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Deans' Council Meeting : 2015 : 04 : 01 : Minutes

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

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

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

2. Minutes of March 25, 2015
   Minutes approved. If any additional changes are needed please send an email to Mark and cc Shawna.

3. Success Stories

4. Student Affairs Update

First Year Experience (FYE)
Tuck reported that SA has been looking at ways to make the First Year Experience (FYE) more enjoyable and memorable for Summer B and Fall 2015 students. Frank elaborated that in order to improve the student experience and increase retention, the FYE group is proposing that Summer B students move in earlier. The move in weekend could be extended and include activities and events for students, as well as a convocation brunch. Sunday evening would include a BBQ and a celebratory signing of a sail. Matt Morin has proposed that in an effort to create tradition among the freshman class students could sign a celebratory sail that is then displayed at graduation.

Given that TRiO is ending, a FYE peer coach (peer mentor) program is being considered. The pilot program could serve as an ongoing support network for our new students and it would be the goal to implement this with the TRiO team and use the TRiO Center as an FYE Center. The model will be piloted this year and if successful, fully launched next year.

Carol reported that models exist where freshman seminar students select a course in their discipline, but the course also integrates the freshman into the student body. The faculty member then becomes a part of the advising team until a major is chosen. Perhaps a course, like a low enrolled course, could be used as this seminar, encouraging faculty to participate.
Tuck stated that the challenge for student affairs is that they do not have a current model so they are experimenting with several models. Once the first year pilot is anchored future years can be developed. But the question remains, what is the key to unlock the student success and works with USFSP’s resources?

The deans continued the discussion including:
- Making student success and retention first and foremost with the faculty, thereby making it a part of the faculty’s core values.
- Creating special occasions/memories when a student declares a major.
- Adding an exit survey. (Similar to Eckerd’s model)
- Transmit the message that each individual student belongs and matters.
  - Photos at convocation.
  - Symbolic moments have a bigger impact on student success and retention.
- First generation college students have different needs to be considered and those differences will need to be built into the program.

Financial Aid Deadlines
Tuck reported that the new freshman deadlines for scholarships have been difficult. As a result a process analysis team will be put together to examine the current challenges and determine how to improve the process for future years.

SLC Renovations
SLC will be renovated during the summer and completed by August 7. The renovation will displace the SLC team and it is not certain where they will relocate to. The renovation will enclose the existing deck and improve disability accessibility.

Student Affairs Direction
Tuck will be continuing to examine how SA works, the emerging trends and how best to improve processes, communication and collaboration. The Scannell & Kurtz report stated that SA and AA do not have a good relationship.

The Deans’ Council continued discussion included:
- It is not necessary a lack of a positive relationship, but rather one that is ad hoc.
- Gary and Bill both agreed that the communication and access has improved.
- More communication is needed with the Wellness Center in regards to late withdrawals due medical or major life events. Perhaps a change in policy may be needed.
- There is a lack of recognition between SA and AA and mission overlap, leading to the loss of potential collaborative relationships and partnerships.
- The strategic planning process has been very helpful in in showing how AA and SA have similar goals.
- Mark requested that Tuck further investigate the challenges in the current policy and discuss with Mark in greater detail.
Pete’s Points Prizes include:
  o Here are the prizes we gave away for the Fall Semester Pete's Auction:
    ▪ Movie Night Gift Baskets
    ▪ USFSP Gear (sweatshirts, license plates, etc.)
    ▪ Blue Ray player
    ▪ iBeats Headphones
    ▪ Custom Nike Sneakers
    ▪ Fitbit Fitness Activity Tracker
    ▪ NutriBullet
    ▪ Usher Tickets (2)
    ▪ $20 vouchers towards Sailing Lessons
    ▪ 2 night, 3 day Hotel stay at the Courtyard By Marriott Madeira Beach - donated by Courtyard By Marriott
    ▪ 1,000 Bonus Points for Spring Semester Pete’s Cube
    ▪ Tickets to a Tampa Bay Lightning Game (2)

The auctions are held every Fall and Spring.

4. Standing Items
   a. Online Student Portal
      The position closed and there are 16 applicants. The survey questions are being revised.

   b. FAIR and BANNER
      Nothing new to report.

   c. USF System Task Force
      This task force is associated with a system-wide USF brand policy. Mark has asked that the group introduce the fact that we are separately accredited and as a result he has been requested to present this idea at the next USF System Task Force meeting on April 2.

   d. Strategic Planning
      Deanna and Mark are working on revitalizing the Faculty Excellence Group. Carol requested to be included.

