

3-2-2016

Deans' Council Meeting : 2016 : 03 : 02 : Minutes

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Meeting, Deans and Associate Deans

March 2, 2016, 11:00 am

BAY 220

Minutes

Present: Mark Durand, Bill Heller, Gary Patterson, Jeff Cornelius, Olivia Hodges, Susan Toler, Eric Douthirt, Jacob Diaz, “Tuck” Tucker, Lesa Shouse, Therese Wisoff (notes)
Not Present: Bob Thompson, Deb Henry (Jim Schnur, represented the Library)

1. Welcome

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

2. Minutes of February 17, 2015

Approved.

3. Student Affairs Report

- Internship Workgroup

Lesha Shouse

The group is comprised of staff from several different departments. The 1st task is to establish a common language and process. Moving forward, the goal is to build a warehouse of information which will allow for good data management. The group is also creating a process for students to register (centrally) for internships. Lesa shared a handout, “Experiential Learning Continuum” (attached) which outlines nine different types of internships from Volunteerism to Cooperative Education. Some experiences are for credit, some are not for credit, others are paid/not paid. The group will also be visiting other institutions, such as University of Tampa, to learn more about how they have built successful internship programs. There will also be meetings among the three USF institutions to share information. Please contact Lesa if you would like more information. Dr. Toler will send Lesa the list of courses in CAS which contain an element of career or professional development training. Tuck mentioned that the Living Learning Communities also have a professional/career development component.

- Student Affairs News

Tuck and Jake

Wellness Week is this week. Women’s Empowerment month includes a “Her Story” series. On March 31st there will be a “Walk a Mile in Her Shoes” event. Dance -a-thon is this week. Student Government will have a USFSP day at City Hall. The housing application is live; so far, there are 125 deposits for this upcoming Summer and Fall semester. FTICs will have priority. A firm has been hired to assist with conducting a

housing demand study. A survey has gone out to all students; results will be shared at the next Campus Board meeting. Jake will work with colleges on a vetting process for creating Living Learning Communities. Melanie Bullock will be leaving to take a new job at Wake Forest. Student Government elections are this week.

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|---|-------------------------|
| 4. Old Business | Mark |
| a. Online Student Portal
No news. | |
| b. FAIR: Annual Review
Deadlines have been extended. Each college will set its internal deadlines for each step in the review process. | Mark |
| c. Strategic Enrollment Management Group (SEM)
No news. | Mark |
| d. Academic Plan
Mark is in the “talking stages” with various people, including members of the healthcare community, to learn about opportunities. | Mark |
| e. Tenure and Promotion Guidelines | Tabled |
| f. Mini Courses
No report | Susan |
| g. SACS | Tabled |
| h. Classroom Updates
The furniture will be delivered this Friday. | Tabled |
| i. CITL (Center for Innovation in Teaching and Learning)
Mark shared the agenda for the first meeting (3/9) of the CITL Advisory Group meeting, which includes the objectives of the group and a listing of the members in the group (see handout attached). | Mark |
| j. Minority Post-Doctoral Fellowship Program
A Request for Proposals (RFP) has been created for 2016-2017 Minority Postdoctoral Fellows Initiative and will be sent to faculty soon. A \$2,000 commitment from each College (per each fellow) will be required. | Mark |
| k. College Scheduler Update
No update yet. | Mark |
| l. USFS System Banner Task Force – Prerequisite Review
Nothing new to report. | Mark |
| m. Search Updates | Olivia/Gary/Mark |
| <ul style="list-style-type: none"> • Library Dean: Catherine Cardwell has accepted the offer. Start date: July 1. • KTCOB Dean: The candidate has accepted the offer. An announcement will be made soon. Start date will be July 1. • RVCAA – Nothing new to report. • RCVSA – No report • OLITS - Director of Institutional Effectiveness – position is posted. | |

- n. Declaration of Majors Events **Mark**
- CAS events went very well.
 - KTCOB events also went very well.
- A discussion followed about how the events could be part of enrollment & marketing strategy. Short professional videos could be taken of students sharing the reasons why they decided on their major. Also, alumni could discuss how USFSP prepared them for internships/grad school/ their 1st job.
- o. FUSE Program **Mark**
No report.
- p. Budget Call 2016-2017 **Mark**
The budget committee met; priorities of each unit were described to the committee. Hearings will be scheduled for each unit to have an opportunity to discuss its request in more detail with the committee.
5. New Business **Mark**
- a. Smart Catalog/IQ Academic Content Management System
USFSP is considering purchasing the Smart Catalog IQ curriculum management tool. The system is a web-based workflow management system which includes an electronic approval process (see attached handout). Mark played a brief overview video and discussed the benefits of the product. A webinar will be scheduled soon. IQ could be applied to the PAR process, as well.
- b. Mid-Term Grades
A revised report from Andrew in the Registrar's Office showed that most faculty did enter mid-term grades, with a few exceptions.
5. Adjournment
Meeting adjourned at 12:01 pm and the date of next meeting is March 9, 2015

Minutes respectfully submitted by Therese Wisoff

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

