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Deans' Council Meeting : 2015 : 03 : 25 : Minutes

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Meeting, Deans and Associate Deans
March 25, 2015, 11:00am – 12:30pm
Agenda
Bay 205

1. Welcome

2. Minutes of March 25, 2015

3. Reports

4. Success Stories

5. Standing Items
   a. Online Student Portal  Carol
   b. FAIR  Susan
   c. USF System Task Force  Mark
   d. USFSP Strategic Planning  Mark

6. Matters arising
   a. Adjunct training modules  Carol
   b. Academic Plan  Tabled
   c. Retention Task Force  Mark
   d. Accountability Website  Tabled
   e. Undergraduate Degree in Data Analytics  Tabled
   f. Sustainability Workgroup  Deans
   g. For credit recreation courses  Tabled
   h. Policy on Healthy Workplace (was “Policy of Faculty Conduct”)  Susan/Carol/Mark
i. Graduate Recruiting Position (renamed from Advertising)  
   Susan/Mark

j. Research Month  
   Deans

k. ProctorU – Academic Dishonesty in Online Courses  
   Carol

l. Open Educational Resources  
   Carol

m. Diversity Survey  
   Suzi

n. Prior Learning Assessment  
   Tabled

o. Attendance and Early Grading Process  
   Tabled

p. Program Approval Process  
   Tabled

q. Tenure & Promotion Process  
   Mark

r. Tenure & Promotion Guidelines  
   Mark

s. Student Centered Scheduling (renamed from Enrollment Management)  
   Mark

t. Sabbaticals  
   Mark

7. New business

   a. BOG Degree Program Performance Review  
      Mark

   b.  

8. Adjournment and date of next meeting, Wednesday, April 8 at 11am.
Meeting, Deans and Associate Deans  
March 25, 2015  
Minutes

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

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

2. Minutes of March 18, 2015  
Approved.

4. Success Stories  
Library  
• Kaya van Beynen and Camielle Swenson just had an article accepted for publication in the prestigious College and Research Libraries. Below is the citation.


Just another example of the forward-thinking, collaborative, inspiring people we are lucky enough to work with every day.

• The Poynter Library faculty and staff have been recognized on a moderated blog run by the American Library Association at: http://ala-apa.org/nlwd/?tag=fl  
Read more about it on Carol’s blog: https://poynterdean.wordpress.com/2015/03/31/national-library-workers-day-april-14-2015/

CAS  
This was a very good couple of weeks for the Biology Department:
• Congratulations to Dr. Deby Cassill who gave a TEDx USF talk this past Saturday entitled "The Rich Inner Lives of Fire Ants."
• Thank you to Dr. Norine Noonan for continuing to open doors with her time and treasure to our students interested in Veterinary Medicine. This past weekend Dr. Noonan accompanied six students to the American Pre-Veterinary Medicine Association at The Ohio State University. Two of our students were elected to serve at the national level - Bethany Porcelli was elected to serve as the president of the national association, and Alexa Brandstetter was elected as treasurer.

• Twelve students presented at the Florida Academy of Sciences meeting at St. Leo University. Among the faculty sharing in this experience included Dr. Norine Noonan, Dr. David John, and Dr. Jeff Fasick.

• Lastly, Dr. Melanie Riedinger-Whitmoer had a paper accepted for publication in the International Journal Marine and Freshwater Research.

5. Standing Items
   a. Online Student Portal
      No report
   b. FAIR and BANNER
      No report
   c. USF System Task Force
      Mark attended his task force first meeting on Monday, March 23. Trustee Levy led the discussion around the proposed cooperation and guiding system principles of Pride, Integrity, Respect and Innovations. The task force broke into four groups where discussions varied, but the overall question was how the different institutions could contribute to the university system collectively.
   d. Strategic Planning
      Mark reported that he spent Monday, March 23 and Tuesday, March 24 in strategic planning meetings with Insyte Partners. The days were focused mostly on student success and student centered scheduling. The group discussed Eckerd’s model of reporting student issues to an anonymous listserv in order to intervene and triage student difficulties. During these meeting it was discovered that the Faculty Excellence Group needs to make more progress and Mark will work with Deanna to move the group forward.

      On Tuesday, April 21 a campus conversation on Student-Centered Success will be presented by the Chancellor from 3:30-5:00pm in Davis 130.

6. Matters arising
   a. Adjunct training modules
      Karla Morris has contacted Mark to set up an appointment to complete the academic affairs portion of the training module.
b. Academic Plan
Mark will meet with the Chancellor to discuss the progress of the academic plan.

