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Council of Deans Meeting : 2004 : 01 : 22 : Minutes

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USF St. Petersburg
Council of Deans
Thursday, January 22, 2004
2:30 p.m.

Meeting Minutes

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

Guests: Charles Brown and Joneen Maczis, Student Affairs
John Husfield, Webmaster
Holly Kickliter, External Affairs
Kevin Coughlin, Admissions
Cyndie Collins, Academic Advising

Welcome and Call to Order

Gary Olson welcomed the group and called the meeting to order at 2:30 p.m. Dr. Olson introduced Dr. Charles Brown, Associate Vice President for Student Affairs and Ms. Joneen Maczis, Coordinator in Student Affairs

Commencement

Dr. Brown commented while Student Affairs has heard positive comments regarding the December commencement, there is always the opportunity for refinement of the process and requests any comments/suggestions from the COD. It is his desire to involve the entire campus community in the Commencement exercise. Student Affairs is soliciting additional input from the Colleges. The Deans are requested to appoint a representative from their college to be the "point person" regarding Commencement.

Joneen Maczis has begun the planning process for the Spring ceremony and shared hand-outs establishing a timeline for such planning. The College representatives will work with Joneen to ensure that these deadlines are met. In addition, Joneen suggests that a graduation checklist be posted in or near each College office. One goal is to work earlier with the Chair of the honors and awards committee to ascertain which students will be receiving honors. The Spring script is being reviewed and Joneen will work with Holly Kickliter (new Assist. VP for External Affairs) to design a press release approximately 2 weeks to a month prior to the ceremony.

Presentation of Faculty Directory

Dr. Olson introduced John Husfield, USF St. Petersburg's Webmaster. John and Liza Stewart have been working with an outside agency to design the online faculty directory. This directory will be searchable in a number of ways and provide photos, faculty office and telephone information, a brief bio and links to the courses that faculty member is currently teaching, a syllabus for each course and his/her vita. Dr. Olson commended their efforts. The new directory will be up and running online in approximately two weeks.

Introduction of Holly Kickliter, Assist. VP, External Affairs

Dr. Olson introduced Ms. Kickliter who will officially be joining the campus next week. Ms. Kickliter shared a hand-out outlining the format for submitting information to build USF St. Petersburg's Media Expert List. The COD is asked to provide newsworthy items that can be shopped out to local media as well. Ms. Kickliter's office is located in the Vice President's Suite in Bayboro Hall and she can be reached by phone at 3-4455 or by email at hkicklit@stpt.usf.edu.

Introduction of Mr. Kevin Coughlin, USF SP's new Director of Admissions

Dr. Frank Hohengarten introduced another addition to the USF SP family, Mr. Kevin Coughlin. Mr. Coughlin will serve as USF St. Petersburg's first Director of Admissions. Kevin is happy to join USF St. Petersburg and is excited for its positive outlook for the future. His office is located in Bayboro Hall, Room 104 and he can be reached by telephone at 3-4143 or by email at kevinc@stpt.usf.edu.

AVP Updates

Dr. Olson will be out of town tomorrow, 1/23/04. Dr. Mark Durand will be his designee.

Faculty Colloquium

There was some discussion regarding the need for a continuing campus-wide colloquium as was started at the beginning of the Fall semester. After discussion, it was decided that it is not necessary as each College now has its own.

Budget News

Overhead returns will be forthcoming shortly. Each of the three academic deans will be received a 1/3 share. These are unrestricted, discretionary funds. Jennifer Baker will provide a spreadsheet detailing the disbursements. Dr. Olson thanked Ian Phillips, (Research, USF Tampa) for his support and expressed his hopes to make the case for a higher return once USF St. Petersburg's AVP for Research is hired and on board.

Sabbatical Committee

A list of eligible faculty to serve on this important committee will be sent out shortly. Dr. Olson urged the academic deans to provide results for elections to this committee as soon as possible. The general guidelines and the sabbatical application are available online through the Academic Affairs website. Dr. Olson will meet with the academic deans to set more specific guidelines that are consistent across the three colleges.

Writers' Conference

The annual Writers' Conference will again be held at USF St. Petersburg. This will displace some classes on February 6 and February 7. Jennifer Baker provided a handout of those classes affected.

USF Tampa COD

USF St. Petersburg will host the USF Tampa COD meeting here on February 2. The three academic deans are encouraged to attend the meeting from 9:30-12 and all are invited to attend a luncheon reception beginning at noon in the Williams House followed by a campus tour.

Out of Load Faculty Sharing

Liza Stewart will provide the current faculty roster to each academic dean. They are requested to review the list for those faculty that are available for a “shared pool” program with USF Lakeland and USF Sarasota/Manatee.

Budget Planning Process

A handout was shared that outlines the annual budget planning process which begins in February. The process is nearly the same as last year with just some minor revisions. The COD was asked to review and plan to discuss at a later date.

Course Schedule Expansion

In response to a recommendation by the Task Force on Campus Planning, work began last year to expand the footprint for course scheduling. There is still room for improvement as evidenced by a handout outlining space utilization. Students are requesting additional morning classes and there is still an opportunity for much expansion on Fridays and Saturdays.

Ms. Cyndie Collins, Academic Advising expressed her desire to have additional collaboration between academic advising and those assigned to course scheduling from each college. The goal would be a long-term outlook for the students. Frank Hohengarten, Liza Stewart, Max Kerlin and Gary Olson have formed an ad-hoc committee to gather data that will assist in this decision-making.

Dr. Fueyo shared a concern regarding students who receive academic advising from USF St. Petersburg who then take that information with them to attend classes at St. Petersburg College. It was suggested that USF St. Petersburg needs to find a way to get define USF St. Petersburg students. Planning is underway to design as system to pull more accurate data using a separate code to denote USF St. Petersburg students. Jennifer Baker and Cyndie Collins will work together to set up a meeting of those involved in course scheduling.

Approval of 12/8/03 COD Minutes

Minor revisions have been made to the 12/8/03 minutes to correct information on Dr. Deni Elliott, the Poynter-Jamison Chair in Media Ethics and Press Policy. Frank Hohengarten made a motion for approval of those minutes which was seconded by Dr. Vivian Fueyo. The minutes were approved unanimously.

New Business

Kathy Arsenault reminded the COD to provide special equipment requests to the library as soon as possible.

All were invited to join in the celebrations for retiring USF St. Petersburg staff Sonia Helton and Letta Ramsay.

Sonia Helton today at the Williams House at 5:00 p.m.
Letta Ramsay BAY 111, Student Affairs on 2/12/04 at 3:30 p.m.

Dr. Fueyo requested a scheduling prompt list to share with the faculty.

Adjournment

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