

9-16-2015

Deans' Council Meeting : 2015 : 09 : 16 : Minutes

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Meeting, Deans and Associate Deans
September 16, 2015
Minutes

Present: Mark Durand, Gary Patterson, Bob Thompson, Jeff Cornelius, Susan Toler, Deb Henry, Eric Douthirt, Bill Heller, Olivia Hodges, and Therese Wisoff (recording)

1. Welcome
Mark opened the meeting at 11:00 am and welcomed everyone present.
2. Minutes of September 2, 2015
Approved.

Mark asked that all Dean's meeting minutes be sent out to all faculty with a link to the digital archives.
3. Success Stories
No report.
4. Standing Items
 - a. Online Student Portal
Casey Frechette is continuing the interview process. He is also planning on meeting with Holly Kickliter, Linda Crossman, and the Veteran's office to obtain their input. Feedback so far on what people would like to see in an online student portal include: links to course syllabi and the USF course (short) description listing; a sample of course content for each course; link to college scheduler; a forms section; and a student success services section. A prototype is in development.

Action: Deb
 - b. FAIR, BANNER & Faculty Data Project
CAS is working on correcting data in FAIR to complete the 2014 Annual Reviews.

Action: Susan
5. Matters arising
 - a. Academic Plan

Tabled
 - b. Persistence Improvement Plan Task Force

Tabled
 - c. Online Proctoring Services

Intent to award was approved. Several new Macs with webcams have been ordered and will be installed in the OLITS area of the library. Training sessions for faculty are being planned for this Fall, with implementation of the product to begin in Spring 2016.

Action: Deb

- d. Tenure & Promotion Guidelines
No report

Action: Mark

- e. Student Centered Scheduling
Mark met with each College Dean, and is pleased with their implementation plans.

Action: Mark

- f. Mini-Courses
Mark distributed a partial list of proposed (alternative calendar) mini courses. The mini courses would run over the winter break, in January. Faculty would be paid out of load. Mark requested that the Deans review and edit the list and send him any additions or subtractions by next week.

Action: Mark

- e. SACS Follow-up
Dr. Kathleen Moore, our SACS coordinator, will be meeting with college deans to discuss what information will be required in 2017 for the SACS visit. Dr. Moore has met with Kathleen Gibson-Dee and is pleased with the QEP. Dr. Moore plans to meet with the SACS VP in Atlanta, and is also encouraging faculty to attend the SACS Annual meeting in December.

Action: Mark

- f. Classroom updates with Davis and Coquina Halls
Yesterday, the Space Committee met; Susan Toler and Sue Ballinger were in attendance. Phase 1 of the project was approved and will be completed in time for Spring semester. Four (4) classrooms in Coquina Hall will be updated with new furniture. Each classroom will have a unique seating configuration. A follow-up survey of both students and faculty will be conducted at the end of Spring semester to obtain feedback.

For Phase 2: Recommendations were made to work with the architects to develop a long term plan for updating Coquina and Davis Halls.

Action: Susan

- g. Minority Postdoctoral Fellowship Program
We have invited Dr. Lisa Jones, an ACE Fellow at UCF, to give a presentation on Minority Post Doc Programs at the October 7 Chancellor's Cabinet meeting. Please let Terry know if there are additional faculty members who should receive an invitation to attend.

Action: Mark

- h. College Scheduler Update
The program must be approved by three different committees in Tampa, due to its interface with the Banner system.
Action: Mark
- i. USF System Banner Task Force Update
Mark distributed the meeting minutes from the USF System Banner Task Force “Main Issues” Work Group, led by Cyndie Collins. The group is working to identify technical issues that can easily be addressed by IT, and fixed. The “Guiding Principles” Work Group will examine ways to give each institution some autonomy, without impacting data integrity for the USF System. Next meeting is September 24.
Action: Mark
- j. Awards Committee Recommendations
Mark will give the Faculty Senate Awards Committee the charge to review faculty awards and to recommend changes/additions for the future.
Action: Mark
- k. Search Updates
 - KTCOB Dean Search: Next week, the search firm will be on campus to meet with the search committee and other constituent groups.
 - LIBRARY Dean Search: So far, there are 14-15 applicants. The position has been well advertised.
 - RVCAA – No report
 - RVCSA – No report**Gary/Mark/Olivia**
- l. Military and Veterans Student Success Center
Milton White has been hired as the Assistant Director of the Veteran’s Center.
Action: Mark
- m. Enrollment and Retention Update
At this date, retention is up to 71% from last year.
Action: Mark
- n. Faculty Credentialing Policy
Nothing new to report.
Action: Mark
- o. Declaration of Majors Events
Student Affairs may help coordinate the events.
Action: Mark
- p. Enrollment Photo Shoot Sept 23
Mark asked Deans to reach out to their faculty to participate.
Action: Mark
- a. Distance Learning Stipends
OLITS has received 11 applications for DL training so far.

Action: Deb

2. New Business
 - a. A Student Success Implementation Team is being established; Holly Kickliter will chair. Please send Mark recommendations of Faculty who should be on this committee.
 - b. The Library has a brochure that illustrates how it is implementing the Strategic Plan.
 - c. Gary will share the prospectus created for the KTCOB Dean position. The first section is about USFSP. The document could serve as a template to use in other searches.
3. Adjournment: Meeting adjourned at 11:55 and the date of next meeting is September 23, 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>

