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Council of Deans Meeting : 2003 : 08 : 14 : Minutes

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**USF St. Petersburg
Council of Deans Meeting
August 14, 2003**

Minutes

Welcome and Call to Order

Dr. Olson welcomed the group and called the meeting to order at 3:02 p.m.

Attending: Kathy Arsenault, Jennifer Baker, Mark Durand, Vivian Fueyo, Sonia Helton, Frank Hohengarten, Donna Knudsen, Gary Olson, Jeff Reisberg, Liza Stewart, Mark Wilson (for Ron Hill)

AVP Update

Dr. Olson distributed a book recommended by Dr. White entitled Succeeding in an Academic Career (edited by Mildred Garcia).

As the campus will be gearing up for a major push on the SACS effort, one area the Academic Deans need to be particularly vigilant on is faculty credentialing. The Deans are asked to conduct a thorough review of current assignments, paying close attention to adjuncts. The reporting period for SACS will be for Fall 2003 and Spring 2004. A faculty member must show an original transcript detailing 18 hours in the discipline in which they are teaching. While a few exceptions can be made with documentation of practical experience, these need to be kept to a minimum. The Academic Deans will be the accountable parties for their faculty credentialing and will be asked to “sign off” each semester that they have reviewed and are satisfied that the faculty in their College meet the 18-hour rule.

Dr. Olson reminded the Council of Deans about the monthly faculty mentoring meetings and workshops. This is yet another way in which the campus hopes to improve faculty retention. While the recent orientation was well attended by new faculty, the number of untenured faculty who attended was low. As these monthly meetings will include topics relative to tenure, the untenured faculty will be urged to attend. The academic Deans were asked to remind their faculty at the first College faculty meetings of the following mentoring program dates:

September 26, 2003	3 p.m.	DAV 105
October 24, 2003	3 p.m.	DAV 105
November 21, 2003	3 p.m.	DAV 105

The new campus online communication tool, *E-Notes*, should assist with this type of communication in the future. Dr. Fueyo suggested that the academic Deans should be copied on all invitations to untenured faculty in the future.

Reminder: The All Faculty Meeting is scheduled for August 22, 2003 beginning at 9:00 a.m. All new Deans will be introduced but they will not be required to make a presentation. All 51 new faculty members will be introduced.

The budget discussions are moving along slower than anticipated. One proposal on the table regarding staffing requests is to request that departments/colleges put forward names of candidates for consideration of a base budget increase of \$5K each. These increases would be presented as an “award.” Faculty requests are not as urgent at this time with the exception of needs in the College of Business (Management and Accounting).

The College of Arts & Sciences will be moving to Davis Hall, Suite 100 tomorrow (August 15) and Academic Affairs will be moving in to the Bayboro Hall, Suite 204 the same day. All future meetings of the Council of Deans will be held in the Academic Affairs Conference Room in the Bayboro Suite.

Large Instructional Space

Dr. Durand raised the issue of additional space needed to teach larger classes. He inquired as to the use of Davis Hall, Room 130 as instructional space. While that space has and can be used for classrooms, it is less than ideal due to set-up limitations. In addition, it is one of few spaces on campus that is available for community and campus-wide activities and events. Jennifer Baker suggested that an alternative space could be FCT 118, which holds 80. She also mentioned that others on campus are experiencing the classroom space problem from the opposite viewpoint – a shortage in seminar spaces. Dr. Olson agreed that plans for campus growth needs to include large instructional space and shared that plans for the Science & Technology complex include state-of-the-art classrooms and auditoriums. Proposed acquisitions by the campus might also include large instructional space. In the interim, expanding the schedule to include time slots and days not currently being utilized should provide some help in this matter.

