



7-31-2003

Council of Deans Meeting : 2003 : 07 : 31 : Minutes

University of South Florida St. Petersburg.

Follow this and additional works at: https://scholarcommons.usf.edu/regional_chancellor_white

Scholar Commons Citation

University of South Florida St. Petersburg., "Council of Deans Meeting : 2003 : 07 : 31 : Minutes" (2003).
(2003 July-2008 December) Regional Chancellor: Karen A. White. 14.
https://scholarcommons.usf.edu/regional_chancellor_white/14

This Other is brought to you for free and open access by the Office of the Regional Chancellor: Meetings, Statements, and Administrative Materials at Scholar Commons. It has been accepted for inclusion in (2003 July-2008 December) Regional Chancellor: Karen A. White by an authorized administrator of Scholar Commons. For more information, please contact scholarcommons@usf.edu.

Council of Deans

Thursday, July 31, 2003

3:00 p.m.

Welcome and Call to Order

Dr. Olson welcomed the group and called the meeting to order at 3:00 p.m.

Attending: Mark Durand, Vivian Fueyo, Ron Hill, Frank Hohengarten, Jackie Jackson (for Kathy Arsenault), Gary Olson, Jeff Reisberg, Liza Stewart

Minutes: Donna Knudsen

Advancement News

Dr. Olson clarified a temporary change in the reporting structure of the campus's Advancement department. John Collins will now be devoting 100% of his time to fundraising/development efforts. Sudy Tschiderer (Special Events), Lisa Wharton-Turner (Alumni) and Pam Bellis (Public Relations) temporarily report to Dr. White. John Husfield (USF SP Webmaster) temporarily reports to Gary Olson. This reporting structure will remain in place until a new AVP-level Advancement person is hired.

A new on-line news forum, *USF SP E-Notes*, will be introduced shortly on the USF St. Petersburg website. News items should be directed to Pam Bellis. Dr. Olson urged the Deans to appoint a "point person" in their area to pass the news articles along to Ms. Bellis to limit confusion that might occur if the information was passed to Ms. Bellis from a variety of sources.

Faculty Convocation

Dr. Olson distributed a planning document including the agenda for the USF St. Petersburg Faculty Convocation scheduled on September 24, 2003. The event will begin at 4:00 p.m. in the Campus Activities Center with a reception following at 5:00 p.m. at the Snell/Williams House patio. Invitations are being prepared and will be mailed shortly. Dean's are asked to encourage attendance by their faculty; particularly those that are due to receive awards.

Faculty Orientation

Dr. Olson distributed a planning document including the agenda for the USF St. Petersburg Faculty Orientation on August 11, 2003. The event will run from 9:00 a.m. until 5:00 p.m. in the Campus Activities Center and will be followed by a reception at the Snell/Williams House patio. All non-tenured faculty have been invited. This event promises to be an inviting and informative session and Dr. Olson hopes that it will go a long way in helping the campus to achieve its goal of retaining its high quality faculty.

Leadership Council

The Campus Leadership Council, a campus-wide advisory group reporting to the Vice President/CEO, is being revived. The Council is designed to help improve campus-wide

communication and is expected to meet monthly. Dr. Olson urged the Council of Deans to represent Academic Affairs as “one voice, all on the same page.”

Faculty/Staff/POD Funding Priorities

Dr. Olson assured the Council of Deans that Academic Affairs is being well represented in discussions regarding staffing priorities. Recent discussions centered around planning reserve funding to cover emergency needs. Dr. Olson expects a decision on the staffing issue relatively soon. Decisions regarding faculty and POD funding are proving a bit more difficult but discussion continue.

Class Size and Adjuncts

Dr. Olson urged the Council of Deans to keep a close watch on class sizes as the start of classes draws near, particularly those classes that are taught by adjuncts. USF St. Petersburg does have a history of late registration, making it even more important to keep apprised of current data. Jennifer Baker and Cyndie Collins can be most helpful with historical class size data.

