



3-4-2004

## Council of Deans Meeting : 2004 : 03 : 04 : Minutes

University of South Florida St. Petersburg.

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USF St. Petersburg  
**Council of Deans**  
Thursday, March 4, 2004  
3:00 p.m.

Meeting Minutes

Attending: Jennifer Baker, Mark Durand, Vivian Fueyo, Ron Hill, Frank Hohengarten, Donna Knudsen, Tina Neville (for Kathy Arsenault), 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.

**AVP UPDATES**

USF St. Petersburg Web Design Contest

Dr. Olson has accepted the nominating committee's recommendations for the campus web design contest. Notification of the winners is expected soon.

Sabbaticals

The Sabbatical Committee is close to making recommendations within the next couple of days.

Course Scheduling

Summer schedules are set in the system and student registration begins on April 8. In addition, Fall preliminary schedules are also in the course management system and room assignments are the next step. There have been some concerns regarding alternative calendar course registration; Jennifer Baker will add the dates of those alternative courses to the "comments" section of the schedule for clarification. Ron Hill thanked Jennifer for her good work.

Webmaster

John Husfield has been invited to attend the next meeting of the COD. His focus will now be shifting to training the colleges/divisions for content input.

Budget

March 15 is the deadline for submission of the mock budget. The Library budget is completed. Others should schedule an appointment with Dr. Olson for review to ensure that Academic Affairs is "on the same page" before submitting the final budget to the Budget Committee.

**Update, Enrollment Management**

Dr. Hohengarten reported that there is a movement towards removing social security numbers from student records. The Retention Committee is discussing a universal

student tracking system (similar to the one in place at the University of Florida) and adding components to SASS. This would open the issue for departments to begin making their model a semester by semester progression. The general feeling is that this won't be a problem but rather it would be a formalization of what is already in place. The move would most likely impact student advising the most. The current charge from the Provost is to "actively manage" enrollment to reduce the number of students with undeclared majors. Dr. Hill added the suggestion that there be a system for open discussion with undeclared freshmen to assist them in their decision-making.

There is a meeting scheduled later this month to begin discussing delegation of authority issues relative to enrollment management. Dr. Hohengarten recommends not rushing into issuing diplomas from USF St. Petersburg until USF SP is certifying its own graduates.

### **Update, College of Business**

Dr. Hill reported that USF St. Petersburg COB representatives met with representatives of the Tech Management program from St. Petersburg College. Work has begun on a reciprocity agreement for seamless movement from their program to the USF St. Petersburg MBA. Two classrooms for MBA programs have been identified at the ICOT Center. Dr. Olson reminded the COD that any formal agreements must be channeled through the AVP, Academic Affairs for approval.

The College of Business is introducing the ArtBiz program which will provide business support to local artists. The first event for that program was well received last week.

### **Update, College of Education**

Dr. Fueyo reported that there is a meeting scheduled this upcoming Monday with Eckerd College representatives in the area of Human Development Advising to discuss the graduate certification program. Articulation agreements are being explored.

The search committee for the Ed Leadership position has forwarded two names for Dr. Fueyo's review. There is another meeting tomorrow to discuss a third candidate. The search committee hopes to bring candidates in for interviews soon.

### **Update, Campus Computing**

Jeff Reisberg reported that he attended a meeting in Tampa regarding SPSS. He has obtained a license for USF St. Petersburg and it will not be necessary to purchase individual licenses thereby saving the campus a great deal of money. Campus Computing is covering the cost and it will be available to all campus areas.

In response to a question by Dr. Fueyo, Jeff answered that Adobe products are sold by Office Stores in Tampa.

A color printer will be installed in the College of Business lab.

A number of faculty have been requesting *End Note* for citing references. It can be quite expensive. One option is that the library has a site license and library staff has received training.

Tomorrow will be the first payday for online payroll access. There will be no paper warrants issued in the future. Please inform adjunct professors that they are welcome to use the computers in the lab for viewing their pay warrants.

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

Liza Stewart reported that she is working with Dr. Charles Brown and his colleagues for a Federal program grant of \$350K for three years.

Liza has developed a prototype website for daily enrollment updates. This will be a great tool for tracking summer enrollment. This site will provide “flags” on courses with low enrollment. Dr. Olson congratulated Liza on her efforts.

#### **Update, Arts & Sciences**

Dr. Durand had to leave the meeting early – no update provided.

#### **Update, Poynter Library**

Things are going well in the library with no new news for discussion.

#### **Approval of 1/22/04 COD Minutes**

Dr. Fueyo motioned for approval of the 1/22/04 COD minutes; the motion was seconded by Dr. Hill. The minutes were approved unanimously.

#### **Approval of 2/19/04 COD Minutes**

Dr. Hohengarten motioned for approval of the 2/19/04 COD minutes; the motion seconded by Dr. Fueyo. The minutes were approved unanimously.

#### **Adjournment**

With no new business, the meeting was adjourned at 3:55 p.m.