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Deans' Council Meeting : 2015 : 09 : 02 : 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  
September 2, 2015  
BAY 205  
Minutes

Present: Mark Durand, Deb Henry, Bill Heller, Olivia Hodges, Gary Patterson, Jeff Cornelius, Susan Toler, Bob Thompson, Eric Douthirt, Therese Wisoff (notes)  
Guests: Gardiner “Tuck” Tucker, and Jacob Diaz

1. Welcome  
Mark opened the meeting at 11:00 am and welcomed Tuck Gardiner and Jacob Diaz to the meeting.

Approved by email

3. Student Affairs Report  
   a. Fall Convocation: Ceremony and breakfasts went smoothly. Some suggestions for improvements included move seating people away from windows (too hot, due to the sun); confirm table host roles; add Cyndie Collins and Holly Kickliter to the panel; add an extra microphone to pass around.  
   b. Welcome week events were well attended. The Luau dinner drew 560 students (both FTICs and Transfers). The Student Engagement Fair held inside the USC due to weather, was also very well attended. Job Fair is next week; Student Leadership dinner tonight. The Reef is active!  
   c. Terrye Wilson will wrap up the Trio program, which is funded through December. Then she will be leaving USFSP. Tuck will supervise the Compass program in the Spring until they can appoint a replacement for Terrye.  
   d. SLC is open for business.  
   e. The search committee for the Veterans Service Office Assistant Director is conducting interviews this week. A soft opening of the office in TER 300 is planned for September 11; the Grand Opening will take place on November 10 for Veteran’s Day.  
   f. A new discipline-based leadership workshop series is being introduced this year – there will be one in Fall semester and one in the Spring.
g. Jake is new member of ARC (the Academic Regulations Committee). As Dean of Students, he often has more detailed background on students. When the ARC meets to review student petitions, this information will be considered in the decision making process.

h. Living Learning Communities: There are three this year 1) Bio-Life with 19 Biology students, 2) Living Green with 7 Environmental Science students, and 3) Leadership with 22 students. There is a LLC task force to make recommendations for success. One area they will work on is creating a better web presence.

i. Dean Heller invited Student Affairs leaders to help develop a strategic plan for the Bishop Center to support leadership studies in the future.

j. Several staff are being trained on Strengths Quest and will be available to conduct Strengths Quest sessions in the future.

k. Tuck will follow up on an inquiry for Faculty sponsors for honor societies.

Action: Tuck and Jake

4. Standing Items
   a. Online Student Portal
      Nothing new to report.

      Action: Deb

   b. FAIR (also includes Faculty Data Project)
      Susan reported the HR data re-organization project (for CAS) will probably begin in the Spring semester. There was discussion about different ways to have faculty verify their assigned duties – if chairs encountered issues with FAIR.

      Action: Susan

   c. USF System BANNER Task Force
      The sub work groups are meeting separately during the next few weeks.

      Action: Mark

   d. USFSP Strategic Planning
      No report.

      Action: Mark

5. Matters Arising
   a. Adjunct Training Modules
      Olivia attended the adjunct orientation and reported its content is excellent and comprehensive.

      Action: Olivia

   b. Convocation
      Successful day, things went more smoothly that summer. See Student Affairs Report for details.

      Action: Mark

   c. Persistence Improvement Plan Task Force
      Mark met with Cyndie Collins and Gevan Peacock (IT) to discuss how College Scheduler software will interface with Banner.

      Action: Mark
d. Accountability Website
   No report.
   Action: Mark

e. ProctorU – Academic Dishonesty in Online Courses
   A software contract has not been signed yet, however, a section of the library has been set aside for online students. The space includes work stations that are equipped with new computers (and cameras) which students may use to complete online exams. David Brodosi may schedule another demo in the future.
   Action: Mark

f. Open Educational Resources
   No report.

g. Tenure & Promotion Process
   No report.

h. Tenure & Promotion Guidelines
   No report.