Action: Mark

c. Retention Task Force
Nothing new to report. The next meeting has been rescheduled from April 10 to April 16.

d. Accountability web site
No new updates, but the site was created to prepare the campus for SACS. Carol will send the digital archive links for Mark's review.

Action: Mark

e. Undergraduate degree in Data Analytics
No information to report.

Action: Mark

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
Tabled

Action:
h. Policy on Healthy Workplace (was “Policy on Faculty Conduct”)
Carol reported that the item had been added on past Faculty Senate agendas, but it was never discussed. Susan received minor changes from Deanna and will be restarting the approval process.

Action: Susan/Carol/Mark

i. Graduate Recruiting Position
Mark will discuss the position with Donna. Olivia reported that Donna does not believe that she can meet the DL guidelines to fund the position. The deans would like to move forward with using the $10k of DL money from each college and academic affairs will try to find the money to fund the remainder of the position.

Action: Mark, 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**
Carol spoke with Beth Garland at USF Tampa and they are going forward with a recommendation for ProctorU. David Brodosi is now serving on the committee as a conduit between USFT and USFSP. Additionally, an Invitation to Negotiate (ITN) giving other competing companies an opportunity to contest the ProctorU bid, has been sent out.

Carol cautioned that if ProctorU becomes a system resource it is not certain how would it be paid. There are multiple models including, full system cost, full student cost, cost sharing between system/student, or hybrid models. Regardless, this could have a direct effect on revenue.

**Action: Carol**

n. **Open Educational Resources**
Nothing new to report.

**Action: Carol**

o. **Diversity Survey**
Suzi thanked deans for their participation. The information was submitted to Jose Fernandez in Tampa. The Chancellor is interested more data to support the survey. Suzi reported that the survey clearly demonstrate that the colleges and library all have different strengths in diversity, whether it is access, programming, scholarship and/or engagement. However, the campus lacks consistency and structure, likely due to some of diversity being about compliance, equity and Title IX that usually managed at the system level. Other diversity include cultural characteristics that are different across all departments and more difficult to measure.

**Action: Carol**

p. **Prior Learning Assessment**
Tabled

q. **Attendance and Early Grading Process**
Tabled

r. **Program Approval Process**
Tabled

s. **Tenure & Promotion Process**
Mark met with Terry and Wendy to discuss how to make the T & P process more clear. The following action items were discussed:
- One individual in each college and library will have access to the Q: drive.
- Each college and the library will designate one contact person.
- KTCOB contact is Dena Chastain
- Library contact is Carol and Carol needs access to the Q drive.
- A detailed checklist will be developed with highlights that are often missed and the checklist will need to be submitted by the applicant and the contact person.

The candidates and the colleges/library point of contact should all attend the training on April 24 from 2-4pm in STG 110.

Mark reported that he will be reviewing the T & P guidelines. The current policy directs the faculty member to submit a list of names and several backup names. The faculty members should be given the opportunity to omit certain individuals with whom they have intellectual arguments with in their field. Ultimately, the final list should include a number of names that come independently from the faculty list.

Also, it is important that whoever is checking FAIR needs to be certain that the faculty courses are being properly recorded otherwise the faculty member is not receiving credit for the course and course reviews are not being sent to the student. If the error is not discovered by the time the semester ends the course will not be counted. The error affects both the faculty member and the institution because the inaccurate data is reported to the BOG.

**Action: Mark**

t. **Tenure & Promotion Guideline**
   Invitations have been sent to the proposed committee and Deanna will now call the group to a vote. Further information will follow as it becomes available.

u. **Student Centered Scheduling**
   Small courses that do not need to be offered and not required for the students may be pushed to another semester or perhaps once a year. Please communicate all concerns with Mark.

7. **New Business**

   a. **Sabbatical**
      Mark sent an email to the deans requesting suggestions on how to improve the delay in sabbatical notification and approval. The current delay impedes the dean’s ability to fill positions while faculty is out on sabbatical. Mark requested that the deans edit the schedule and submit back to him by as soon as possible.

      Also, Mark stated that he will bring a new proposed timeline to the Faculty Senate Committee.
b. PAR
The PAR process is a work in progress. The next meeting is today, March 25 at 4pm and generally meets Wednesdays at 4pm.

c. The HERO board will be renamed as The Foundation for Healthy St. Petersburg Inc. and a new chairman and CEO, Randy Russell, has been selected. The foundation currently has $150mil and the money will be used for projects to improve the health of South St. Petersburg and Lealman. This foundation may be a place that faculty can apply for grants.

8. Adjournment and date of next meeting
The meeting adjourned at 12:08 and the next deans meeting will take place on April 1, 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.