

12-9-2015

## Deans' Council Meeting : 2015 : 12 : 09 : 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**

December 9, 2015, 11:00 am

POY 231

Minutes

**Present:** Mark Durand, Deb Henry, Bill Heller, Olivia Hodges, Gary Patterson, Susan Toler, Eric Douthirt, Jeff Cornelius, Therese Wisoff (notes)

**Guest:**

1. Welcome

Mark welcomed everyone to the meeting, which started promptly at 11:00 am.

2. Minutes of Decebe, 2015

Approved.

3. Student Affairs Report

**Jake**

Tuck is recovering well from hip surgery, is in good spirits, and will return to the office on December 7. Residential students will need to move out of the dorms by Saturday, December 12 at noon for the holiday break. USC is expecting 200-300 students for Late Night Breakfast on Thursday, December 3 at 10:00 pm.

Wellness Center is providing free flu shots to students while supplies last.

4. ARC Changes Proposed

**Jake**

Jake reviewed the document entitled *A Collaborative Approach to Student Success or the "Whole Student Response"* authored by Linda Crossman. The document contains the following recommendations:

- The Dean of Students should be added as a voting member
- The SOCAT Manager, Associate Director of Financial Aid, and the Assistant Director of the Military and Veteran's Success Center should be added as advisory members, replacing the current advisory members.
- The authority to approve current term Total Withdrawals for Exceptional Circumstances should be moved from the Registrar to the Dean of Students.
- The Registrar should pursue moving the authority to approve USFSP Fee Adjustments Requests from the Tampa Registrar's Office to the USFSP Registrar's Office

APPROVED: The above recommendations were approved by the Deans Council.

- Also discussed was the possibility of adding a statute of limitations for requests from students to amend their academic records. The matter was tabled for a future meeting.

5. Standing Items

- a. Online Student Portal **Deb**  
Student beta testing is currently being conducted.
- b. FAIR & Faculty Data Project **Susan**  
No news.

6. Standing Items

- a. Academic Plan **Tabled**
- b. Strategic Enrollment Management Team **Mark**  
Enrollment will focus on retention of students in all classes (1<sup>st</sup> year, 2<sup>nd</sup> year, 3<sup>rd</sup> year +)  
There are plans to increase enrollment for Summer 2016.
- c. Online Proctoring Services **Mark**  
Training will be offered on Proctorio beginning December 1. OLITS will send out a notice with the training schedule. David Brodosi will give a demo at the next Deans meeting.  
There was additional discussion on the subject of cheating and academic integrity.
- d. Tenure & Promotion Guidelines **Mark**  
No report.
- e. Student Centered Scheduling **Deans**  
No report.
- f. Mini-Semester Courses **Mark**  
Two courses are posted for the winter break.
- g. SACS Follow-up **Mark**  
Several faculty and administrators will be attending the SACS meeting next weekend.
- h. Classroom updates with Davis and Coquina Halls **Mark**  
AV upgrades will be installed during the winter break.  
Susan will follow-up with Jim Grant on the overall plans.
- i. Minority Postdoctoral Fellowship Program **Mark**  
No report.
- j. College Scheduler Update **Mark**  
One small IT issue needs to be resolved.
- k. USF System Banner Task Force Update **Mark**  
Prerequisites:  
The task force is making progress in their work toward finding a mechanism that will allow USFSP to code unique prerequisites to USFSP sections of courses that are shared with USF Tampa. In this effort, they must first acquire a definitive list of courses for which USFSP differs in prerequisite requirements from Tampa. To that end, they will be asking each college to review their course descriptions in the course catalog and determine which courses'

prerequisites are more (or less) restrictive. An email with instructions will be sent to the Deans, who will be asked to work with their departments/key program/college personnel to complete this task.

Unique Major codes:

The idea of creating unique major codes has been tabled. The committee will still work on finding solutions to the simple problems, but will hold off on pursuing the complex ones. At the last system meeting, there was discussion about the possibility of USF engaging a consulting firm to examine the Banner issues.

- l. Awards Committee Recommendations **Tabled**  
No updates
  
  - m. Search Updates **Gary/Mark/Olivia**  
KTCOB: Next meeting is December 4; applicants for the 1<sup>st</sup> round airport interviews will be selected.  
RVCAA: The search committee met with Witt Kieffer consultants yesterday. Preliminary timelines were set for the search. The consultants also met with the RC, RVCAA, Deans, Faculty Senate, and AA Staff to gain more knowledge about USFSP.  
LIB: The search committee is hosting Skype interviews this week and next week. The top three candidates will be invited for campus visits.  
RVCSA – The search firm consultant will be on campus this week for the 1<sup>st</sup> search committee meeting and to meet other staff on campus.  
Asst. Registrar – Anticipated start date is Tuesday, January 5, 2016.  
AA Office Manager – Anne Helmer began work this Monday.
  
  - n. Declaration of Majors Events **Mark**  
Each college will need to decide what kind of event they'd like to have.  
Please contact Student Affairs if you need assistance in scheduling venues, etc.
  
  - o. Budget Call 2016-2017  
There will be \$500,000 in recurring funds for the entire campus. The process will be different this year – data will need to be presented with the requests. An email outlining the new Budget Call process will be going out this week. The due date will be mid-December.
  
  - p. Spring Faculty meeting will be Friday, January 22, 2016. Please send your agenda ideas.
7. Adjournment  
Meeting adjourned at 12:05 pm and the date of next meeting is December 9, 2015

Minutes respectfully submitted by Therese Wisoff

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

