Meeting, Deans and Associate Deans
January 14, 2015
Minutes
Bay 205

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

1. Welcome
Han opened the meeting at 10:30 and welcomed all present.

2. Minutes of December 17, 2014
To be approved via email.

   Action: All

3. Reports
   • The MLK Parade will be January 19, 2015. Han will send an email to all faculty and staff inviting them to attend. There will be a USFSP float in which all may ride. Everyone will meet at the Tropicana Field at 9:45 AM that morning. The parade begins at 11:00 AM at the “Trop” and will end at Vinoy Park. Breakfast will be served at 7:30 AM in the SLC. From there, most will walk to the Trop.

   Action: Han

   • Gardiner “Tuck” Tucker will begin January 26, 2015 as interim Regional Associate Vice Chancellor for Student Affairs.
   • John Johnson will start on January 26 as Unit Research Administrator. John comes to USFSP from Eckert College and NYU.
   • Shawna Nelson will begin on January 20, 2015 as the Administrative Asst. to Dr. Han Reichgelt. Han thanked Kathy Agne for her role as his temporary assistant.
   • Lauren Friedman has been appointed as the Institutional Research Director.
   • The Tampa Bay Rowdies are assisting with rebuilding the soccer field. They will maintain the field. They will start using this field February 2, 2015 in the morning and for 2 or 3 days a week in the evenings.
   • Joseph Trubacz is working on the update to the Facilities Master Plan which must be completed by early September, given the lengthy approval process. It has become clear that this plan
crucially depends on input from Academic Affairs and that we therefore have to create an academic plan as soon as possible. The list of questions for the Academic Plan will be finalized by next week to share with faculty on January 23.

**Action: All**

4. **Success Stories**
   - **CAS**
     - Frank Biafora reported that Ray Arsenault has been invited to offer the keynote address at the Martin Luther King Day Celebration co-sponsored by the St. Petersburg Interfaith Association and the City of St. Petersburg. The event was held at Mt. Zion AME Church on Sunday, January 18, 2015.
     - Frank also reported that Louis Simon and Frank Biafora received a Florida Humanities Council Grant entitled "Innovation and Creativity in the Humanities." Funding from this grant will support a summer, 2015 week-long pre-college residential experience for approximately 25 high school juniors and seniors from throughout the state of Florida. In addition to Louis and Frank, a number of individuals have already agreed to provide guest lectures and participate in this exciting summer experience including: Thomas Hallock, Alex Harris, Erika Greenberg-Schneider, Nathan Schwagler, Peter Tush, Deby Cassill, and Steve Lang.
   - **KTCOB**
     - The Online MBA program is now the 2nd in Florida (second only to UF) and the 32nd in the nation.
     - KTCOB received a $100,000 gift from Ellen Cotton to support the KTCOB student organizations.
   - **Library**
     - Carol Hixson has been appointed to the Board of Directors at the Tampa Bay Library Consortium.
     - Tony Stamatoplos will be presenting at the national conference for LOEX (which, as you know is the national organization for information literacy instruction). The title of his presentation is: Moving from Novice to Expert Teacher: Turning Your Craft into Art.
     - Tony Stamatoplos was recently named to the editorial board for *Learning Communities Research and Practice*, the major journal for learning communities. [http://washingtoncenter.evergreen.edu/lcrpjournal/](http://washingtoncenter.evergreen.edu/lcrpjournal/)

5. **Standing Items**
   a. **Online Student Portal**
      Nothing to report
   b. **FAIR**
      Susan Toler reported that there is a growing realization at all USF System institutions that FAIR is problematic. The system is therefore looking at replacing FAIR by a commercial product. Discussions have just started and it is therefore not clear what the deadline will be. However,
Susan reported that she believes that the group looking into this is aware of the importance of user friendly interfaces.

c. Strategic Planning
Implementation is moving forward.
Han also reported that the ACE workgroup of the Board of Trustees has established a take force to work on a set of strategic guidelines to be used in the revision of the USF System strategic plan. The task force, which consists of:
- 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 and Student Affairs
- Ed Funai, USF Health Vice President and Chief Operating Officer, USF System Vice President for Strategic Development,
The Task Force will have its first meeting on January 15, 2015 and complete its work in time for the final report to be presented to the BOT ACE Workgroup on May 21, 2015, and subsequently to the BOT on June 4, 2015. During the initial meeting, the regional chancellors and the provost will present a SWOT analysis for their respective institutions. Han will report on the progress on a regular basis.

Action: Han

6. Matters arising
   a. Retention
      Han said that he had not yet contacted Deanna Bullard for a syllabus for the University Success course. He will do so shortly.

      Action: Han

   b. Florida Humanities Council
      See success stories.
   c. IR Director
      Han had finally reported the hiring of Lauren Friedman as the new director for IR.
   d. Accountability web site
      Han reported that Accountability Website is being built for SACS to show student learning outcomes and improvements. Dean Hixson volunteered to host the PDF upload to an archive site). Program reviews and student achievements outcomes will be on this website. Han will send out the URL.

      Action: Han

   e. CAS graduate programs
      Han reported that Donna and he had met with the CAS department chairs in December. It has become clear that we need better policies regarding master’s theses. There were also concerns that students can

      Action: Han
f. St. Petersburg Pier Survey
Han reported that he will be meeting a second time with representatives from the City of St. Petersburg. He will report on the meeting at the next meeting of the Deans’ Council.

Action: Han

g. Undergraduate degree in Data Analytics
Han will meet with Todd Davis shortly to discuss employer needs. He will report back to the group

Action: Han

h. Sustainability Workgroup
The meeting decided that each dean should nominate one or two representatives to serve on this committee.

Action: Deans

i. For credit recreation courses
Nothing to report. Han will follow up with Steve Lang

Action: Han

j. Policy on Healthy Workplace (was “Policy on Faculty Conduct”)
Han reported that he had not yet had the time to look at the document. The meeting also suggested that we ask Chitra Iyer to become involved in the process. Han will follow up.

Action: Han

k. Training modules for adjunct faculty
Significant progress is being made, and many of the general modules have already been taped or will be taped shortly. Karla Kmetz and David Brodosi would like to discuss their progress at a future deans’ council meeting and Han will invite them

Action: Han

7. New Business
a. Advertising
Alison asked about advertising the Online MBA program from the DL Budget. Carol will resend documents to revisit the DL Budget. This should go on the agenda for a meeting, once all have reviewed the budget.

Action: Carol

b. International Students
We have a small number of international students who do not graduate in time and may, as a result, become out of status as far as their visa is concerned. The registrar’s office currently identifies students who will run out of status at the end of the semester and asks advisers to determine whether, in their estimation, these students are likely to graduate. It is crucial that advisers respond to the registrar’s requests as a matter of urgency so that the visa can be renewed, should that prove necessary. Han will impress the need for an urgent reply on the advisers and asked the deans to do so as well.

Action: All

8. Adjournment and date of next meeting
The meeting adjourned at 11:55 AM. Next scheduled meeting is January 21, at which we will discuss the budget requests. Tammy Goldberg will be invited.

Archive of meeting minutes available at: http://dspace.nelson.usf.edu/xmlui/handle/10806/11878