6-8-2016

Deans' Council Meeting : 2016 : 06 : 08 : Minutes

University of South Florida St. Petersburg. Office of the Regional Vice Chancellor for Academic Affairs.
Meeting, Deans and Associate Deans  
June 8, 2016  
11:00 am – BAY 205  
Minutes  

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

1. Welcome  

2. Minutes  
Minutes from May 25, 2016 were approved.  

3. Old Business  
   a. Textbook Policy  
      USF Tampa may be taking the lead on gathering the data that the state requires (eg. all formats of the textbook and prices, etc.). One report will be submitted for The USF system. Deb will serve on the working group.  
      Deb  
   
   b. LBR for New College  
      Mark will meet with an expert in Public Health and curriculum writing. She may be available to meet with area hospitals to survey their needs. She may also be able to write the course proposals.  
      Mark  
   
   c. Strategic Enrollment Management Group (SEM) – PBF Metrics  
      No report  
      SEM Members  
   
   d. Minority Post-Doc Fellowship Program  
      On May 25, Lisa Jones worked with CADIC on the Minority Post Doc Fellow applications review. Mark will follow-up with the Chair of CADIC next week on next steps. Bill will follow-up with more information from Tampa Bay Watch, who is interested in semi funding a minority post-doctorate fellowship program in the Marine Science area.  
      Mark  
   
   e. College Scheduler Update  
      No report.  
      Mark  
   
   f. USF System Banner Task Force- Prerequisite Review  
      Tabled  
   
   g. CITL (Center for Innovation in Teaching & Learning)  
      During the last meeting, the mission statement was finalized. They also discussed  
      Mark
what programs to offer in the Fall, such as mandatory training for all new faculty
(how to construct a syllabus, how to engage your students effectively, etc.)
Michelle Madden may lead a program on “how to evaluate outcomes in your classroom.”
The position description for the Director (part-time faculty) has been drafted.
At the Fall Faculty meeting, Mark will lead a discussion and display instant feedback
using Mentimeter, a mobile audience interactive tool.

h. SmartCatalog IQ
No report.

i. Performance Based Funding
No report.

j. Budget Hearings 2016-2017
Joe and Mark met initially with the Chancellor, who will review the recommendations.

4. New Business

a. Cancellation of Class Policy and Procedures
   Mark discussed the procedure for canceling classes. Faculty must first obtain permission from the chair/college Dean.
   The cancellation is then posted on CANVAS.
   The College of Arts and Sciences Department Chairs are given a one-page class cancellation procedure guide; Susan will share that document with the other colleges. COE includes class cancellation procedures in its Adjunct Faculty Orientation presentation. Other topics of discussion included:
   - How to define essential and non-essential personnel – is there a need for a special ID card?
   - Should the Registrar’s office serve as a central repository
   - Communication of information – email vs. text message (MOBULL)
   - Designate a proxy in each college to post the cancellations on CANVAS on behalf of faculty
   - Creating a university wide class cancellation policy and procedures document
   - Adding the cancellation policy in every syllabi; communicate to students on the 1st day
   - Agenda item at this year’s Fall Faculty meeting

b. Progressive Discipline
   Mark encouraged faculty to document each and every meeting in writing with specific details
   Re: date, time, place, and what was discussed specifically. There will be leadership training on
   this subject in the Fall.

c. Pinellas County Economic Development Authority Business Incubator Grant
   Gary USFSP, in partnership with USF Connect, has submitted a Business Incubator Grant Proposal.
   The bidding was open to universities and colleges in the region. If the grant is awarded, it would
   be housed within Kate Tiedemann College of Business.

d. The Interim Appreciation Reception is today at 4:30 in the USC.

e. The COE is working on a contractual agreement with Eckerd College.

5. Adjournment – meeting adjourned at 12:04 pm. Next meeting: June 22, 2016

Minutes respectfully submitted by Therese Wisoff
Archive of meeting minutes available
at: http://dspace.nelson.usf.edu:8080//xmlui/handle/10806/11878