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(2003 July-2008 December) Regional  
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11-6-2003

## **Council of Deans Meeting : 2003 : 11 : 06 : Minutes**

University of South Florida St. Petersburg.

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USF St. Petersburg  
**Council of Deans**  
Thursday, November 6, 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: Kathy Arsenault, Jennifer Baker, Vivian Fueyo, Ron Hill, Frank Hohengarten, Donna Knudsen, Gary Olson, Darryl Paulson, Jeff Reisberg

**AVP Updates**

*Student Travel to Scholarly Conferences*

Through a generous gift by Mr. and Mrs. Andy Barnes, USF St. Petersburg has the opportunity to award 10 students \$500 each to attend professional and scholarly conferences. Students presenting papers should be given priority but all are eligible. Award recipients should prepare statements regarding their experiences and benefits of receiving the awards. Dr. Olson requests suggestions by the three academic deans regarding the selection process by Monday, November 17.

*Off-site Course Offerings*

A determination regarding off-site location(s) as quickly as possible. Jennifer Baker will schedule a meeting with the academic deans for further discussion (and possible tours). Kathy Arsenault reminded the academic deans to notify David Brodosi as soon as possible about any televised courses that are planned.

**Update – Enrollment Services**

An academic regulations committee is being developed. Dr. Hohengarten proposed that academic advisors serve on this non-policy making committee. The goal for determining the make-up of that committee is December 5, 2003. Regarding graduate certification, Dr. Hohengarten is recommending three new college codes. A meeting will be scheduled with the Dean of Graduate Studies in Tampa and all involved parties at USF SP as a formal agreement is necessary to comply with the Memorandum of Agreement. A similar agreement will be necessary with Undergraduate Studies in Tampa as well. Jennifer Baker will arrange a meeting with the three academic deans, Dr. Hohengarten and Dr. Olson as soon as possible after the Graduate Studies meeting.

**Update – Arts & Sciences**

Dr. Darryl Paulson reported that the College Bylaws were adopted last week. The College has four cases under review for tenure and promotion.

### **Update – College of Business**

Dr. Hill reported that the College held a faculty meeting yesterday, made a minor revision to the mission and a unanimous approval followed. The College is close in finalizing its College Advisory Board and Dr. Hill is enthusiastic about the caliber of the community members willing to serve. In a disappointing move, Florida Energy has decided not to fund the Midtown Scholarships as previously hoped. The College is moving ahead and exploring alternative funding options.

### **Update – College of Education**

Dr. Fueyo reported that the College's governance document went forward for ratification today and she is confident that it will be approved.

### **Update – Poynter Library**

Kathy Arsenault reported on a Library system meeting held this morning and all campuses reported amazing growth in the most recent five years.

### **Update – Campus Computing**

The proposal for funding of recurring costs for the telephone system was approved. This decision provides for no expenses to be incurred for colleges and departments for phones and faxes in this current year.

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

Frank Hohengarten motioned for approval of the minutes recorded at the 10/30/03 COD meeting. Ron Hill seconded the motion. The minutes were approved unanimously contingent upon the change in spelling to CISCO of the phone system provider.

### **New Business**

Dr. Hohengarten reported that the search for a Director of Admissions & Records is moving along well with six telephone interviews conducted today. He hopes to invite candidates to campus and make an offer before the December holidays.

Dr. Paulson mentioned that Carl Kuttler (SPC) is the next scheduled speaker at *Tiger Bay*. He expressed disappointment that USF SP has not had a larger presence there. Dr. Olson agreed to discuss this with the Leadership Team.

Jennifer Baker, Liza Stewart and Gary Olson will be meeting all day on November 17 to determine revisions to the catalogs in order to meet a turn-around deadline of November 24 to Kathleen Moore and Ralph Wilcox. The academic deans are asked to make themselves available for questions on that day.

### **Adjournment**

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