SACS Update

Dr. Sonia Helton is working this Fall full-time on faculty credentialing issues. The College of Education review is nearly complete. This will be followed by the College of Business and then Arts & Sciences. The first issue is to gather all original transcripts into one location (Academic Affairs) with a copy to the College. Currently original transcripts are located in the College files, the Vice President’s Office files and in Academic Affairs. Dr. Helton is entering the data regarding USF SP faculty into the FAIR system which will be used both for the university-wide reaffirmation effort and concurrently for the campus-wide separate accreditation effort. The FAIR system lists degrees, courses taught, the 18-hour information and allows for comments. This system will generate faculty rosters but will not be available to run an update until October 12, 2003. Obtaining original transcripts must now be a condition of employment. A few examples of exceptions to the 18-hour rule were discussed. Dr. Helton will schedule a one-on-one meeting with each Dean prior to the review of that College’s faculty credentials.

College of Arts & Sciences Update

Dr. Durand shared that Dr. Sarah Partan has been invited to make a presentation in New Orleans at an event sponsored by the Dutch Science Foundation.

Dr. Durand will take part in discussions tomorrow that will explore possibilities of creating and expanding writing and math at USF St. Petersburg. He hopes to see a writing center on campus in the future. Kathy Arsenault requested to be briefed on those discussions as these types of centers may fall under the library's responsibilities for SACS reporting.

College of Business Update

Dr. Mark Wilson shared that several faculty from the College of Business recently presented papers at Academy of Management meetings.

All Business classes previously offered at St. Petersburg College's (SPC) Clearwater Campus will be moved to the University Partnership Center located at SPC's Seminole Campus. The College of Business Management team has toured the facility and the entire COB faculty will tour the facility following the All Faculty Meeting on August 22 (1:30 p.m.). Dr. Wilson invited members of the Council of Deans to join the COB on this tour if they are available.

Dr. Olson suggested that the campus continues to explore possibilities for the University Partnership Center as well as for the Baycare facility. One possibility might be revenue-generating certificate programs.

College of Education Update

The College of Education just received good news in that it has been approved for Institutional Membership by the Florida Association of Colleges of Teacher Education (FACTE). This is an important affiliation as the College heads towards NCATE accreditation.

Enrollment Services Update

Frank Hohengarten distributed a Fall Final Benchmark for Headcount. As of August 10, First Time in College (FTIC) applicants have increased 21% and transfers have increased 41%. Those admitted have increased as follows: FTIC – 6%, transfers – 34%.

The trend seems to show an increase in the lower divisions as might be expected with the transition from an upper division only to a four-year institution in recent years. FTIC figures are up 477% compared to figures in 1998. It was pointed out that more funding is received from the state per FTE for doctoral students but needs to be weighed against tuition waivers, etc.

A raw headcount was run again and totals approximately 4,200 compared to 3,963 (final) last year. The figures for post-baccalaureate are still being sorted out but the breakdown for undergraduate is as follows:

+26 Freshmen
+108 Sophomores
+150 Juniors
+80 Seniors

Members of the Council of Deans were encouraged to become familiar with the InfoMart system and they in turn requested similar information to that shared today run by FTE and/or SCH.

Poynter Library Update

Kathy Arsenault shared that the Library has had a new satellite dish installed. This is part of a new program to broadcast useful and newsworthy items on televisions located throughout the campus. This effort is being coordinated by Nancy Coscia, Student Affairs.

Campus Computing Update

Changes to the Campus Directory are due tomorrow.

Construction begins Monday on the fiber optic cable system to power IT at Bayboro Station.

Five-digit dialing is now available from USF Tampa to USF St. Petersburg

Approval of 8/7/03 COD Minutes

Dr. Durand motioned for the approval of the Council of Deans meeting minutes recorded August 7, 2003. The motion was seconded by Dr. Fueyo. The minutes were approved unanimously.

New Business

Dr. Durand expressed concern that travel requests (for 30 days or more or for out-of-the-country travel) still require approval by the Provost in Tampa. Dr. Olson scheduled a time for Dr. Durand to meet with him to resolve this issue.

Campus Computing is looking at a program that will be available campus-wide that will allow for shared calendars.

Adjourned

The meeting was adjourned at 4:45 p.m.