2-13-2015

Deans' Council Meeting: 2015: 02 : 13: Minutes

University of South Florida St. Petersburg. Office of the Regional Vice Chancellor for Academic Affairs.

Follow this and additional works at: http://digital.usfsp.edu/deans_council

Recommended Citation

http://digital.usfsp.edu/deans_council/21

This Other is brought to you for free and open access by the Office of the Regional Vice Chancellor for Academic Affairs at Digital USFSP. It has been accepted for inclusion in Deans' Council by an authorized administrator of Digital USFSP.
Meeting, Deans and Associate Deans
February 13, 2015
Minutes

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

1. Welcome
   Han opened the meeting at 9:04 and welcomed all present

   Approved via email.

3. Reports
   • Strategic Planning
     The USF System Task Force (the group tasked with setting new strategic guidelines for the system) met yesterday February 12, 2015. Trustee Levy subdivided the groups into 3 and each group was tasked with creating a set of potential goals and strategic guidelines. It was clear that the groups wanted to strengthen the system and institutions within the systems, creating synergy and transparency.

     The groups also spoke about the importance of research and community engagement. Additionally, the importance of separating the system resources from institutional resources was discussed. To leverage faculty resources across the system, we may have to start looking at consortial programs.

     The meeting is an open group and will meet two more times, at the USC, including:
     o Monday, March 23 from 9-11am
     o Thursday, April 2 from 9-11am

     Han encouraged the deans to attend one of the sessions and share any of their contributions. The final meeting will take place on Tuesday, April 7 where the group plans to complete the proposal and submit to ACE.

   • A new PAR process has been implemented. PARs will be collected by Tammy. All faculty hires require one additional form. PAR meetings are scheduled with all signing parties to facilitate a discussion and complete all signatures. Han requested that the deans include as much information as possible enabling Han to address any up front questions or concerns.
4. Success Stories
   Library – Carol Hixson
   • Tina Neville has been chosen to be the Vice Chair/Chair Elect of the Florida Library Association Conference Planning Committee.

5. Standing Items
   a. Online Student Portal
      The project is underway as Casey and Barry have been reaching out to stakeholder groups and gathering data. Additionally, a support position has been approved and is currently with HR for a class and comp evaluation and subsequent posting.
   b. FAIR
      Susan reported that a tremendous amount is going on and Susan has been working with USFT’s Sarah Thomas and Barbara Rosenke-Sweeny. USFT has been provided with a list of new GEMS codes for CAS. There are now 10 new codes that represent specific departments, within CAS, and will replace 20 older codes, which will then be deactivated. The process will continue to evolve and this particular year may only serve as a bandaid. Susan was asked to serve on the committee for the replacement of FAIR given her unique expertise as both faculty and administrator within the FAIR system.
      Susan also reported that she had had a number of interactions with Sarah to discuss changes to Banner as it pertains to courses. Han said that he had had a brief meeting with Sarah regarding BANNER issues and they are working on separating the USFSP degree programs from USF Tampa’s. Han is scheduled to meet with Sarah on Thursday, February 26. Han stated that there has been a lot of movement, some with Sarah Thomas, and also Paul Dosul, in moving towards resolution of the USFSP Banner issues.
   c. Strategic Planning – Moved to Reports

6. Matters arising
   a. Adjunct training modules
      Colleges have provided the contact to Carol’s staff and have made substantial process. Han to meet with Chitra.

   Action: Han

   b. USF Day at the Capitol
      Gary reported that KTCOB students presented to Senator Brandeis for 30 minutes and it was a positive and productive session. Han attended the event with the President Genshaft in Sophia’s place. KTCOB building is the highest priority.

   c. Academic Plan
      Town Hall meetings scheduled for next week as follows:
      • Monday, February 16 at 12pm
      • Tuesday, February 17 at 2pm
      • Wednesday, February 18 at 6:30pm
      Han will report at the next deans’ council meeting.

   Action: Han

   d. Retention Task Force
The group was originally scheduling to meet on February 13, but due to a Noel Levits’ event in Orlando, approximately 10 members of the group were unavailable. As a result the meeting was rescheduled for Friday, February 27. Noel Levits is the lead consulting group in regards to strategic planning, and more specifically, as it relates to retention.

The Student Success and Culture Bold Goal Implementation Team met on February 6 and determined that Onboarding is done well in the fall, but lacking in the summer. To address this issue the proposal is to have two convocation ceremonies and two welcome weeks.