The student success and retention groups continue to make progress. 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.

5. Matters arising
   a. Adjunct training modules
      The meeting has been scheduled with Karla Kmetz Morris on Monday, April 13

      Action: Carol
b. Academic Plan
Mark will meet with the Chancellor to discuss the progress of the academic plan.

Action: Mark

c. Accountability web site
Nothing new to report

Action: Mark

d. Undergraduate degree in Data Analytics
Nothing new to report.

Action: Mark

e. 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

f. For credit recreation courses
Tabled

Action:

g. Policy on Healthy Workplace (was “Policy on Faculty Conduct”)
Nothing to report

Action: Susan/Carol/Mark

h. Graduate Recruiting Position
Mark discussed the proposed position with Donna and wants to push the position forward. Susan reported that a Doodle poll has been sent to schedule the meeting.

Action: Mark, Susan

i. Research Month
Today is the first day of 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

j. ProctorU – Academic Dishonesty in Online Courses
Nothing new to report.

Action: Carol

k. Open Educational Resources
Nothing new to report.

Action: Carol
l. Diversity Survey
   Nothing new to report

m. Prior Learning Assessment
   Tabled

n. Attendance and Early Grading Process
   Tabled

o. Program Approval Process
   Mark is working on the process. In order for Mark to be a strong advocate he needs to
   research the background and become more informed. More details to follow as he moves
   along in the Interim RVCAA.

p. Tenure & Promotion Process
   The candidates and the colleges/library point of contact should all attend the training on April
   24 from 2-4pm in STG 110. An invitation has been sent out and RSVP is requested by April
   20 to Joseph Kenny at josephkenny@mail.usf.edu.

   **Action: Mark**

q. Tenure & Promotion Guideline
   The committee will be charged tomorrow, April 2 at 11am. The proposed committee and
   Deanna will now call the group to a vote. Further information will follow as it becomes
   available. The nominations are as follows:
   - Mark Pezzo
   - Ella Schmidt
   - Wei Guan
   - William Lang
   - Daniel Marlin
   - Deborah Henry
   - Deanna Michael

r. Student Centered Scheduling
   Courses should be based on student need Mark reported that working closely with advising is
   also important.

s. Sabbatical
   Gary, Frank and Alison put a proposed schedule together. Mark requested that the deans
   review the document and give their input and then Mark will take it to the committee.

6. New Business
   a. BOG
The deans reviewed the BOG document and Mark requested that the deans respond in a narrative email back to Mark and cc to Shawna.

b. The Foundation Document – Endowments ships, chairs, fellows
The USF Foundation has made the decision to update the system-wide naming guidelines which were instituted in 2008. Mark requested that the deans send their suggestions on updating the foundation document within the next few days and respond via email. These are estimated amounts.

7. Adjournment and date of next meeting
The meeting adjourned at 12:28 and the next deans meeting will take place on April 8, at 11am in Bay 205.

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

The USF Foundation sets forth these guidelines in order to:

- Provide guidance to prospective donors and to the USF System about the desired amount and other attributes of a gift to attain a particular naming opportunity;
- Promote appropriate naming levels in each institution, college, school and/or unit (“Academic Unit”);
- Ensure that permanent endowments are sufficient to appropriately support the desired purposes; and
- Provide a structure for evaluating proposed major naming gifts through the appropriate channels.

In general, the naming of institutional facilities or parts thereof and academic colleges and/or programs should bring distinction or honor to the USF System and must be consistent with our values, mission and traditions.

Minimum naming levels may vary by college or discipline and may be adjusted from time to time in proportion to changing costs and other factors. Whether a naming opportunity is appropriate under specific circumstances is determined on a case-by-case basis and will include consideration of market benchmarks, among other factors.

- At all times, terms and conditions for naming of facilities and parts thereof as set forth in F.S. 267.062, as amended, shall be followed.
- The Board of Governors has delegated responsibility for approval of naming of facilities and parts thereof to the USF System Board of Trustees (BOT) through its Regulation 9.005. The procedure for obtaining approval from the BOT is described in USF System Policy 0-220.
• If state matching gift funds are received, the state matching funds do not count toward the minimum levels outlined by the unit but will be added to the donor’s gift fund and will enhance the value of the fund.
• A gift deemed significant for a naming may support any purpose within the academic unit specified by the donors and documented in a gift agreement.
• Naming a school, college or academic program requires an extraordinary gift. Therefore, deferred gifts may be considered in combination with an outright gift as part of the donors’ total commitment. Preference is given to irrevocable planned gifts.
• Named endowments for chairs, visiting chairs, professorships, faculty scholars and other similar funds require outright gifts in order to generate a distribution that provides significant support to the entity.
• Donors should fulfill pledges according to the payment schedule described in the gift agreement. Once a building, program or endowment has been named, the name shall not be changed unless there are unusual or compelling reasons for changing the name. The USF System, through the sole and absolute discretion of its BOT, may exercise this option if a designated name, in its judgment, should bring discredit upon the institution. Failure to complete a pledge shall constitute a reason for changing the name.

