Deans' Council Meeting : 2015 : 07 : 29 : 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 29, 2015
Minutes

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

1. Welcome
Mark opened the meeting at 11:32 and welcomed all present. Meeting was moved to BAY 220 in order to make use of the AV system.

2. Minutes of July 29, 2015
Approved by email.

3. Success Stories
CAS
Dr. Heather Judkins is working with the Florida Institute of Oceanography to sponsor their annual meeting at the USC: August 31st and September 1st. This is a continuation of a strong partnership with Dr. William Heller and FIO, along with the College of Marine Sciences.

Dr. Thomas Whitmore attended Florida International University to participate in the Tropical Botany course to continue to enhance course offerings in Botany for our students.

4. Standing Items
a. Online Student Portal
Deb shared a progress report she received from Casey Frechette regarding the Online Support Workgroup’s activities during the past few months.

1. They conducted twelve in-depth interviews with critical stakeholders around campus in order to gain a better understanding of how to build a portal that best supports the online learning experience at USFSP.
2. They designed and delivered a survey to USFSP students to learn more about their experiences with online courses and their interest in a new online support portal. They received 50 responses.
3. Sharon Austin has been hired to serve as the new User Applications Specialist.
4. They have investigated a potential technical connection to existing systems including Canvas and OASIS.
5. Next steps include: Wrap-up interviews, analysis of interviews and surveys by August 14th, and consequently, create a design and scope document for Phase 1 of the project to be completed by the end of September.

   **Action: Deb**

b. FAIR (also includes Faculty Data Project)
   Susan reported on the FAIR Users Committee meeting which she attended on July 15 at USF Tampa. The committee has been assessing the wide breadth of needs within the USF System. It has determined that FAIR does not meet our needs. Other products are being evaluated for more streamlined functionality – including features such as automatic faculty credentialing. The committee hopes to select a new product that could be launched by the next summer (2016). In the meantime, the Tampa IT staff will continue to maintain the existing FAIR software.

   **Action: Mark**

c. USF System BANNER Task Force
   The first USF System BANNER Taskforce Committee meeting is scheduled for August 13 at USFSP and will take place monthly. Mark will serve as the Chair.

   **Action: Mark**

d. USFSP Strategic Planning
   No report.

5. **Matters Arising**
   a. Adjunct training modules
      No report.

   b. Persistence Improvement Plan Task Force
      Mark played an introductory video from the collegescheduler.com website.
      Last week, Cyndie Collins attended a two-hour College Scheduler webinar to learn more and she agreed that USFSP students, faculty, and advisors will benefit from the easy to use system. We have decided to purchase the software to use in a pilot project this year. The cost will be shared with USF Sarasota/Manatee. We anticipate it will be available in November in time for students to use during Spring 2016 registration.

      **Action: Mark**

c. Accountability Website
   No report.

d. ProctorU – Academic Dishonesty in Online Courses
   David Brodosi hosted an Open House preview of two different remote online proctoring services. Gary, Susan, and Deb attended and reported that they preferred a company called Proctorio. Proctorio uses algorithms to monitor over 20 suspicious behaviors to be flagged for instant video review – so faculty would not need to review the entire video. Proctorio’s ease of use and set up
was also consideration. Both companies monitor testing via video camera and microphone, but the other company sends report results in 4-5 days, and there were issues with set up functions.

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
   Holly and Mark met to discuss “institutionalizing” the student retention program, to unify campus wide efforts. Representatives from key departments such as Advising, Records and Registration, Financial Aid, Student Affairs, etc. will meet monthly to share information and collaborate on preemptive strategies and policies that encourage student success, and prevent withdrawals.

   Action: Mark

k. First Year Experience/Peer Mentoring Models
   No report

   Action: Frank

l. Library Deans Search
   Olivia reported that members of the Library Search Committee have been selected.

   Action: Olivia

m. Temporary Hires
   Dr. Kathleen Moore will be our SACS Liaison Officer.
   Dr. Jeffrey Cornelius, former Dean of Boyer College of Music and Dance at Temple University, will be serving as Interim Dean for the College of Arts and Sciences while Frank Biafora is on his ACE Fellowship in the 2015-2016 academic year.

n. Fall 2015 Faculty Meeting
   Mark shared a draft of the agenda for the Fall 2015 Faculty-Staff luncheon meeting scheduled for Friday, August 21. The Staff has been invited for the first part of the meeting (11:30 am -1:00 pm) for lunch and to hear the Chancellor’s presentation as well as the Master Plan presentation.

   6. Standing Items
      a. Syllabi in Digital Archives
         No report.
b. SACS follow-up
   We are hiring Dr. Kathleen Moore on a part-time basis (two days/week). She will be helping USFSP prepare for the next SACS visit. 
   Action: Deb

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

d. Meeting with Trustees 
   No report. 
   Action: Mark

e. Classroom updates with Davis and Coquina Halls 
   During a recent meeting with Jim Grant re: classroom furniture for Harbor Hall, Susan learned from Jim Grant that there is a long term plan for adding interior windows (Facing the hallway) in Davis Hall to bring in more ambient light. Jim was not aware of the Davis and Coquina classroom project. Mark suggested that Jim be brought into our discussions re: Davis and Coquina Hall. 
   Action: Susan

f. Minority Postdoctoral Fellowship Program proposal 
   The Minority Postdoctoral Fellowship Program has been approved. Mark will present the new program at the FALL Faculty meeting on August 21st. 
   Action: Mark

g. Search Committees 
   Nothing new to report. 
   Action: Mark

h. Proposed Center for Innovation in Teaching and Learning 
   Nothing new to report. 
   Action: Mark

i. Online Course Statistics 
   No report. 
   Action: Deb

j. Direct Connect Program 
   No report. 
   Action: Frank

k. USF System Academic Resources Website 
   A new webpage called USF System Academics is in development – and it will reside on USF.edu. The purpose of the website is to serve as the central repository for all system-level academic information. Mark handed out hard copies of the unofficial webpages which covers Academic catalogs, curricular processes, curriculum deadlines, curriculum codes, degree inventory, new majors, enrollment and graduation dates, ACE and BOG meetings, links to the Undergraduate Council and Graduate Councils, etc. USFSP will be moving its information to this central website. Mark indicated that we will need to have a process that ensures USFSP academic updates are also updated on the USF System Academics website and made visible to everyone.
1. USFSP Curriculum Change Process
   There was discussion about the need to create a clearly structured, paperless (electronic)
curriculum change process.  

   Action: Mark

7. Adjournment and date of next meeting
   The meeting adjourned at 12:20 pm and the next deans meeting will take place on Wednesday,
   August 12, at 11:00 am.

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