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Deans' Council Meeting : 2015 : 03 : 18 : 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
March 18, 2015
Minutes

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

1. Welcome
Mark opened the meeting at 11:00 and welcomed all present.

Approved.

4. Success Stories
   CAS
   • Congratulations to Dr. Elisa Minoff and all of the members of the History/Politics Department for organizing and hosting a very successful conference on the 50th Anniversary of the Great Society.

5. Standing Items
   a. Online Student Portal
      A student survey has been prepared and will be reviewed by stakeholders and faculty members currently teaching online. Casey Frechette is the lead with assistance from Berrie Watson and Sharon Austin.

   b. FAIR and BANNER
      In bringing Mark up to speed, the following minutes have been edited and incorporated from the February 13, 2015 meeting.
      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 had met with Sarah regarding BANNER issues and they are working on separating the USFSP degree programs from USF Tampa’s. 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
   Tabled

6. Matters arising
   a. Adjunct training modules
      Karla Kmetz has met with the contacts and is now working on the university piece.
      • COE is 50% complete.
      • KTCOB is working with Karla and creating additional powerpoints.
      • CAS has developed the content and Jennifer Woroner will be the voice over power point.

      Carol to have Karla reach out to Mark to schedule a meeting for the Academic Affairs introduction segment.

      Action: Deans

   b. Academic Plan
      Tabled

   c. Retention Task Force
      Retention is one of our top priorities. The group met on Friday, March 13 and the student success teams are in the process of putting together a matrix describing what they are doing individually in regards to student success and retention. The results will be used to create a USFSP model.

      The federal TrIO funding will run out by the end august and we are looking at ways to integrate TrIO into the larger population. However, the move may not be cost effective because it would require an investment of $250k, but may only raises retention by 20%.

      The task force continues to evolve, but the current list is as follows:
      • V. Mark Durand, Chair
      • Holly Kickliter
      • Lyman Dukes
      • Serge Desir
Susan Mills
Terrye Wilson
Cyndie Collins
Erin Dunn
Kathleen Gibson
Lesa Shouse
Philip Trocchia
Tuck Gardner
CeCe Edwards
Trey Conner
Lauren Friedman
Tony Stamatoplos
Vivian Fueyo
Jamie Molnar

COE requested to add Deanna Michael.

Mark wants all members to contribute, but have a unified approach to student success. Student success is about offering what the students want and need. Consequently, the university needs be on the same page, culture and agenda.

Carol questioned if there are some strategies in the existing workplans from underachieving institutions that have shown to be effective and can it be implemented on campus.

d. Accountability web site
The links are included in the digital archives. Carol and Mark to review at a later point.

Action: Mark/Carol

e. Undergraduate degree in Data Analytics
Tabled

Action:
f. Sustainability Workgroup
The group is on hold. But 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. This information will remain until Mark charges the workgroup.

Action: Deans
g. For credit recreation courses
h. Policy on Healthy Workplace (was “Policy on Faculty Conduct”)
Susan agreed to clean up the language of the document and resubmit to Chitra. The document, created to establish a university culture, went through the channels and up to Tampa, now it has returned to USFSP.

Mark requested a copy of the document and the steps that have been taken. Mark will ask for the matter to be on the agenda at a future faculty senate meeting.

Action: Susan/Carol/Mark

i. Advertising
Initially the deans and graduate studies agree to contribute $10k each of their DL money to hire a combined recruiter/advertising coordinator. Graduate Studies no longer has the full $10k to contribute.

Carol suggested that the colleges move forward in hiring their own recruiter to advertise the DL programs.

Prior to spring break the deans had discussed scheduling a meeting between Donna, Carol, Olivia, Alison and Susan. Due to the change in leadership, the meeting was never scheduled. Susan to take the lead and schedule the meeting.

Action: Susan

j. Research Month
Any other research activities for April, please send to John Johnson. Kaya van Beynen has put a call out to faculty and Carol encourages faculty to reach out to her directly.

Action: Deans

m. ProctorU – Academic Dishonesty in Online Courses –
- System wide issue.
- Working to obtain an update from Tampa on their progress
- Carol will convene the DL committee to discuss the testing and move a pilot forward.
- Tampa is currently piloting the program.

Action: Carol

n. Open Educational Resources
Nothing new to report.

Action: Carol

o. Diversity Survey
Suzi Mills presented to the leadership team with a general overview of diversity. The presentation was successful and she is working on collecting all the different diversity actions across campus.

p. Prior Learning Assessment
   Tabled

q. Attendance and Early Grading Process
   Tabled

r. Program Approval Process
   The pre-proposal for the MS in Biology was approved by the USFSP Graduate Council and can be presented at ACE Workgroup.

