



1-8-2004

Council of Deans Meeting : 2004 : 01 : 08 : Minutes

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USF St. Petersburg
Council of Deans
Thursday, January 8, 2004
3:00 p.m.

Meeting Minutes

Attending: Kathy Arsenault, Jennifer Baker, Mark Durand, Deni Elliott, Vivian Fueyo, Ron Hill, Frank Hohengarten, Donna Knudsen, Gary Olson, Jeff Reisberg, Liza Stewart

Welcome and Call to Order

Dr. Olson welcomed the group and called the meeting to order at 3:03 p.m.

Introduction of Dr. Deni Elliott

Dean Mark Durand introduced Dr. Deni Elliott, the Poynter-Jamison Chair in Media Ethics and Press Policy. Dr. Elliot is an internationally prominent scholar in Ethics. She received her doctoral degree from ~~Harv~~~~oward~~~~Howard~~ University and just prior to her move to USF St. Petersburg, was employed by the University of Montana. Dr. Elliot produces a weekly radio show, "Ethically Speaking" which is nationally run through ~~NPR~~~~PRX~~. At St. Petersburg, Dr. Elliot will direct the PEEC Program.

Dr. Elliot expressed her delight in joining the USF St. Petersburg faculty and her enthusiasm for a more national focus for the Ethics Program here. Dr. Elliot advised the COD that she will be soliciting much input from all colleges regarding the direction of the program.

AVP Updates

Tampa COD

The Tampa Council of Deans will be holding its next monthly meeting here at USF St. Petersburg on Monday, February 2. While space for the meeting is still an issue, Dr. Olson hopes to be able to invite the USF St. Petersburg Deans to attend. At the very least, the USF SP COD is invited to lunch that day at noon at the Williams House. A campus tour will follow the luncheon at approximately 12:45 p.m.

Student Government Meeting

Dr. Olson attended a meeting yesterday with Student Government leaders. One concern mentioned was the number of books and textbooks required in any one class. While USF St. Petersburg administration will not dictate a limit on the number of required books, the Academic Deans are asked to pass on this concern to their faculty. Dr. Hill mentioned the use of on-line books whenever possible.

College Meetings

Dr. Olson offered to attend and speak to any of the College faculty meetings to provide updates on important issues such as autonomy, etc.

AVP, External Relations

A new Associate Vice President for External Affairs (previously Advancement) has been hired. The COD is asked to begin to compile a list of newsworthy items and notable stories for possible publication. Donna Knudsen will invite Dr. Kicklighter to an upcoming COD meeting for introduction.

MLK Breakfast

Academic Affairs, Student Affairs and Arts & Sciences will each be sponsoring a table at the breakfast. The breakfast is the same morning as the parade (Monday, January 19). Please notify Jennifer Baker if you will be attending and require a spot at the Academic Affairs table.

Faculty Credentials

The Academic Deans are reminded to turn in their Spring certification regarding faculty credentials.

At a recent Tampa COD meeting, USF St. Petersburg impressed the attendees with a 92% completion of the faculty credentialing process. Other regional campuses scored at 12-15% with the Tampa campus as a whole only reaching 22%. Congratulations to Liza Stewart and Sonia Helton for their hard work.

Legislative Plus-Ups

The deadlines for Legislative Plus-Ups are: January 10 to Dr. Olson, January 15 to Tampa.

Sabbatical Process

USF St. Petersburg now has responsibility for the sabbatical process. It is important that the campus mirrors Tampa's process as it is union-negotiated. The Academic Deans are requested to hold a vote by their faculty for one tenured faculty member from each college to serve on the campus-wide sabbatical committee. There are three levels of sabbatical available:

One semester with full pay

One full year at half-pay

One full year at two-thirds pay (must have at least 12 years with USF)

Dr. Olson is soliciting input from the academic deans regarding the maximum number of sabbaticals offered. The sabbatical application will be placed on-line soon.

SACS

A meeting was held on December 22 to discuss delegation of the remaining authority necessary to satisfy SACS requirements. This delegation of authority has been announced publicly at several university-wide meetings by Tampa administrators and a letter delegating that authority is being drafted by the Office of General Counsel.

