7-15-2015

Deans’ Council Meeting : 2015 : 07 : 15 : 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  
July 15, 2015  
Minutes

Present: Frank Biafora, Eric Douthirt, Mark Durand, Deb Henry, Olivia Hodges, Gary Patterson, Susan Toler, Therese Wisoff (notes)  
Absent: Bill Heller

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

2. Minutes of July 8, 2015  
   Approved by email.

3. Success Stories

4. Student Affairs Report  
   a) SLC  
      Construction project should be completed on time with an anticipated opening date of August 17.  
   b) Veteran’s Office approved  
      The Office will be in TERR 300. Milton will be temporarily staffing the office. The Assistant Director position will be posted soon.  

   Action: Tuck

5. Standing Items  
   a. Online Student Portal  
      No new information.  

      Action: Deb

   b. FAIR and BANNER (also includes Faculty Data Project)  
      Susan will be attending the FAIR users meeting at USF College of Business today. She will try to find a point person on the committee that has experience unique to libraries. BANNER Workforce meetings are scheduled to take place at USFSP. Mark will Chair the committee.  

      Action: Susan/Mark

   c. USF System Task Force  
      No report.
d. USFSP Strategic Planning
   No report.

6. Matters Arising
   a. Adjunct training modules
      No report.

   b. Persistence Improvement Plan Task Force
      Cyndie Collins will be viewing the webinar for the College Scheduler system. As soon as she
      approves, we will move forward in purchasing and implementing it. The tool will allow advisors
      to pre-load the required courses into a student’s schedule.

      Action: Mark

   c. Accountability Website
      No report.

   d. ProctorU – Academic Dishonesty in Online Courses
      No report.

   e. Open Educational Resources
      No report.

   f. Tenure & Promotion Process
      No report.

   g. Tenure & Promotion Guidelines
      No report.

   h. Student Centered Scheduling
      No report.

   i. Mini-Courses
      No report.

   j. Summer/Fall Retention
      No report

   k. Convocation
      Tuck thanked Susan Toler for an excellent job coordinating the summer convocation. Terrye
      Wilson will be organizing the Fall Convocation (with Susan consulting). Tuck also thanked the
      Deans for their participation on the Dean’s panel at the Parent’s Breakfast. Gratitude letters were
      well received. All agreed the event was a positive experience for students, parents and faculty.
A discussion followed to identify lessons learned (to apply to planning the Fall Convocation):

- Scripts must be reviewed and finalized 1-2 weeks before the event.
- Anticipate and prepare for bad weather scenario.
- Not enough robes. There was also some discussion about the high cost of the Regalia – a factor which may deter some faculty from volunteering to attend the convocation.
- USC ballroom worked well for the 600 attendees in the summer. However, if the anticipated attendance for the Fall will be higher, one thought is to do overflow on the bulls eye in the Reef with live stream video.

Venue options for the two Fall Parent Breakfasts are:

- Hilton quoted at $10K for the space for parent, students, including food.
- (2) Air conditioned tents - which could cost $14K not including food.

Tuck will notify us when a decision is made.

**Action: Tuck**

1. First Year Experience/Peer Mentoring Models

FYE is moving forward. Tuck reported that there are several coaches in place; each coach oversees 25 students. Susan will reach out to faculty and encourage participation in the Faculty Connections program. There was a discussion about ways to integrate efforts by Student Affairs and Academic Affairs to identify FTICs who are at risk for failing a course, **early** in the semester - and consequently, refer those names to the appropriate personnel that can intervene – whether that would be coaches, advisors, or both. Susan will also contact Matt Morrin to find out how the Pete’s points feedback system works.

**Action: Susan/Tuck**

m. Library Deans Search

Mark reported that Olivia Hodges will Chair the Library Dean Search Committee.

7. Standing Items

a. Syllabi in Digital Archives

   No report.

   **Action: Deb**

b. SACS follow-up

   No report.

   **Action: Mark**

c. Google Drive for T & P Materials

   No report.
d. Adjuncts creating DL classes
   No report.  
   
   Action: Mark

e. Meeting with Trustees
   No report. 
   
   Action: Mark

f. Classroom updates with Davis and Coquina Halls
   Susan Toler, Jennifer Woroner, Sue Ballinger, and David Brodosi visited every
   Classroom in Davis and Coquina Hall with Kevin (Facilities). Needs for each classroom were
   noted including:
   - paint
   - carpet
   - re-arranging seating orientation to comply with ADA
   - new AV equipment/relocating AV equipment (David)
   - identify replacement furniture with the design consultant at Steelcase.