II. **PROCEDURE**

A. College/Unit Development Officers, in partnership with Academic Unit leadership, may develop and propose minimum naming opportunities for review and approval by Foundation Development leadership. The naming considerations set forth below and the Institutional Naming Opportunities Worksheet (Worksheet) should be used to develop minimum gift amounts for naming. The completed Worksheet is used as a reference by Foundation Development leadership prior to offering gift proposals that include naming honors.

B. The following information provides general guidance on the form of gift (endowment or operating) required for the proposed naming and other considerations in determining appropriate gift levels:

1. **Colleges, schools or departments:** To name a college, school or academic department or program a gift commitment for endowment is required. The amount shall be determined based on the size and scope of the academic unit and its programs. Potential naming shall be presented to the President or designee in compliance with F.S. §267.062, Board of Governors regulation 9.005 and USF System policy 0-220.
2. **New Facilities:** To name a building, facility or part thereof, a significant portion of the construction cost should be donated.

3. **Classroom, Laboratory, Conference Room or Seminar Room Fund:** To establish an endowed laboratory or room fund, a minimum gift commitment of $100,000 for endowment is recommended, depending on the size and scope of the program. The annual distribution from the endowment may be used for equipment, research or furnishings.

4. **Deans, Chairs and Professorships:** USF seeks support for the creation of endowments in support of faculty leadership positions such as deans, chairs and professorships, which provide significant benefits in recruiting and retaining outstanding faculty to USF. Endowed gifts greatly enrich support for the teaching and research activities of the distinguished faculty and bring public recognition of their status. To establish an endowed fund for faculty support, an outright gift commitment is required at a sufficient level to generate a distribution that provides the support needed to fulfill the donor’s intended use for the gift. The funds may be used to provide salary supplement to a new or existing line and also may be used to provide professional support for the activities of faculty members appointed to the endowed position, including, but not restricted to, research assistance, travel and staff support.

Faculty support may also be offered via a non-endowed vehicle, specifically, the Term Professorships, where current use gifts approximately equal to the payout from an endowed professorship are made for a term of three to five years.

The University is responsible for the selection of deans, chair holders and professors.

5. **Faculty Scholars:** Gifts to establish an endowed faculty scholar require a commitment sufficient to support existing faculty through program or research support. Each fund may support multiple recipients.

6. **Scholarships, Fellowships, Research and Library Funds:** Endowed scholarships and fellowships offer donors the opportunity to make possible a university education for deserving students. To establish an endowed scholarship, a minimum gift commitment of $25,000 is required. These scholarships may be awarded to undergraduate students on the basis of need and/or academic merit and the donor may specify other criteria for selection of the recipient(s). A graduate fellowship requires a minimum commitment appropriate to the size and scope of the program in which the student is
studying. A graduate fellowship is awarded to a student who is working towards an advanced degree in any of the graduate fields.

Medical Resident Fellowships are awarded to post-graduate physicians pursuing specialized medical training. Medical fellowships may be operating or endowed and provide funding for ongoing research and training.

Endowment gift agreements provide the vehicle for identifying the criteria by which students are selected. Donors do not directly participate in the selection process, but are notified of the selection.

Endowed funds for research are used for research in a specifically designated area chosen by the donor. These funds and those directed toward the library may be used for acquisition and maintenance of laboratory materials or equipment or for information materials and technology for the libraries.

7. Lecture Series: Depending on the scope of the program, a minimum commitment will be established by the college, school or unit. Annual distributions may be used to pay for honoraria, publicity and the expenses of the visiting lecturer(s) presenting on campus.

III. RELATED DOCUMENTS

USF System Policy 0-220, Naming of Institutional Facilities, Academic Colleges, Schools or Programs

Institutional Naming Nomination Form

Institutional Naming Opportunities Worksheet

Submitted by:
Approved by:
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