The faculty directory (with faculty photos, vitae and syllabi) will be available soon. Liza Stewart and John Husfield are de-bugging the program that had been outsourced to an outside programming agency.

The application is on target time-wise and will be reviewed by the consultant, Margaret Sullivan at the end of January.

Strategic Plan

A strategic planning committee has been re-convened with a day-long workshop scheduled on Friday, January 16 to draft the document that will be included as supporting information to the SACS application.

Centralized Scheduling

All course scheduling and classroom assignments need to remain centralized through Academic Affairs to minimize problems. The Deans are asked to continue follow the processes in place and to encourage their faculty to do the same.

Update – Arts & Sciences

Dr. Durand shared a new continuing education program being developed “DNA for Lawyers.” Please email names of potential contacts (persons that would find this information valuable) to Dr. Durand as soon as possible.

Update – Enrollment Services

Dr. Hohengarten handed out the preliminary figures for Spring Enrollment. Current figures show a 6% increase over Spring 2003. Dr. Olson requested Spring SCH information.

The new Director of Admissions joins USF St. Petersburg on January 20. Donna Knudsen will arrange with Dr. Hohengarten a date for the Director to be introduced to the COD. Dr. Hohengarten feels that the new Director will be instrumental in obtaining better enrollment statistics for USF St. Petersburg.

Also handed out were grade distributions for the Fall term to the academic deans. The number of final grades submitted in a timely fashion by faculty was fairly good. However, the academic deans are asked to remind their faculty not to turn in grade sheets directly to Tampa. Dr. Olson reminded the group that there still is a large number of the faculty that are not turning in mid-term grades for Freshmen and Sophomores.

Update – College of Business

Dr. Hill reported on a meeting with St. Petersburg College to develop a program that allows students of SPC’s 4-year Technical Management to go directly into USF SP’s MBA program following a 6-week “boot camp”. A similar program is being developed with Eckerd College.

Update – College of Education

Dr. Fueyo was pleased to report that NCATE is willing to extend the application deadline for USF SP’s COE while continuing to remain under the university-wide COE NCATE accreditation umbrella.

The search for the Leadership position in Education has been extended to hopefully provided for a candidate pool with greater depth. The new deadline for application is February 13.

Dr. Fueyo met with Congressman Jim Davis who is very supportive of the College’s programs and ideas and has been instrumental in exerting pressure to support programs in the past.

Progress Energy has asked Dr. Fueyo to conduct a series of workshops to train corporate partners to work with schools.

Update – Poynter Library

Dean Arsenault reported that she received very positive feedback from one of the campus librarians who attended a seminar in Tampa on working with diverse populations. She has other library staff who would benefit from such a seminar and Tampa personnel are willing to hold a seminar here at USF St. Petersburg. Dean Arsenault will ascertain the capacity for such a seminar and coordinate the effort if there is enough interest throughout the rest of the campus.

Update – Campus Computing

The large project of channeling cable under the canal south on Third Street was completed over the holidays. This means no interruption in service during the scheduled demolition of the bridge.

Campus Computing plans to Blackboard Training opportunity to faculty on January 16 – although the date can be changed if necessary. Members of the COD suggested that staff should be encouraged to attend as well.

Update – Research and Institutional Effectiveness

The test version of the faculty directory has been received and Liza Stewart and John Husfield are “tweaking” the program. The database is fully loaded with the information as soon as the program is ready.

Liza asked the academic deans to remind their faculty that syllabi for the Spring semester are due to Liza by the end of drop/add. The preferable method is for the College to collect all the syllabi together on one disk.

Liza thanked the COD for assisting in timely preparation and submission of information for the reaffirmation effort. USF St. Petersburg is the only unit that has met each and all deadlines.

Approval of the COD Minutes of 12/4/03

Dr. Fueyo motioned for approval of the minutes recorded at the COD meeting on 12/4/03. Dr. Hohengarten seconded the motion. The minutes were approved unanimously.

Adjournment

With no new business, the meeting was adjourned at 4:42 p.m.