12-7-2016

Deans' Council Meeting : 2016 : 12 : 07 : Minutes

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Deans Council Meeting  
December 7, 2016  
11:00 am – 12:30 pm  
Minutes

In attendance:
Martin Tadlock, Frank Biafora, Sri Sundaram, Cathi Cardwell, Dan Marlin, Gary Patterson, Susan Toler, Scott Burghart, Olivia Hodges, Terry Wisoff (notes)

Absent:
Bill Heller

Guests:
Linda Crossman, Cynthia Brown Hernandez, Michelle Madden

1. Welcome
Dr. Tadlock welcomed council members and guests to the meeting.

2. Minutes
Approved

3. Guest: Cynthia Brown Hernandez, Associate Director of Academic Services for Undergrad Studies
Staff includes herself, a Senior Developer, Admin Support
The Provost requested improvements to the undergraduate curriculum planning process.

   - Phase I: Created a System Academic Resources website [http://www.usf.edu/academics/academic-resources.aspx](http://www.usf.edu/academics/academic-resources.aspx)
   - Phase II: Integrated online course proposal process with automated workflow (each institution has a separate portal) [https://www.systemacademics.usf.edu/proposals](https://www.systemacademics.usf.edu/proposals)
   - Phase III: Created undergraduate online catalog database (mysequel) with a built-in workflow, online revision system – for Tampa. Access is netID based. The database can be customizable for USFSP. Unlike having the catalog in Word documents, the database allows to run reports, search, etc. They are working on integrating the course proposal process with the online catalog. Cynthia showed the Deans’ Council a few examples of how the online revision system works.

Michelle Madden, Director of Institutional Effectiveness was in attendance. Part of her role is to coordinate the documentation the USFSP internal course proposal process, after it has been vetted. She will liaison with the Cynthia on converting the paper process to the online system course proposal process. Please respond to information requests promptly. Once the USFSP online course proposal is customized to our specifications, we will invite Cynthia Hernandez back to USFSP to demonstrate how it works. The Deans’ Council will see it 1st, and then it will be presented at a faculty open forum.
Note: The curriculum proposal process (for new majors/programs) is not available as an online process at this time. New! Starting Jan 1, 2017 system wide policy/procedures: for all new majors/programs, pre-proposals need to be presented to the APAC (System Academic Programs Advisory Committee) for an early look before the proposal is fully developed.

4. **Guest: Linda Crossman, Director of Records and Registration**
   As the Director of Records and Registration, Linda has served as the chair of the ARC and the Academic Appeals Board. Linda proposed that there be two co-chairs on the Appeals Board: the Registrar and the Dean of Students. The Appeal Board will vote by e-mail and if approved, the changes will be made and posted/published to the catalog.

5. **Standing Items: Martin Tadlock, Regional Vice Chancellor of Academic Affairs**
   a. Searches:
      - COE Dean: Review applications on Jan 13 (9 received so far).
      - Registrar: Shari Schwartz has accepted the position. Start date is January 9, 2017
      - Asst. Registrar: Ricky Boyd has accepted the position. Start date is January 6, 2017
   b. College Scheduler Update:
      Not ready for use until January. Single sign-on technical issues have been problematic.
   c. Center for Innovation in Teaching and Learning (CITL):
      - A five member executive committee has been appointed;
      - Cathi, Otis, and a representative from each college will serve, with Cathi as the facilitator.
   d. Smart Catalogue:
      - We will not pursue purchasing the product.
   e. Minority Post-Doc Fellowship Program:
      - Three applications have been received. The two faculty mentors have scheduled two more skype consultations with Lisa Jones in January and February.
      - Martin asked for all faculty to reach out to their colleagues to help recruit.
   f. Textbook Affordability Policy compliance:
      - Courses that don’t require textbooks are Independent Study, Thesis, and Directed Study.
      - Cathi did not receive a final report; she will follow up.
   g. Mid-term grades submission – Martin will ask Linda about the process.

6. **Informational Items: Martin Tadlock**
   a. USF Heath Consortium Concept Paper:
      - Has been vetted and is in signature phase. A search for an operational System Dean will begin in January.
   b. Sabbaticals
      - All eight applicants were approved.
   c. FCOE Compliance
      - We will ask for an updated report and contact the non-compliant employees and cc: their supervisors.
   d. MAP next steps
      - Phase III ends December 16 – next Friday – please remind your faculty to submit their 2-page summaries of program assessments. Please forward everything that you have to Martin by the EOB Dec 16.
   e. Information Sharing
      - Martin asked to the Deans to share information with the faculty. Please send them the link to the Digital archives space for Deans Council minutes:
        [http://dspace.nelson.usf.edu:8080/xmlui/handle/10806/11878](http://dspace.nelson.usf.edu:8080/xmlui/handle/10806/11878)
      - They can click on “View all items in this collection” and scroll.
   f. Delaware Cost Study
      - Joe Trubacz approved the purchase; Martin will inform the council when the subscription is available.
g. Civitas Demo on December 15 at 11 am in DAV 130
   Tampa IT staff will be coming to USFSP to give a demo of the Civitas Early Alert Case Management system currently in use at USF Tampa. Please urge your faculty/staff to attend!

h. NSSE 2016 Frequencies and Statistical Comparisons Report
   A presenter is needed for a future Faculty Open Forum.

7. **Decision Items: Martin Tadlock**
   The Deans’ Council agreed to not recommend Smart Catalog IQ.
   Martin will follow-up/contact the representative at Smart Catalog.

8. **Tabled Items:**
   a. TAs Hiring Criteria
   b. Future Sabbatical presentation events
   d. Statement on Scholarship and Scholarly Works
   e. Exit Courses

9. **Adjournment and Next Meetings:**
   **December 15, 2016**
   11:00am-12:00pm
   Davis Hall 130
   Civitas Demo

   **December 16, 2016**
   Due: Phase III program summaries (1-2 pages) are due to Dr. Tadlock

   **January 6, 2017**
   9:00 am – 3:00 pm
   Harbor Hall Community Room
   Deans’ Council MAP Retreat #2

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