Frank Hohengarten and Liza Stewart are building historical tables for USF St. Petersburg of enrollment data that has not been available before now for this campus. Their efforts will be invaluable to the campus’s planning for future enrollment. One recent effort by Frank has been to send a letter (under Dr. White’s signature) to students who have enrolled but not registered encouraging them to do so. In the future he plans to send letters to students who are taking a greater percentage of their courses in St. Petersburg during a specified period of time but who have not declared USF St. Petersburg as their “home” campus.

Liza is working on a program using Oasis (hopes to have available by Monday) that will list data by course that provides current enrollment figures, including student credit hours generated and a caps-to-enrollment comparison.

Ben Bissell’s New Book

Dr. Olson distributed copies of an ad for Ben Bissell’s book entitled, Handling Conflict with Difficult Faculty. A paper presented by Dr. Peter French (USF Sarasota) at the Regional and Branch Campus Administrators Conference sponsored by the University of South Carolina in June, 2003 held in Longboat Key, Florida. The paper is entitled, Aligning Policy and Practice to New Realities: Changing Administrative Guidelines for Regional Campuses at the University of South Florida.

Furniture Requests

Furniture requests for faculty and staff should be filtered through the appropriate Dean first before being directed to Jennifer Baker.

SACS Updates

USF St. Petersburg is seeking accreditation as a separately accredited unit by SACS while concurrently participating in the university-wide SACS Reaffirmation .

Frank Hohengarten serves on the Compliance Certification Committee for the Reaffirmation effort. He distributed a list of campus and college contact persons which did not include contacts for USF SP Colleges. The decided contacts will be:

Arts & Sciences – Mark Durand
Business – Mark Wilson
Education – Steve Micklo

Additionally, USF SP names were requested for the internal review teams (QEP). They are as follows:

Governance & Administration – Gary Olson
Institutional Effectiveness, Research and Planning – Liza Stewart
Educational Programs – Vivian Fueyo
Faculty – Ron Hill
Library & Learning Resources – Kathy Arsenault
Student Affairs & Services – Charles Brown
Financial & Physical Resources – Abdul Nasser

Approval of Minutes

Vivian Fueyo motioned for approval of the COD meeting minutes recorded on 7/24/03. The motion was seconded by Frank Hohengarten. The minutes of 7/24/04 were approved unanimously.

USF St. Petersburg Catalog

The USF St. Petersburg Undergraduate Catalog has been through two reviews. The Deans are asked to provide their final comments/edits to Liza Stewart by noon on August 14, 2003.

New Business

Kudos to Campus Computing

Dr. Hill thanked Jeff Reisberg for a superb effort by he and his staff in a swift and efficient transition of the College of Business to Bayboro Station.

Jeff Reisberg has recently been certified through the City of St. Petersburg as an official telecommunications provider, enabling him to run fiber optic cable underground. The underground cable will become the primary source of connectivity for Bayboro Station and will allow the wireless system to be utilized as a backup source.

Spring Schedules

The Deans were reminded to get their spring scheduling requests to Jennifer Baker next week and were encouraged to spread the classes out throughout the week and time slots as much as possible.

Enrollment Projections

Frank Hohengarten distributed an example from Eastern Illinois of a Headcount Enrollment Projection and asked the Deans to outline additional data that they feel would be helpful to them in their planning. Requests included:

- breakdown by class year
- by declared major and undecided
- like information on grad students
- FTE's per unit
- SCH

College of Business

Dr. Hill invited all to stop by and visit the College of Business in its new location at Bayboro Station.

College of Arts & Sciences

Dr. Durand announced that Dr. Gary Mormino, co-director of the Florida Studies Program of Distinction, presented at a series of events for Florida teachers and received publicity by the *Tampa Tribune*.

College of Education

Dr. Fueyo reported that the College of Education has recently completed a three-year plan of projected courses to grow the Ed Leadership programs and enjoyed two days of strategic planning assisted by the expertise of a former education superintendent.

Adjournment

The meeting was adjourned at 4:32 p.m.

The next meeting of The Council of Deans will be held at 3:00 p.m. on Thursday, August 7, 2003 in BAY 220.