   **Action: Mark**

7. New Business

   a. Tenure & Promotion Process
      The colleges need to ensure that the packages are completed timely, accurately and thoroughly to prevent delays. The process is moving from Wendy Baker to Terry Wisoff and Mark will work with Terry to ensure a smooth transition.
      - Tenure will be pushed through, but those up for promotion that miss the deadline will be pushed to the next year.
      - The organization of the packet was changed in the past, but will remain the same this year.
      - The process is complicated and confusing and Mark is open to suggestions for streamlining the process.

      Bob Thompson raised concerns over the sabbatical process which will be an agenda item at a future meeting.

   b. Tenure & Promotion Guidelines
      Deanna Michael presented a list of Faculty Senate recommended names to Mark and the Chancellor to serve on the guideline review committee. At the same time the university T & P Committee was requested to review the guidelines and now both groups will be communicating directly. Deanna will initially chair the group until the official 11 members are selected. Recommendations have been made and invitations to serve on the committee are being sent. Deanna will now take the recommendations to a vote. The group is diverse and pulls from all areas across campus.

   c. Enrollment Management
Mark requested that Gary develop guidelines for business summer courses. The guidelines are meant to make the process transparent.

- The guidelines are included in the minutes as an appendix.

The goal is to maximize enrollment and revenues, rather than what is convenient for scheduling purposes. By maximizing enrollments, the student’s summer schedule will be for their benefit. The overall idea is student success and that courses should be scheduled based on students’ needs and wants. Since the process will be transparent and class caps will be set, faculty will need to cover their salary, the benefits and the overhead. If the class caps are not met the classes will be cancelled.

Carol suggested that incentives be made to “good citizens” and Mark agreed. We need to define what constitutes a good citizen, and perhaps it could be an administrative award.

Student success and retention is a strategic goal and we need to graduate students in a timely manner, while meeting their needs and wants.

d. Ithaka S + R Local Surveys
The survey would provide additional data about what our faculty and students think about library services. The surveys are comprehensive and include important, anonymous demographics. Mark requested that Carol add the survey as an item on the Faculty Senate agenda.

8. Adjournment and date of next meeting
The meeting adjourned at 12:10 and the next deans meeting will take place on March 25, at 11am in Bay 205.

Archive of meeting minutes available at: http://dspace.nelson.usf.edu/xmlui/handle/10806/11878
Appendix 1

KTCOB Summer Schedule Guidelines

These guidelines focus on enrollment management for the summer with an emphasis on student success while complying with the Collective Bargaining Agreement. The goal is to offer courses our students need to graduate on time while taking a more market-based approach to scheduling summer classes while being mindful of the impact of enrollment erosion to fall courses. Greater transparency should result with the publishing and consistent enforcement of these guidelines.

The College will schedule summer classes to meet student needs that generate healthy enrollments while generating greater revenues. This expectation extends to each discipline and all programs.

Summer courses will be offered equitably, though members of the faculty are not guaranteed a summer class after enrollments and class sizes are evaluated. This change reflects a lack of subsidies, so the faculty should consider the courses selected and schedules very carefully.

Each discipline should schedule required classes and electives to maximize enrollments and revenues.

- The tuition revenue from each class should cover the instructor's base salary, benefits, and overhead.
- A faculty member paid $12,500, must generate revenue to cover $16,738.
  - The CBA cap of $12,500 goes into effect this summer for higher paid faculty, whose 9-month salary exceeds $100,000.
  - The summer pay rate is 12.50 percent for those paid $100,000 or less.
- Enrollment break-even point for an undergraduate class at the $12,500 pay is:
  - 53 undergraduate students at $105.07 per credit hour.
- Class caps should be set to maximize discipline revenues, though minimum caps exist
  - 45 students will be the minimum cap for undergraduate classes
  - This cap is not suggested as it does not cover all costs for many faculty
  - 40 students will be the minimum cap for graduate classes.

A discipline may subsidize any class up to a maximum of $5,000 if and only if the discipline remains free of losses after distributing the subsidy. Otherwise, a lower salaried faculty or adjunct should replace the previously scheduled person.

- Enrollment levels at which $5,000 losses would occur at the $12,500 pay rate:
  - 37 undergraduate students
  - 11 graduate pay-rate students
  - Thus, lower enrollments would generate losses exceeding $5,000.
- Classes with losses greater than $5,000 will be canceled
  - All corrective measures will have been taken prior to cancelation to meet student needs, e.g., raising caps, replacing higher paid faculty with lower paid faculty.

Each faculty member should give careful consideration of each class prior to scheduling.

- Identify scheduling patterns or classes generating higher enrollments in the past.
  - MBA courses, so discuss potential classes with Associate Dean
  - Principles/basics classes within each discipline
  - Summer C classes instead of Summer A/B
- Consider online delivery instead of face-to-face to expand the student market.