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Council of Deans Meeting : 2003 : 08 : 28 : Minutes

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USF St. Petersburg
Council of Deans Meeting
August 28, 2003

Minutes

Welcome and Call to Order

Dr. Olson welcomed the group and called the meeting to order at 3:13 p.m.

Attending: Kathy Arsenault, Jennifer Baker, Mark Durand, Vivian Fueyo, Frank Hohengarten, Ron Hill, Donna Knudsen, Gary Olson, Jeff Reisberg, Liza Stewart

AVP Update

Enrollment

USF St. Petersburg's student headcount figures are up 10% over last Fall.

Student Evaluations/Tenure Review

In order to conduct a proper tenure review, student evaluations should remain in the College files with copies provided to the faculty member upon request. Colleges may choose to add to the current review process (i.e. peer review, etc.). Jennifer Baker will check to see if the FAIR online system allows for comments in response to a question posed by Mark Durand.

SACS

The Deans were reminded to return any corrections/comments regarding the graduate catalog to Liza Stewart ASAP.

Two-thirds of the faculty photos for online bios are now on file. Liza Stewart will provide the academic deans with a list of faculty whose photo shoots still need to be scheduled.

The academic Deans were reminded to prepare a letter certifying that all faculty in their college meet or exceed the 18-hour minimum requirement of courses in the discipline that they are teaching.

General Education Evaluation

Liza Stewart distributed an email from university-wide administration requesting participation in an essay assignment to be completed by students in general education exit courses. This assignment will assist in both the SACS reaffirmation effort as well as general assessment of the university's overall effectiveness. Instructions and a listing of programs being asked to participate were distributed. The deadline for completion of this evaluation is October 1, 2003.

College of Arts & Sciences Update

Dr. Durand reported that the first week of classes went smoothly for his classes. There are some concerns regarding textbooks orders that were not filled in a timely fashion.

College of Business Update

The transition of College of Business courses to the University Partnership Center in Seminole has been very smooth. Dr. Hill thanked Jennifer Baker for her assistance. Overall the first week at the Bayboro Station went well – parking is plentiful and there has been no problem with parking overflow. One concern at this time is some leaking in the building.

College of Education Update

Dr. Fueyo reported that the College of Education also had a successful first week back. Enrollments in the College are up 5% over last Fall's figures. Replacements were found for any students whose classes were cancelled due to low enrollment.

Enrollment Services Update

Frank Hohengarten distributed a 2-year headcount comparison. Headcount is up 17% for undergraduates and up 16% for graduates. This is a 10% increase overall compared to last Fall. Dr. Hill expressed his concern for the retention rate for Freshmen and Sophomores.

Library Update

Kathy Arsenault reported that the Library personnel spent much of the first week of classes directing “lost souls” on campus.

Kathy asked the Deans to encourage their faculty to take advantage of in-class instruction available by Poynter librarians. She further encouraged discussion regarding revising the general education requirement to include a library course.

Kathy informed the Deans that a distance learning librarian is available to be on-site when needed at the University Partnership Center in Seminole.

Kathy distributed a listing of professional development resources and will email the list to the academic deans for distribution to the faculty.

Campus Computing Update

Jeff Reisberg shared that the new wireless connection was set up on the roof of Bayboro Hall last evening. Jeff has asked Harborage Marina personnel to “free up” one of the 11 channels they are currently using for USF St. Petersburg use. Jeff anticipates completion of the “dig” for underground fiber optic cable placement by tomorrow. He will begin the 60-90 day process immediately with the City of St. Petersburg for permission to bore under the canal on 3rd Street South as the bridge is being demolished and a new bridge being constructed. In addition, planning will begin ASAP on the planning for the lab space in the Piano Man building.

Approval of the 8/21/03 COD Minutes

The minutes of 8/21/03 will be amended on page 3 under *Institutional Research and Effectiveness Update* to clarify that the C.L.A.S.T. exam has been administered at USF St. Petersburg in the past by Tampa personnel and future exams will be administered by USF St. Petersburg personnel.

Frank Hohengarten motioned that the minutes of 8/21/03 be approved. Mark Durand seconded the motion. The minutes were approved pending the above mentioned amendment.

New Business

Jennifer Baker reported that while she is seeking larger instructional space, overall the first week of classes went very well.

Adjournment

The meeting was adjourned at 4:00 p.m.