   Mark noted that there will be a new Center for Innovation in Teaching and Learning at
   USFSP. We will need to incorporate the concept of flexibility when making furniture
   choices. (The node chair is one of most flexible products from Steelcase). Deb has already
   worked successfully with Steelcase, and their products are in the Library, Media Center and
   the Student Success Center.

   Next steps: the classroom committee will meet again on site with the Steelcase designer (room by
   room) to discuss needs in more detail. The designer will then present some different options for
   classroom work plans. Kevin has recommended that the old desks be donated to Pinellas County
   Schools. Also discussed was the possibility of purchasing furniture for 4 classrooms as a pilot –
   and getting feedback from the faculty, before moving forward with the entire project. A price
   quote for the full project would still need to be obtained.
   
   Action: Susan

g. Minority Postdoctoral Fellowship Program proposal
   Two minority postdoctoral fellowships would be awarded for the Academic Year 2016-2017. 
   These targeted fellowships would be used in programs that are of strategic importance to
   USFSP’s academic plan, especially in areas of research. The postdoctoral fellowships program
   will align with USFSP’s goal of enhancing the recruitment and retention of diverse faculty. 
   Academic Affairs will fund this initiative. Assisting us in initiating this program will be Dr. Lisa 
   Jones, Asst. Dean for Diversity, Outreach and Engagement, at North Carolina State University, 
   and an ACE Fellow, working with Frank this year. Frank shared that this type of program creates
   a pipeline of talented individuals who have the potential to become future USFSP faculty
   members. Frank suggested that USFSP become members of pipeline organizations, such as 
   McKnight Scholars and the Southern Regional Education Board in Georgia, two organizations
   that are fertile recruiting grounds. The next bi-annual McKnight Scholars meeting is scheduled 
   for November at the Tampa Airport Marriott. Susan noted that part of a postdoctoral fellowship
   program’s success involves appointing strategic faculty mentors to work with fellows. Mark will
   be asking Deans to identify faculty who would be interested in being active mentors; perhaps we
   could send those individuals to the McKnight Scholars meeting in November.

   On the subject of diversity in our student population, Mark noted that our numbers are up, but we
   still have work to do. Our competition is UF and other state schools that offer scholarships.
We hope to participate with USF in a scholarship program in the future.

h. Search Committees
Norine Noonan will serve as Chair of the KTCOB Dean’s Search. We are interviewing search firms that have specific experience conducting Business College Dean’s searches; we are inquiring about their experience with Student Affairs searches, as well. A chair has not been chosen yet for the Search Committee for the RVC of Student Affairs. Frank will be on his ACE Fellowship next year, and a candidate from Temple University has been interviewed to fill the role of Interim Dean of CAS. No movement yet on a search for the RVC of Academic Affairs.

Action: Mark

i. Proposed Center for Innovation in Teaching and Learning
Nothing new to report.

Action: Mark

j. Online Course Statistics
Deb distributed a report of Online Course Statistics-Summer 2015.

Online courses raised $550,950 which is an increase over the $453,650 raised last summer (2014). Total credit hours for USFSP was 22,085; Online credit hours was 12,462 (up 18% over last year; total Face to Face credit hours was 9,273; Hybrid credit hours was 350.

Revenue wise, online courses have seemed to have made up for the Face to Face courses that were cancelled.

Action: Deb

k. Direct Connect Program
Frank was invited to attend a meeting with St. Pete College and the USF System on a new initiative called the Direct Connect Program. This “2-2 program” will allow students applying to St. Pete College to “dual-enroll” at a USF branch of their choice (Tampa, St. Petersburg, or Sarasota-Manatee). St. Petersburg will be looking for 4-year plans from the colleges, and will work together with advisors to build a culture that creates ways for students to be integrated earlier, thus increasing the 4-year graduation rate. Frank cited that successful 2-2 programs include FIU-Miami and Valencia College - UF. Mark noted that USF Tampa has done this with all the local Tampa area colleges, but this year will be the 1st time USFSP will be included. There are numerous data sharing details to be determined.

Action: Frank

l. Budget Requests Approved
Most of the budget requests that the budget committee reviewed were approved.

Action: Mark

8. Adjournment and date of next meeting
The meeting adjourned at 12:01 pm and the next deans meeting will take place on Wednesday, July 29, at 11:30 am. Please note time change from 11 to 11:30.