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Council of Deans Meeting : 2003 : 10 : 02 : Minutes

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USF St. Petersburg
Council of Deans
Thursday, October 2, 2003

Meeting Minutes

Welcome and Call to Order

Dr. Olson welcomed the group and called the meeting to order at 3:04 p.m. Attending were: Kathy Arsenault, Jennifer Baker, Mark Durand, Vivian Fueyo, Ron Hill, Frank Hohengarten, Donna Knudsen, Gary Olson. Guests were: Bob Diamond, Mark Gaulter, Sonia Helton and John Husfield

Faculty Leadership Program

Dr. Olson introduced Bob Diamond. Dr. Diamond is a nationally known expert in the area of faculty leadership development and has been invited to discuss Dr. Olson's initiative to develop local faculty talent for future leadership positions. Dr. Diamond believes that a person who is going to be effective in a leadership role needs to know: a) about this institution; b) a generic knowledge base; and c) know the campus governance group. The Council of Deans will assume the role of planning committee for this program. In addition, it would largely be responsible for recommending who the participants should be and plan to be presenters during the program.

Mark Durand motioned that the campus moves forward with planning for a faculty leadership development program. Frank Hohengarten seconded the motion. The motion passed unanimously. Jennifer Baker will set up the first meeting of the planning group.

International Affairs

Dr. Olson introduced Dr. Mark Gaulter. Dr. Gaulter is spearheading the campus's first International Affairs office. Initial planning began in the Summer 2003 with a committee of interested faculty with input by Student Government President, Sue Sietsma.

Dr. Gaulter shared the highlights of the International Affairs Strategic Plan 2003-2006 and distributed a more detailed handout. The 2003/04 recommendations included:

- Establishing the Office of International Affairs
- Institute Study Abroad
- Pilot Recruitment Project
- Publicize International Grant Opportunities
- Global Horizons Lecture Series

The COD was asked to review the strategic plan and provide input by the next COD meeting on Thursday, October 9.

SACS Update

Dr. Sonia Helton provided a summary to the academic deans of the potential problem areas by SACS Consultant, Margaret Sullivan regarding faculty credentials. She reminded the academic deans that all three colleges still have some transcripts that are missing from the files. Dr. Helton

also reported that all foreign transcripts (including Canadian, British and Mexican) must be evaluated by an outside agency. For those faculty members who are being offered as an exception, the 18 hours must all have the same prefix or the course title must be clearly supporting of the discipline in which the faculty member is teaching. Dr. Olson reminded the academic deans to be attentive to these credentialing requirements when hiring of adjuncts for 2004. Dr. Sullivan had very positive things to say about her visit to USF St. Petersburg.

Website Competition

Dr. Olson introduced John Husfield to the group to speak about an upcoming website competition. Dr. Olson commended Mr. Husfield on the progress of building a quality USF St. Petersburg website.

Mr. Husfield reminded the group that, whenever possible, links to outside sources (particularly USF Tampa) need to be eliminated. Most of the information being provided for college and unit website is being done by non-expert contributors. These contributors are being provided desktop training and there are plans for additional classroom training once this initial phase is completed. In the meantime, Mr. Husfield encourages units/colleges to draw on the expertise of the faculty we have here with extensive knowledge and internet related experience.

The competition was designed to provide incentive to departments and units whose websites need extensive refurbishing and/or “building out” from the information stage.

The award categories are as follows:

Best Unit Website (\$1000 prize)
Best Departmental Website (\$500 prize)
Best Faculty Website (\$500 prize)

The deadline for contest submission is Noon, December 12, 2003. Please refer to the following website for additional information: www.stpt.usf.edu/contest

The Council of Dean agreed to include all units currently reporting to the AVP for Academic Affairs.

AVP Update

Performance and Equity Awards

Following discussions with the USF SP Executive Team, Dr. Olson explained that the current plan for equity distribution calls for a statistical comparison of positions at USF SP with like positions at USF Tampa. Additionally, Dr. Olson requested two lists (one for faculty and one for staff) by COD listing their recommendations for performance awards. Employees must have been employed in their permanent position by January 1, 2003 to be eligible.

After discussion, Dr. Hill motioned that in the spirit of campus-wide governance, the Executive Team accept increased participation and input by the Deans for distribution of equity awards with a preference for the funds to be allocated to the units/colleges for distribution. Further, Dr.

Fueyo motioned for a friendly amendment to that motion to include the same for performance awards. Dr. Hohengarten seconded the motion. The motion passed unanimously. Dr. Olson will take the COD recommendations back to the USF St. Petersburg Executive Team for discussion.

USF St. Petersburg Degrees Awarded

Dr. Olson asked the COD to review the current list of degrees awarded (to be provided by Jennifer Baker). Any additions/changes need to be returned to Dr. Olson by Thursday, October 9, 2003. Definitions: A full program is any program that a student can take 100% of the program here at USF St. Petersburg. A partial program is one that a student can take at least 50% of the program courses at USF SP.

Faculty/Staff Campaign

A representative is needed to volunteer to spearhead USF St. Petersburg's annual Faculty/Staff campaign. The campaign is designed to raise funds for USF Foundation funds (particularly scholarships).

Update – Enrollment Services

Dr. Hohengarten reported that an open house for prospective students will be held in the Campus Activities Center on November 1, 2003. He expects approximately 300 prospects in attendance. Colleges/units can set up an information table specific to their program and/or college and can be included in the afternoon session as a part of the program if they wish. Dr. Hill expressed a desire to have 30-45 minutes of the afternoon session earmarked for College of Business.

Jennifer Baker will set up a graduate certification meeting in the coming week with the academic deans. Dr. Hill suggested bringing a list of codes and questions in preparation for that meeting.

Update – Academic Colleges

In the interest of the time, the following reported no new discussion items or concerns: Mark Durand for the College of Arts & Sciences, Vivian Fueyo for the College of Education, and Ron Hill for the College of Business.

Update – Poynter Library

Kathy Arsenault requested that a campus security representative be invited to the next Council of Deans meeting to address recent security concerns.

Update – Campus Computing

No new business reported.

Update – Institutional Research and Effectiveness

Liza Stewart distributed handouts regarding the status of each area's assessment outcomes forms. This is the time of year that an update to that process is necessary. She suggested a meeting with outcomes coordinators. Donna Knudsen will set up that meeting to include the academic deans, Jennifer Baker, Liza Stewart and Donna. Vivian Fueyo requested copies of outcomes that have been submitted previously.

Approval of 9/18/03 COD Minutes

Mark Durand motioned for approval of the 9/18/03 COD minutes. Frank Hohengarten seconded the motion. The minutes of 9/18/03 were approved unanimously.

New Business

Dr. Olson invited the group to a reception next Friday evening following the close of business at *A Taste of Wine* (Central Avenue) for the group to meet Dr. Hohengarten's wife.

Adjournment

The meeting was adjourned at 5:10 p.m.