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Deans' Council Meeting : 2015 : 02 : 25 : Minutes

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Meeting, Deans and Associate Deans

February 25, 2015

Minutes

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

1. Welcome

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

2. Communication of Strategic Plan Implementation – Amy Harcar

Amy reported that as Coordinator for Strategic Initiatives, she and Chitra are looking for “Change Agents,” the individuals who will assist with implementing the strategic plan across campus. The dean’s reported that clarity is needed surrounding Vision 20/20 before these agents can be nominated.

Susan Toler expressed that once the Academic Affairs Strategic Plan was finalized this might help in clarifying the faculty’s role. The deans articulated that they are looking for ways to encourage faculty to be actively involved throughout the process.

3. Minutes of February 13, 2015

Approved.

4. Success Stories

Library

- The Library's Data Management Team (Tony Stamatoplos, Tina Neville, Deb Henry, Jim Schnur) organized a seminar on Research Data Mandates: Facilitating Your Research Needs and Obligations on February 23 with Scott Lapinski of the Harvard Medical School and Dr. Kenneth Crews, international copyright consultant. The seminar was attended by USFSP faculty and by librarians from as far away as Gainesville and Boca Raton.

CAS

- Congratulations to Dr. Thomas Smith on receiving the Nikolai Khaladjan International Award from the American Association of University Administrators. This prestigious award acknowledges The St. Petersburg Conference on World Affairs as a model partnership between campus and community.
- Congratulations to undergraduate Political Science student, Tyler Lewis, for being accepted as White House student intern.
- Be on the lookout for film crews during the week of spring break, the BBC will be on campus filming Dr. Deby Cassill and her students conducting research
- Congratulations to Veronica Mathews, Academic Support Specialist and Dr. Lisa Starks-Estes for hosting the Shakespeare Gala in advance of the inaugural Shakespeare Festival (with performances Thursday – Sunday March 12 – 15 and March 19 – 22, at 8pm) at USFSP’s Williams House Courtyard. With “Pay What You Can” admission, seating will be first come-first served for about 50 audience members
- Congratulations to Dr. Barnali Dixon - for receiving a USF Conference Grant to support an upcoming I-CARS conference (Initiatives on Coastal Adaptation, Resilience and Sustainability).

5. Standing Items

- a. Online Student Portal
Nothing new to report.

- b. FAIR and BANNER
Movement is improving.

- c. Strategic Planning
Trustee Levy presented the work of the USF System Task Force to the ACE Workgroup on Monday, February 23. There will be two more open group meetings, at the USC, including:
- Monday, March 23 from 9-11am (Last discussion meeting)
 - Thursday, April 2 from 9-11am (Meeting to review all reports)
- 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.

6. Matters arising

- a. Adjunct training modules
- Need to schedule meeting with Chitra.
 - Carol sent the modules and requested feedback.
 - Karla has started to reach out to students.

Action: Han

- b. Academic Plan
The Town Halls were completed. Discussion results attached as an appendix.

Action: Han

- c. Retention Task Force
Han spoke with Holly about briefly attending deans meetings to provide updates. She will be invited to a future meeting. The next retention meeting is on Friday, February 27.

- d. Accountability web site
Han continues to send documents to Carol for the digital archives. Carol to send Han the link for the collections.
Action: Han/Carol
- e. Policies on Graduate Theses (was: CAS graduate programs)
Moved to Graduate Council. Item to be removed from Dean's Council.
Action: Han
- f. Undergraduate degree in Data Analytics
Han to follow up with Convergence consulting regarding the 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
- g. Sustainability Workgroup
The following names have been received:
- 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. And will call the committee after Spring Break.
Action: Han
- h. For credit recreation courses
Steve Lang continues to work on this.
Action: Han
- i. Policy on Healthy Workplace (was "Policy on Faculty Conduct")
Nothing to report. Chitra has seen the document.
Action: Han
- j. Advertising
Han met with Donna regarding the DL budget out of the deans DL money. Donna is now thinking about hiring a bright MBA student with a background in E marketing.

Han to request Donna to set up a meeting with Carol, Olivia, Alison and Susan.
Action: Han
- k. Representative to USF System STEM Steering Committee
Deby Cassil.
- l. Research Month
John Johnson is moving this forward and Han will request that John write a brief report. Carol requested that John speak Kaya, who is organizing research month for the library.