i. Student Centered Scheduling
   Mark will be meeting with Deans and Assistant Deans of each college to discuss how they are implementing the new policy.
   Action: Mark

j. Veteran’s Student Success Center
   Mark asked Tuck to follow up with Erin Dunn as soon as the Asst. Director is hired, to create the MOU which will clarify USF Tampa roles and USFSP roles for Veterans Services.
   Action: Mark

k. Mini-Courses
   No report.

l. Summer/Fall Retention
   The retention rate reported for Fall 2014 (last year) was 63%; our goal for Fall 2015 was 65%, and most recently, the retention rate for Fall 2015 was almost 69%.
   Action: Mark

m. First Year Experience/Peer Mentoring Models
   No report.
   Action: Susan

n. Syllabi in Digital Archives
   No report.
   Action: Deb
SACS follow-up
A USFSP policy regarding credentialing faculty will need to be written. Dr. Kathleen Moore has been hired to assist us with preparing the SACS visit in 2017.

Action: Mark

Adjuncts creating DL classes
No report.

Action: Mark

Meeting with Trustees
No report.

Action: Mark

Classroom updates with Davis and Coquina Halls
Susan created a proposal and asked Jim Grant to create the budget. They will submit the request to Space Committee.

Action: Susan

Minority Postdoctoral Fellowship Program proposal
Mark will ask Deans to identify faculty in growth areas, whose own research would benefit from having the assistance of a post-doc, and would also be an active mentor. We will engage Lisa Jones to talk to the management group, to discuss successful models of recruitment of minority post docs. James McHale may be bringing in a minority Post-Doc this year. Mark is working with USF Tampa see if we can help the USF System with this indicator. Mark will get a definition of Post Doctorate Fellow. Jake offered to help with recruiting process, and be available to answer student life/campus environment questions.

Action: Susan

Search Committees Update
1. KTCOB Dean Search Committee had their 1st meeting on August 28 and was charged by Mark. Position description is finalized. Ads went out. Timeline established with the goal of making a selection and offer before spring break. Prospectus is being edited for accurate statistics.

2. Library Dean Search Committee is moving forward with anticipated completion in February. Position announcement is out.

3. Vice Chancellor of Student Affairs search committee will be chaired by Chitra.

4. The search firm contracts for both the RVCAA and VC of Student Affairs positions is required to go out to bid. No one has been identified for chair of search committee for the RVCAA yet.

Action: Mark

Proposed Center for Innovation in Teaching and Learning
A Distance Learning Symposium is planned for the spring. Sir Ken Robinson (a noted TED Talk regular) has been invited to be our keynote speaker. A contract is in progress.

Action: Mark
v. Direct Connect Program – SPC Consortium
   There will be a meeting today between USFSP and St. Petersburg College to begin discussing
   ways to structure the consortium, and determine guidelines for vetting SPC’s courses (i.e. which
courses qualify as pre-requisites for enrollment in USFSP’s courses).
   
   Action: Mark

w. USF System Academic Resources Website
   No report
   
   Action: Mark

x. USFSP Curriculum Change Process
   
   Action: Mark

y. Awards Committee Recommendations
   Mark asked the Deans and Student Affairs to recommend persons who would serve on this
committee, which will evaluate all awards, including faculty, staff, and student awards. The
Chancellor is interested in recommendations from the committee.
   
   Action: Mark

6. New Business
   a. Mark invited Cynthia DeLuca, Assistant Vice Provost for Innovation Education at USF
      Tampa, along with Edmund Funai, MD, CEO USF Health, and Kim Wilmath, Executive
      Director USF System Initiatives, to visit USFSP to learn more about our Online Learning and
      Instructional Technology Services. David Brodosi will join the discussion and give them a
      tour of the studio.
      
      Action: Mark

   b. Mark will be working with Helen Levine to request state funds to create two legislative
      internships. The internships will be listed in the career center.
      
      Action: Mark

7. Adjournment and date of next meeting
   The meeting adjourned at 12:05 pm and the next deans meeting will take place on Wednesday,
   Sept 16, 2015 at 11:00 am.
   
Minutes respectfully submitted by Therese Wisoff
Archive of meeting minutes available at:  http://dspace.nelson.usf.edu/xmlui/handle/10806/11878