



10-23-2003

Council of Deans Meeting : 2003 : 10 : 23 : Minutes

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USF St. Petersburg
Council of Deans
Thursday, October 23, 2003
9:00 a.m.

Meeting Minutes

Welcome and Call to Order

Dr. Olson welcomed the group and called the meeting to order at 9:09 a.m.
Attending were: Kathy Arsenault, Jennifer Baker, Mark Durand, Ron Hill, Frank Hohengarten, Donna Knudsen, Gary Olson, Jeff Reisberg, Liza Stewart, Mark Wilson
Guests: Joneen Maczis (Student Affairs) and Mark Gaulter (International Affairs)

Commencement

Dr. Olson introduced Joneen Maczis, Coordinator, Student Affairs. Ms. Maczis coordinates the two annual commencement ceremonies. Ms. Maczis shared a handout that lists important dates relative to commencement and asked Council of Deans to post copies in and around their respective office areas. The upcoming ceremony is scheduled at 2 p.m. on December 14, 2003 at Mahaffey Theater. 109 of the 329 graduates have registered to walk but that number is anticipated to grow before the deadline to register (November 14). Currently registered to "walk" are 22 Bachelor's and 1 Master's from Arts & Sciences, 35 Bachelor's from Business, 40 Bachelor's and 8 Master's from Education, 5 international students and 3 from the College of Nursing. Currently number represent a 4% increase over those who participated in the Fall ceremony last year and participation is only expected to increase each year. Readers are needed from each college. Readers are usually faculty members. Ms. Maczis is laying out the script and will be sending a copy to each college to allow readers to familiarize themselves with the pronunciation of names as well as to inform Deans of their roles. A walk-through is being planned for the week preceding the ceremony in consideration of the large number of new administrators and faculty on campus.

The names of faculty who will be attending need to be forwarded to Ms. Maczis as soon as possible. With our growth, space on the stage is becoming an issue. Master's graduates are also seated on the stage in an effort to provide as many tickets for family members and guests in the auditorium as possible. It is suggested that faculty pick only one of the two ceremonies during the year to attend. Full regalia is required.

Dr. Olson commended Ms. Maczis on a job well done at previous ceremonies and requested a copy of previous commencement programs to be sent to each of the Deans and to himself. Dr. Olson requested that the Council of Deans forward any suggestions for honorary degree recipients to him ASAP.

Ms. Maczis will coordinate the date of the walk-through with the appropriate staff; she will make herself available to answer any questions regarding Commencement that the

Council of Deans may have. She is located in Bayboro Hall, Room 111 and her on-campus phone number is 3-4182.

International Affairs

In a follow-up discussion to a proposal presented at a prior COD meeting, Dr. Olson asked for recommendations regarding the International Affairs proposal. Dr. Durand commented that the Colleges have been included in planning meetings, etc. and therefore have a good feel for the direction that is being proposed and feels that it is consonant with what the faculty want. Dr. Hill added that the College of Business is seeking support from external sources to supplement this proposal. Dr. Olson will take another look at the proposal this week and give his final approval on all or most of the proposal.

AVP Updates

Dr. Olson re-visited a “to do” list of items due and respective deadlines with the Council. Specific mention was made regarding: the College Governance Documents, missing faculty transcripts and vitae, mission statement publication, and Faculty Workload and Productivity Report (due by the end of the Fall semester – the plan should be consistent between Colleges).

SACS Reaffirmation

Dan Gardner and Kathleen Moore from USF Tampa conducted an informational meeting with the USF St. Petersburg SACS Steering Committee on Monday, October 20. Liza Stewart shared highlights and handouts of that meeting. Included in the handouts are working flow charts for the reaffirmation dual goals of Compliance Certification and the Quality Enhancement Plan. The compliance certification should be the immediate focus for USF SP and Mark Durand, who represents the campus on the Quality Enhancement Plan goal will keep the campus apprised of those efforts. A sequence of events for the planning of the compliance certification report preparation with a target date for reports contributed by the campuses of January-February 2004. During the meeting with the USF SP SACS Steering Committee, a web presentation was provided. A hard copy of that presentation, which included a list of the leadership and coordination team for reaffirmation was shared with the Council of Deans. Internal review steps were outlined and useful weblinks in the preparation of reports were disseminated. Ms. Stewart is preparing an index of Core Requirements and Comprehensive Standards that the reaffirmation committee has identified as requiring USF St. Petersburg input. This index, as well as the coordinating requirements/standards will be available on the USF St. Petersburg SACS website in the very near future. February 4, 2004 is the deadline for submission of USF St. Petersburg reports to the reaffirmation team. Dr. Gardner will schedule an assessment clinic at USF SP – there is still much to be done in this area; therefore, the Council of Deans is asked to mandate attendance to this clinic by all that are or will be involved in assessment.

Update – Enrollment Services

The Council of Deans previewed the new recruitment CD. The CD is fast-paced and laced clips with quotes from students, faculty and staff as well as beautiful scenery from on campus and the surrounding St. Petersburg community. Dr. Olson commended Dr. Hohengarten's staff, particularly Cyndie Collins, on a job well done. New recruitment brochures were shared with the COD; contact Frank Hohengarten's office if more are needed.

Update - Library

Poynter Library's Jim Schnur, along with WSPF-TV's Bergis Petsch, received the Award of Distinction in the Government/Education category from the Communicator Awards, an international competition honoring excellence in visual communications. The award recognizes special collection librarian Jim Schnur's presentation of Poynter Library's historic 1929 film in a 2002 WSPF-TV documentary. The 1929 film featuring the Vinoy Hotel and local tourist attractions was shot on John P. Jordan on one of the first movie cameras available for home use. Media librarian Jerry Notaro arranged for the preservation of the film and the Society for the Advancement of Poynter Library underwrote the cost of its restoration. The award will be presented to Schnur, Petsch, and library dean Kathy Arsenault at a City Council meeting on November 13.

Update – Campus Computing

Jeff Reisberg reported that digging will begin soon for the COB and CAS fiber to serve the newest areas.

Approval of 10/09/03 COD Minutes

Frank Hohengarten motioned for the approval of the COD Minutes recorded on 10/09/03. The motion was seconded by Ron Hill and unanimously approved.

Adjournment

The meeting was adjourned at 10:35 a.m.