

8-17-2016

Deans' Council Meeting : 2016 : 08 : 17 : Minutes

University of South Florida St. Petersburg. Office of the Regional Vice Chancellor for Academic Affairs.

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Deans Council Meeting

Aug 17, 2016

11:00 am – 12:00 pm/BAY 205

Minutes

1. Welcome

Dr. Mark Pezzo shared his power point presentation entitled *The Cost of Hidden Course Demand*, a student enrollment study conducted for the SEM team this spring. In Spring 2016, 677 USFSP students took 271 unique courses off campus (either at USF-T or USF-SM). This resulted in \$537,312 in lost revenue. The survey was conducted to discover reasons for the “drift”; among them were:

- 55% of the respondents would have taken the course at USFSP had it been offered
- 86% of the respondents would have taken the course at USFSP had it been offered online
- 51% said the classes were offered at inconvenient times

The council discussed the need to activate the wait list feature in Banner, and to access/monitor live enrollment data. Questions posed: What is the process for planning and executing student centered scheduling? Do we have a systematic way to get feedback/course demand information from Academic Advising?

Linda Crossman will be invited in September to give a tutorial on how to activate wait lists.

2. Minutes

Minutes from the August 3, 2016 meeting were approved.

3. Standing Items:

- a. Minority Post-Doc Fellowship Program
Winners will be announced next week.
- b. Strategic Enrollment Management Group (SEM)
No report.
- c. Center for Innovation in Teaching and Learning (CITL)
17 new faculty attended the New Faculty Orientation, organized by CITL. Kudos!
- d. Smart Catalog
Still in progress.
- e. College Scheduler Update
Still in progress.
- f. FUSE
Nothing new to report at this time.
- g. Searches
 - Chief Diversity Officer –
Deans are invited to the candidate interview with Academic Affairs on 8-18 at 8:45 am.
 - AA Office Manager

- COE Dean
Search Committee chair, Frank Biafora will meet with Martin this week.

- h. Summer Course Scheduling Policy
After some discussion, it was decided the Deans council would review the summer session financial spreadsheet and continue the conversation at the Dean's Retreat.
4. Informational Items:
 - a. Deans Retreat: September 13th 9-3 pm at SPC Mid-Town Center
The main agenda item will be to discuss the process of building the Master Academic Plan for USFSP. IR Director, Lauren Friedman will be joining the meeting to provide useful data sets.
 - b. Sabbatical Applications
Eligible faculty and their Deans have been notified. Sabbatical applications/schedules/guidelines are on the [Academic Affairs Faculty Resources web page](#).
 - c. The USF UFF Tentative Agreement
Martin will be forwarding a message to all faculty tomorrow via email.
"The University of South Florida System and the United Faculty of Florida are pleased to announce the tentative agreement of a new three year collective bargaining agreement. Both parties are satisfied that the tentative agreement is fair and addresses the interests of the faculty. The tentative agreement requires ratification by the majority in-unit faculty and the Board of Trustees."
 - d. Four-Year Plans
Susan Toler will share the template that CAS used in creating the 4-year plans. The council will review and discuss having a standard format for USFSP at the next meeting.
 - e. Fall Faculty Meeting August 26
The agenda will include introductions of new faculty and staff, recognition of faculty who were just granted tenure and/or a promotion, a presentation on using Canvas during an emergency closing, and a presentation from Mark Durand on CITL (Center for Innovation in Teaching and Learning). Dr. Tadlock will also be speaking about the priorities for the year.
 5. Decision Items:
 - a. UG Studies Director
Michelle Madden, Director of Institutional Effectiveness, has agreed to serve as an Ad hoc non-voting member of the Faculty Senate Undergraduate Council. In this role she will keep and post notes of all meetings, and track all of the curriculum proposals to completion, using an electronic database. Linda has been asked to complete posting the approved curriculum changes by the end of fall semester.
 6. Tabled Items:
 - a. TAs Hiring Criteria
 - b. Reading Days – check the schedule
 - c. Future Sabbatical presentation event
 - d. General Education Committee – Martin to charge the committee?
 - e. Four-Year Plan Template
 - f. Summer Course Scheduling Policy

