



9-18-2003

## Council of Deans Meeting : 2003 : 09 : 18 : Minutes

University of South Florida St. Petersburg.

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USF St. Petersburg  
**Council of Deans**  
Thursday, September 18, 2003

Meeting Minutes

**Welcome and Call to Order**

Dr. Olson welcomed the group and called the meeting to order at 3:08 p.m.

**Media Issues**

Dr. Olson introduced Pam Bellis from Campus Advancement, Media Relations. Ms. Bellis advised the group that a system for dealing with media issues needs to be established. Unfortunately, the campus has lost several media opportunities (i.e. Parenting Magazine, two stories for Channel 38 and Channel 8). The opportunities were lost due to media inquiries not being addressed in a timely fashion. In a related matter, Ms. Bellis was advised that the correct contact person for a science journalism inquiry by the *Washington Post* is Cheryl Koski.

An "Ask the Experts" forum is being designed for inclusion on the USF SP website. The Deans were asked to provide a list citing three areas of expertise of each faculty member. Gary Olson and John Husfield will meet to explore the idea of combining this "areas of expertise" information to the online Faculty Directory. In addition, cell phone numbers and contact numbers of the Deans will be shared. This information is requested by October 1, 2003

Ms. Bellis also shared that the online E-news bulleting is up and running and thanked the Deans for their assistance with the site information. In turn, Dr. Olson commended Pam on the publication and asked that copies of all newsworthy information that is passed to Media Relations be copied to Jennifer Baker so that the information is readily available should the media contact Academic Affairs.

Dr. Olson also commended John Husfield on the progress regarding the USF St. Petersburg website. Dr. Hill added that he finds it very positive that Mr. Husfield actively engages the Colleges in the design and content of the website.

**Senior Scholars**

Pat Scott, Community Affairs, distributed the new brochure for the educational outreach program, Senior Scholars. The program will offer six weeks of computer courses to citizens over 50 years of age. Classes will be offered at the Science Center of Pinellas County, a location that provides easy access for the older audience. Ms. Scott is handling the program registration, is exploring the possibility of including a Senior Scholars page into the course catalog and would like to begin some public speaking to advertise the program.

### **AVP Update**

Dr. Olson reviewed a “to do” list, item by item, that was distributed to the COD to assist in keeping track of the many requests made to the group in the past couple of months.

Dr. Olson shared that the results of the hard work by the campus-wide task forces are now being felt. The Task Force on Faculty Roles and Rewards made twelve recommendations. At present, all recommendations have either been completed or are firmly in-process. Likewise, one half of the recommendations made by the Task Force on Enrollment Management Services have been accepted with the remaining one half being discussed with Dr. Hohengarten.

### **Course Load**

Academic Affairs is ready to move forward on implementing a variable course load policy for faculty to further support the research mission of the campus. The academic deans will meet to devise a consistent template across colleges. Dr. Durand suggested that the guidelines be individual-specific not program-specific. Dr. Olson urged maximum faculty input when establishing these guidelines. He also commended Kathy Arsenault and the work of the Faculty Roles and Rewards Task Force as their input regarding course loads was the impetus for this implementation. Links for all three task force charges and recommendations will be added to the Academic Affairs website.

### **Metropolitan Universities Conference**

Dr. Olson will be attending the above-named conference beginning Friday, September 19 through Tuesday, September 23. Dr. Olson has designated Dr. Durand to stand in his place during his absence.

### **Tenure Eligibility**

A handout distributed to the academic deans provides a list of faculty by college that are coming up for tenure or are at the mid-tenure mark. The mid-tenure review has been found to be a helpful and important process as it mirrors the tenure review with the exception of no external or faculty council review. The academic deans were encouraged to review the lists with faculty to ensure accuracy.

### **Furniture Moving**

Dr. Olson advised that academic affairs has completed its responsibility for the major moves on campus. No more requests for moving offices or equipment will be accepted.

### **Faculty Leave Accounting**

Dr. Durand shared with the group that academic deans are accountable for faculty leave and he suggested that each college dean be sure to have in place a system that ensures accurate record-keeping. Privacy issues are of utmost importance and therefore, faculty must contact their deans when requesting leave of a private matter (i.e. FMLA).

### **Update – Enrollment Services**

Frank Hohengarten reported that the campus is searching for a Director of Admissions and Records.

Dr. Hohengarten distributed sample Graduate Council petitions forms and advised that the academic deans need to establish signature authorization “power to act” for such forms. He proposed that all petitions be forwarded to Admissions and Records. The academic deans were asked to disseminate the information to faculty that all petitions should be routed through to the respective dean’s office.

A new recruiting CD is about to be unveiled and will be presented at an upcoming COD meeting. The CD will be a good recruiting tool and Dr. Olson commended Cyndie Collins and John Vassel for their effort in the production of the CD. Eventually, the CD will be made available as a link to the campus website.

Dr. Hohengarten will provide a schedule of upcoming college fairs and invited college deans and faculty to attend a fair to get a sense of what prospective students are interested in and the types of questions that are being asked about their colleges.

In the interest of time the following reported “all’s well” in their respective areas:

Ron Hill for College of Business  
Vivian Fueyo for College of Education  
Mark Durand for College of Arts & Sciences  
Kathy Arsenault for Poynter Library.

### **Campus Computing**

Jeff Reisberg reported that his staff are making the rounds throughout the campus providing and updated “patch” to safeguard against the most recent Microsoft virus.

### **Research and Institutional Effectiveness**

Liza Stewart reported that she is working with Cyndie Collins and John Vassel in Advising to provide accurate statistics that will offer Advising the opportunity to be proactive.

In addition, the SACS Leadership Team is preparing for the visit on September 29, 2003 by Dr. Margaret Sullivan, a SACS consultant.

### **Approval of 9/11/03 COD Minutes**

Frank Hohengarten motioned for approval of the COD meeting minutes recorded on 9/11/03. Mark Durand seconded the motion. Unanimously approved.

**New Business**

Some very preliminary discussion has taken place regarding other state universities' decision to close the university offices during the winter holiday break and whether or not USF should make a similar decision. Currently the university is ascertaining the number of minimum employees necessary on campus should that decision be made. Any closing of the university would require approval by the USF Board of Trustees.

**Adjournment**

The meeting was adjourned at 4:59 p.m.