8-31-2016

Deans' Council Meeting : 2016 : 08 : 31 : Minutes

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

2. Minutes

3. Standing Items:
   a. Minority Post-Doc Fellowship Program
      Martin will meet with the two faculty members next week to discuss the next steps in the recruiting process. This process will include scheduling a consultation with Dr. Lisa Jones. If you know of any other faculty members who are interested in hearing Dr. Jones’ presentation, please let Dr. Tadlock know.
   b. Strategic Enrollment Management Group (SEM)
      The next meeting is scheduled for September 12; the work this year will be focused on completion. They hope to commission an internal study of USFSP students who have left the university. The study will be performed by a graduate student who will work closely with a faculty member.
   c. Smart Catalog
      No report.
   d. College Scheduler Update
      Cindy Collins and Gevan Peacock are the point people for USFSP. There are planning on an October implementation.
   e. FUSE
      No news.
   f. Searches
      - Chief Diversity Officer
        The second candidate will be here September 6 for an interview with Academic Affairs at 8:55-9:30 am in BAY 220. Deans Council are invited to participate.
      - AA Office Manager
        Position is posted on the Career website.
      - Registrar
        Cathi Cardwell is the search committee chair; Martin will charge the committee at its first meeting on September 12.
      - Assistant Registrar
        Erin Dunn is the Search committee chair.
      - COE Dean
        Frank Biafora is the search committee chair; Martin will charge the committee at its first meeting on September 6.
4. Informational Items:
   a. Deans Retreat: September 13th 9-3 pm at SPC Mid-Town Center
      Martin invited Lauren Friedman, IR director to the retreat to discuss the several data sets that can be used during each phase of the master academic planning process. Also invited: Michelle Madden, Director of Institutional Effectiveness. Michelle’s role is to support and guide USFSP in everything relating to assessment, program reviews, and accreditation. She will be recommending an online system to manage curriculum proposals. Michelle will also serve as an Ad Hoc member on the General Education Council and Undergraduate Council.
   b. Urban Agriculture
      Could this become an academic program or perhaps a non-degree certificate program?
      The council discussed some faculty who have some involvement in the subject area.
   c. USF SIS Study
      The system is exploring leaving the Banner system and will look at several other companies this fall and issue a final report in December 2016.
   d. 2016-2017 Faculty Senate Councils and Committees Rosters
      Next month, the rosters will be completed; please forward the names to Faculty Senate President, Deanna Michael and cc:Terry.

5. Decision Items:
   a. Spring Course Scheduling
      - The Deans and Associate Deans are interested in having the ability to use the wait lists feature in Banner. We will schedule a tutorial/demo session on how to activate and monitor course wait lists in Banner at a future Deans Council meeting. Martin will explore how to get the Deans limited access to Banner.
      - Dr. Toler shared tables showing current class meeting patterns and a proposed new class meeting patterns. Template was adopted by all colleges.
      - Some Gen Ed classes have been scheduled for Friday.
      - Accelerated schedules (8-week +8 week) were also discussed.
      - Space utilization was also discussed as a factor in scheduling classes.
   b. Four-Year Plan Standard Templates
      - The goal is to have four-year plans for every major published. It was agreed that every major will have rotations in place this fall.
      - The Deans will check in with Cyndie Collins (Academic Advising) to agree on the content of four-year plans and ensure the plans are aligned with the degree audit.
      - The CAS brochures will soon be available in the Academic Advising office and in the CAS office.
   c. Faculty Awards
      College offices will manage nomination/application/review processes for the two College Awards (College Teacher Award and Clinical Teaching Award).
   d. Academic Affairs Team Structure
      Martin will discuss this proposed structure in the next Academic Affairs Council meeting. The idea behind the proposal is to organize teams with related roles who could work together on new initiatives. Reporting lines would not change.

6. Tabled Items:
   a. TAs Hiring Criteria
   e. Reading Days – check the schedule
   f. Future Sabbatical presentation event
   g. General Education Committee – Martin to charge the committee?
   h. Summer Course Scheduling – (for Deans Retreat)
   i. STEM