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 7th 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

- 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:

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:

6. Tabled Items:

   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