



10-30-2003

## Council of Deans Meeting : 2003 : 10 : 30 : Minutes

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USF St. Petersburg  
**Council of Deans**  
Thursday, October 30, 2003  
3:00 p.m.

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: Jennifer Baker, Mark Durand, Ron Hill, Frank Hohengarten, Jackie Jackson (for Kathy Arsenault), Donna Knudsen, Gary Olson, Jeff Reisberg, Liza Stewart

**AVP Updates**

*International Affairs*

Dr. Olson has approved in principle the International Affairs proposal presented to the Council of Deans in a previous meeting. Follow-up discussions are planned to review the budget and operational set-up.

*Commencement*

A walk-through date will be scheduled for the upcoming December Commencement. While normally a Student Affairs function, Dr. Olson has offered the help of Academic Affairs to assist if needed as this will be Dr. Brown's first Commencement. Jim Fellows has been asked to emcee the ceremony. Jennifer Baker will schedule a meeting with the five Deans to review the program.

*Salary Adjustments*

Dr. Olson commended Jennifer Baker on a job well done in coordinating this effort. The Deans are asked to be particularly careful with the calculations prior to sending out letters to salary adjustment recipients. Copies of those letters should be forwarded to Jennifer.

*Grants*

Grant information and applications are now available by accessing the USF SP Academic Affairs website. The deadlines are quickly approaching and the Academic Deans are asked to encourage their faculty to review this information. All grant applications should be reviewed and signed by the College Dean and the AVP for Academic Affairs before submission to Tampa.

*USF SP Program Offerings*

A draft of the USF SP Programs Listing was distributed again. The Deans are asked to review and return any revisions to Jennifer Baker by noon tomorrow.

### **Update – Enrollment Services**

The USF St. Petersburg Open House is scheduled this Saturday from 10 a.m. until noon. Dr. Hohengarten thanked the Deans for their willingness to participate and asked for their feedback after the event.

### **Update – Arts & Sciences**

Dr. Durand reported that the College is holding discussions regarding the broadening of the Learning Community program. A vote will be held tomorrow to approve the College By-Laws.

### **Update – College of Business**

Dr. Hill reported that the College is continuing its discussions with the City of St. Petersburg and Florida Progress regarding the Corporate Responsibility module. Florida Progress has committed \$150K towards this effort. Thirty \$2500 undergraduate scholarships will be made available and \$5000 will support Florida Progress Faculty Fellows. It is hoped that this will provide additional resources for the faculty research pool.

### **Update – College of Education**

Dr. Fueyo reported that the College's membership request has been accepted for membership into the Association of Colleges of Teacher Education.

Additionally, a group of COE faculty visited Largo High School and met with approximately 200 students in the Teacher Education track of the school's magnet program. Dual Enrollment possibilities are being discussed. These students are being invited to USF St. Petersburg in January to shadow COE students.

### **Update – Poynter Library**

The St. Petersburg Bar Association is sponsoring a display appearing in the Library over the next couple of months entitled *Legacy of Courage, Truth and Hope*.

### **Update – Campus Computing**

Jeff Reisberg notified the group that Verizon offers the ability to extend phone and computer services as an extension building to north county locations. The campus should keep this in mind when making its decisions regarding off-campus sites.

Dr. Olson added that the decision for off-campus sites needs to be made soon as Baycare is expecting an answer regarding Summer 2003 offerings and offered to escort the three academic deans on a tour of the three facilities being considered.

**Update – Research and Institutional Effectiveness**

Liza Stewart reported that revisions are being made to the Undergraduate Catalog and she hopes to have it completed by next week.

**Approval of 10/23/03 COD Minutes**

Frank Hohengarten motioned for approval of the minutes recorded at the 10/23/03 COD meeting. Ron Hill seconded the motion. The minutes were approved unanimously.

**New Business**

Academic Affairs has a new SISCO conference phone available. Its updated features allows for more efficient conference calling.

AVP for Administration & Finance, Abdul Nasser, has agreed to host the next Final Friday reception (November). Ron Hill offered that the following reception in January (there will not be a December reception) could be hosted by the College of Business at the Florida Progress building.

**Adjournment**

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