Action: Han

- m. ProctorU – Academic Dishonesty in Online Courses –
Carol will find out who the contact is in Tampa

Action: Carol

- n. Open Educational Resources
Carol has met with Graduate Council and is meeting with the Undergraduate Council and the Faculty Senate.

Action: Carol

- o. Diversity Survey
Suzi requested the deans to send her their surveys electronically.

Action: Suzi/Han

7. New Business

a. Prior Learning Assessment

If done properly the assessment would be completed by a faculty member based on the learning outcomes from the course. Submitting portfolios of work, including testimonials could be another mechanism. According to Frank the topic emerged after the possibility of veterans coming to USFSP who earned 15 credit hours in forensic sciences. The policy works well with incremental courses, but it would be a significant change in what we currently do and time needs to be invested to make sure it is done properly. Also to be considered is regional accreditation issues.

b. Attendance and Early Grade Reporting

Deans agreed that is important to find some type of mechanism to encourage faculty to participate in early grade reporting.

Han met with Holly, Lauren and Cyndie regarding Civitas. One major concern that Han has with Civitas and a competing system with EAB, is that the systems wait for a student to fail before intervening. Han would like to see a policy implemented where the students meet with an advisor early in the process before a student fails a course.

To track students you need data. In order to implement this policy you need faculty to participate in entering early grades. Ideally, it would be best to be able to flag students who do not attend classes early on, which QEP has been doing. The process is labor intensive, but would provide predictive analytics. If we could tie security in with student attendance we could use swiping cards as a mechanism to track student's class attendance.

c. Program Approval Process

The current process needs to have more consultation along with way. Han will look at what they do in Tampa and draft a proposal.

8. Adjournment and date of next meeting

The meeting adjourned at and the next meeting deans meeting, including Student Affairs, will take place on March 11, at 10:30am in Bay 205.

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

Appendix

Academic Plan Town Hall Meetings Overview

1. Some concerns were expressed about the 10-in-10 goals. In particular
 - How can we create the infrastructure to support quality programs with full-time faculty members, relying less on adjuncts?
 - How do we protect faculty members' ability to continue research?
 - How does USFSP keep the small campus feel with the resources of a large institution when doubling the student population? It is important to keep the intimacy of the institution.
2. Should we be keeping all of our programs? Should underperforming programs or high-cost programs be cut automatically, or should the cuts be dependent upon the uniqueness and quality of the programs?
3. The political, social and economic push towards STEM and areas of strategic emphasis, which also affects 20% of our performance based funding.
 - We are a liberal arts university
 - Need to more look more critically at where the money is being spent.
4. Need to examine opportunities of cross-fertilization across programs, colleges and GE requirements. Examples discussed were forensics, which could draw on the sciences, criminology, business, and others and computer game design, which could draw on graphic design, journalism and media studies, and education.
5. What will the ideal ratio of F2F vs online students look like? This is a large area of potential growth and revenue, especially in the Florida Studies Program. But concerns remain over the quality of DL compared to traditional settings, as well as academic dishonesty.
 - Proctoring to decrease cases of academic dishonesty
 - Quality concerns
 - Residencies requirements (hybrid models, long weekends, summer weeks, alternative delivery methods, etc.)
 - Variations in class scheduling to meet the student's needs
 - Need to incentivize
6. Overall consensus is that graduate degree growth is a must (ex. At 10% should increase to a minimum of 25%). But all have concerns over USFSP's ability to handle such growth. The increase would require additional space, faculty, and money to support GA's. Also, should these degrees be professional or research degrees?
7. We need to improve our articulation with two colleges in general, and St. Petersburg College in particular, and with high schools.
8. Joint ventures with USF Tampa or even other Florida institutions (law schools), to increase graduate program/course offerings.
9. Explore options for future PhD programs and collaborate with Tampa to bring classes/programs to USFSP.
10. Grow international student population.

11. Transfer students make up the largest populations of students at 60%. How do we create courses and get these students excited while meeting our retention and graduation goals? Courses need to provide rigor, but also excitement.
12. Need for a rigorous general education program, taught as much as possible by tenure-track faculty.
13. Earlier courses in the student's career need to prepare them for the future.
 - Students need to build an adaptable skillset
 - Be both prepared and successful once they enter the job force.
14. Need development success courses that are mandatory and better prepare students for success.
(i.e. composition issues with FTIC's)