



8-21-2003

## Council of Deans Meeting : 2003 : 08 : 21 : Minutes

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USF St. Petersburg  
**Council of Deans Meeting**  
August 21, 2003

**Minutes**

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

**AVP Update**

*Renovations:* Renovations to the Piano Man and SPA buildings are progressing after a slower than anticipated start.

*First Week of Classes:* A couple of hospitality areas are being set up and staffed by Student Affairs during the first week of classes. A free Coca-Cola booth will be set up near 7<sup>th</sup> Avenue between Davis and Bayboro Halls. A free bottled water station will be staged in Poynter Park as the students begin their trek to and from Bayboro Station for the first time.

*College Faculty Meetings:* As COD members prepare for the first faculty/unit meetings of the semester, Dr. Olson encouraged a review of the agendas and minutes from the COD meetings for topic reminders.

*Variable Courseloads:* Dr. Olson will announce at tomorrow's faculty meeting that the Vice President's Task Force on Faculty Roles and Rewards has recommended the campus implement a variable courseload policy. Dr. Hill recommended that the academic Deans get together to agree on campus-wide fundamental principals, clear expectations and clear measurements for this policy.

**Start-Up Funds**

Faculty start-up funds will be decentralized to each College and the transfer to the Colleges should take place within the next couple of weeks. These funds must be spent during the current fiscal year. Commitments that have been made to date have been included in the faculty member's letter of offer. Academic Deans are encouraged to obtain copies of these offer letters from Dr. Olson.

**Williams House Events:**

The renovations to the Williams House will be completed soon. Council of Deans members are encouraged to consider events that might be appropriate use of the facility for their colleges/units. The monthly "final Friday" reception will likely take place at the Williams House. The Leadership Team will be drafting a policy shortly to outline appropriate use of that facility.

### **Concessions Budget Policy:**

Dr. Olson distributed a handout outlining broad policy with regard to the use of Concessions funds. Each College will maintain its own Concessions budget. Dr. Olson reminded the Deans to be responsible with funding.

### **Arts & Sciences Update**

The College's website is under construction and should have a new home page soon.

Dr. Durand is conducting a thorough review of A&S faculty credentials. This has resulted in some "no contracts." [note: Letters of Offer state "pending review of your credentials"] Dr. Durand asked for assistance from Liza Stewart with analyzing transcripts of international students.

### **College of Business Update**

Dr. Hill also requested additional instruction on the review of credentials.

The College of Business will be moving all of its classes formerly offered at SPC Clearwater to the University Partnership Center located at SPC Seminole. The College of Business staff has hand-addressed 450 letters to students affected by this move with minimal complaints received. In addition, recent discussions with Lars Hafner have explored the possibility of offering COB classes at the ICOT Center with hopes for a stand-alone facility in that business park by 2005.

### **College of Education Update**

Dr. Fueyo announced that the College of Education has been part of negotiations taking place between Campbell Park Elementary School and Pinellas County Schools. The result is that the school, designated as a university-affiliated school, has dedicated classroom and office space to USF St. Petersburg. Currently USF St. Petersburg is offering 15 classes, servicing 350 students. Of the 8 faculty assigned to the Campbell Park Elementary location, 6 are new faculty. Jeff Reisberg is following through on placing PCs and a VCR at Campbell Park as part of that agreement.

### **Enrollment Services Update**

Dr. Hohengarten inquired about a system for obtaining used computers. [Answer: there is a system in place – see Jeff Reisberg.]

Dr. Hohengarten is considering using the University Partnership Center's meeting facilities to gather a meeting school guidance counselors.

Dr. Hohengarten encouraged the use of faculty to speak to guidance counselors and prospective students. He would like to enhance the relationships between USF St. Petersburg faculty and faculty at community colleges and high school faculty. He also

requested that the academic Deans come speak to his Enrollment Services staff and he offered to meet with the faculty at College faculty meetings.

A distributed handout outlined a 2-year comparison of registered students. The data, processed by Frank and Liza, now brings the totals to the most on-target to date. Enrollment figures will now allow the campus to plan more efficiently as the information includes classes that students are taking elsewhere.

Dr. Olson will be meeting with Frank and Liza each morning at 9 a.m. during the first week of classes in the Academic Affairs conference room. All COD members are invited to join in these brief daily meetings to review the most up to date enrollment figures. In addition the academic Deans are encouraged to continue reviewing Oasis data regularly.

Dr. Hohengarten requested to be copied on all course cancellation notifications.

### **Library Update**

The Poynter Library recently acquired a large microfilm collection from the City of St. Petersburg spanning 1930-1980's. This collection will help local historians and be a boost for the Program of Distinction on Florida Studies. Dr. Olson suggested that the Library contact Pam Bellis for a press release on this acquisition (and the Deans requested a copy of the press release).

The recent subscriptions problem has begun to look better. The academic Deans are urged to notify their faculty to review current subscriptions and notify the Library if additional subscriptions are requested. A new subscription of *Financial Times* has been received but the Library does not know who it belongs to.

### **Campus Computing Update**

Jeff Reisberg reported that the digging has begun on the fiber optic underground placement for Bayboro Station. There are still areas that require additional work at Bayboro Station (conference room and outside of Dean's area) but the overall computing picture for that new facility looks very good.

### **Institutional Research and Effectiveness Update**

Liza attended a meeting yesterday in Tampa with Diane McKinstry with the Director of Evaluation and Testing there. USF Tampa is requesting that USF St. Petersburg take responsibility for administering the C.L.A.S.T. exam (College Level Academic Skills Test). The exam is administered 3 times a year and is a revenue-generating possibility for USF SP. While testing has been offered at USF St. Petersburg in the past, the administration and oversight was the responsibility of USF Tampa personnel. Liza and Diane will review the process when the exam is administered in October with the intent to begin administration and oversight of the testing at USF St. Petersburg in February.

A new Institutional Research and Effectiveness web site is currently under construction. Among other things, the site will include student data.

**Approval of 8/14/03 COD Minutes**

Ron Hill motioned for approval of the 8/14/03 COD meeting. The motion was seconded by Mark Durand. The minutes were approved unanimously.

**New Business**

Liza Stewart informed the Deans of a great website publishing opportunities for research funding (state, federal and foundation). She will send the web link to COD members.

**Adjournment**

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