the Sustainability Forum is that the deans take the lead on this initiative. The deans agreed to identify a representative from their units. The committee will be set up and charged by the end of January.

Action: Deans

i. For-credit recreation courses
Han reported that he has asked Steve Laing to take the lead on developing for-credit recreation courses. He will report on any progress.

Action: Han

j. Budget requests
Han had sent out the updated time line. We will devote the meeting of January 21 to prioritizing the list of budget requests.

k. Policy on Faculty Conduct
Han thanked Susan and Carol for sending them the report and apologized for not having had the time to look into this. He will do so shortly.

Action: Han

7. Other Business

a. Training modules for adjuncts
Carol reported that significant progress has been made on training modules for adjuncts. Carol will keep the meeting apprised of any progress.
b. Student Affairs

Han reported Julie Wong is leaving and going to Cal State, East Bay. Her replacement is TBD. Han will let the meeting know as soon as a replacement has been identified.

Action: Carol

8. Adjournment and date of next meeting

The meeting adjourned at 11:35 AM. Next scheduled meeting:

- December 19 – thematic meeting – 9:00 AM- Han will send a list of questions that he is working on academic plan to share with faculty. Faculty Excellence and Research. The Chancellor wants to be part of this. She will bring a different perspective to this meeting.

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