- Frank reported that according to Holly Kickliter’s numbers, there are 225 new admits summer B (this only includes FTIC).
- Han wants to involve the transfer students in the welcome week and convocation ceremonies.
- There is roughly a 20% increasing in new admits for Fall 2015 (estimated increase from 330 – 400 from last year).
- Han will request that Holly attend a deans meeting for 10-15 minutes to update the admission numbers.

**Action:** Han

c. Accountability web site
   Han to send the information to Carol and to fix the link on the website.

**Action:** Han

d. Policies on Graduate Theses (was: CAS graduate programs)
   Han will speak with Hemant as it is expected that these policies will need to initially come from Graduate Council.

**Action:** Han

e. St. Petersburg Pier Survey
   Moved to Student Affairs.

f. Undergraduate degree in Data Analytics
   Han met with Convergence Consulting Group, a growing consulting company in data analytics and big data, in Tampa. Convergence appears to prefer candidates who understand technology, but can also speak the language of the client. The group was going to send Han an internal document that detailed required skills competency. Once the document is received Han will pull a small group together to move the degree forward.

**Action:** Han

i. Sustainability Workgroup
   Han has received the following names:

   - Rebecca and Leon
   - Anna Lewis
   - Nikki Stowell

   This will be a university wide committee focusing on minors/majors in Sustainability at USFSP. Han will call a meeting to charge the committee.

**Action:** Han

j. For credit recreation courses
Steve Lang has discovered that Tampa already has these courses. And, Steve will to look into what Tampa is doing, how we can implement the policy at USFSP and also how to use these courses for credit. Steve is still interested in opening this to the general community to make a profit.

Action: Han

k. Policy on Healthy Workplace (was “Policy on Faculty Conduct”)
Nothing to report. Chitra has seen the document.

Action: Han

l. Advertising
Authorized for Donna, but Han has not been able to meet with her to follow up.

Action: Han

m. Representative to the USF System STEM Steering Committee
Han reported that we needed to identify a new representative to the committee as Henry Alegria, who had been the USFSP representative, will be on sabbatical. Frank and Han will consult.

Action: Frank, Han

n. Research Month – Moved up from New Business
Over the last few years, April has been designed Research Month at USFSP and the meeting expressed the strong desire to continue with this. Han will add research month as an agenda item to the next combined deans’ council/student affairs meeting on Wednesday, February 18.

Action: Han

7. New Business

a. Brewing arts program
Two years ago Michael Harding, owner of Three Daughters Brewing, approached Frank about USFSP establishing a laboratory, at his new brewery, to support quality assurance. The lab was built and about 15 students have interned in the labs.

Building on this relationship, USFSP is creating a professional certificate program in brewing arts. The program will consist of 11 online modules, 2 week mandatory placement in a brewery laboratory, and a 3 week mandatory placement in a brewery, culminating with their own brew and graduation. The total cost of the program is $5k and takes 6 months to complete.

The program leaves the possibility open to creating a Fermentation Science program in the future.

There was some discussion on how to register students for the program, and Alisan suggested giving student VIP status to allow them to have access to Canvas. Frank was asked to follow up with Alison on this.

Action: Frank

b. ProctorU - Proctoring of online students
KTCOB continues to have issues with student cheating in online courses. The USF system is currently looking at a system wide solution to address the ongoing issues with academic dishonesty and online courses.

c. Open Educational Resources
The Library will be spearheading the introduction of the Open Educational Resources program on campus. OER are textbooks and other educational materials that are freely available for students to use for their classes. There is a growing body of research showing how these resources are being utilized and it is having a positive impact on retention, graduation and success in these courses.

Carol will be presenting to the Grad and Undergrad Councils. Han reported that bringing down the cost of textbooks was one of the legislative priorities for students at USF Day.

We need to find incentives for faculty for using OER and assist the faculty members in identifying a quality textbook. Also, the library will support faculty created textbooks for online programs. Carol would consider putting library foundation money into a seed program.

**d. Diversity Survey**

Most of the deans received an email from Jose Hernandez from USF Tampa regarding a diversity survey. Since Carol had not received the survey, Han will forward the survey to Carol.

**Action: Han**

We had anticipated that this report would have been completed as a campus, but USFT wants the survey completed by college. Suzi will lead the effort to complete the diversity surveys for USFSP.

One of USFSP’s core values is Inclusion of Differences. Suzi will work with the deans to identify what our deans are doing and Suzi has requested that the deans email the survey and any other thoughts to susanmills@mail.usf.edu.

**Action: Deans, Suzi**

e. Credit for Life Experience – to be added as an agenda item at a future meeting.

8. Adjournment and date of next meeting

The meeting adjourned at 10:27am and the next meeting deans meeting, including student affairs, will take place on February 18, at 10:30am in Bay 205.

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