

10-12-2016

## Deans' Council Meeting : 2016 : 10 : 12 : Minutes

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

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## Deans Council Meeting

October 12, 2016

11:00 am – 12:30 pm

MINUTES

1. Welcome
2. Minutes  
Approved.
3. Standing Items: Martin Tadlock
  - a. Minority Post-Doc Fellowship Program:  
Advertising is in place at 5 different locations. Tiffany and Jennifer did a great job getting those done with HR and AA assistance. There is an upcoming skype call with Lisa Jones to discuss next steps in the process.
  - b. Strategic Enrollment Management Group (SEM):  
A retention/completion study about why students leave USFSP will be started soon. Holly is working with Mark Pezzo on the study. Data is being reviewed across the board on everything possible that affects recruitment and retention.
  - c. Center for Innovation in Teaching and Learning (CITL):  
Still no faculty member in place as director/chair for CITL. One submission and no word yet from the CITL group about that submission. The CITL Advisory Committee will meet next week to decide on next steps.
  - d. Smart Catalogue: Susan Toler  
Cynthia Brown Hernandez and Lois Palmer have been using a software system that interfaces with the catalogue and tracks course vetting and 4-year plans. Approved course changes are automatically updated in the catalogue. Cynthia has been invited to give a demonstration at the December 7<sup>th</sup> Deans' Council meeting.
  - e. College Scheduler Update: Martin Tadlock  
Cyndie, Mark, and several others are working to have it in place for spring usage. It is a pilot so some functions may not be ready by spring, but for the most part we will be ready to use it.
  - f. FUSE: Martin Tadlock  
6 SPC students were on campus along with SPC and USFSP staff a few days ago. They are the first SPC students in the FUSE pipeline. We need to consider expanding our support for this as we will be going beyond SPC.

- g. Searches Martin Tadlock
- Chief Diversity Officer: Start date of Mid November. Announcement coming soon.
  - COE Dean: In advertising
  - Registrar: Semi-finalists interviews are done. Finalists being scheduled.
  - Asst. Registrar: Finalists being scheduled.
4. Informational Items: Martin Tadlock
- a. MAP next steps:  
Phase II is underway  
All data, organized by college, was uploaded onto the Canvas website. Departments/colleges should begin Phase II discussions. November 14 is the due date for the MAP SWOT Wish Analysis. Please Note: there are two indicators (Retention rate and Graduation rate) that have a weight of 2. In November, Martin will need to report to the USF System on what steps USFSP is taking to improve those two PBF metrics. Other related points of discussion included:
- FAST Track program proposals process (with no new CIP codes)
  - SCH by Faculty –
    - Average is 178 SCH/year (Targeted Improvement = 200 SCH)
    - Teaching loads are not equitable across the University
    - Report of SCH sorted by Faculty will be shared with the Deans
    - The Chancellor has called a cabinet meeting re: SCH
  - Carnegie classification
  - The white paper on Scholarship and Scholarly Work
    - Does the model for a 2-2 teaching load make sense for all or a portion of faculty?
  - Student Excess Credit Hour PBF metric: some institutions have proposed to grant a general studies degree to students who reach the maximum credit threshold.
  - Students who are on an internship but are not registered for any credit are **not counted as retained**.  
**ACTION:** Deans will work with faculty, academic advising, and other units to identify those students.
- b. Grad Studies – Financial support from the colleges for marketing and recruitment.  
**ACTION:** Martin will invite Donna Knudsen to the next Deans' Council meeting.
- c. Education Abroad  
Faculty must contact Wendy whenever a student is going abroad.
5. Decision Items: Martin Tadlock
6. Tabled Items: Martin Tadlock
- a. TAs Hiring Criteria  
Graduate assistants get (per semester) \$9,500/3 credits tuition reimbursement  
Plus health benefits
  - b. Reading Days – check the schedule
  - c. Statement on Scholarship and Scholarly Works
  - d. Future Sabbatical presentation event
7. Adjournment and next meeting:  
The next meeting will be held on Wednesday, November 9, 2016 at 11:00 am in BAY 205

Important dates to remember:

October 17 – MAP Open Forum #2

October 20 – USFSP Campus Board Meeting

October 24 – Joint Council on Academic and Student Affairs Meeting

November 1 – Special Cabinet Meeting on SCH

November 4 – Faculty Senate Meeting

November 5 – USFSP Open House

November 7 – Weekly Challenger Open House

November 14 – MAP SWOT Wish Analysis Due to Deans

November 15 – Map Open Forum #3

Respectfully submitted by Therese Wisoff

Minutes are archived at:

<http://dspace.nelson.usf.edu:8080/xmlui/handle/10806/11878>