



4-22-2004

Council of Deans Meeting : 2004 : 04 : 22 : Minutes

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USF St. Petersburg
Council of Deans
Thursday, April 22, 2004
3:00 p.m.

Meeting Minutes

Attending: Kathy Arsenault, Jennifer Baker, Mark Durand, Vivian Fueyo, Mark Gaulter, Ron Hill, Donna Knudsen, Gary Olson, Jeff Reisberg

WELCOME AND CALL TO ORDER

Dr. Olson welcomed the group and called the meeting to order at 3:04 p.m.

AVP, ACADEMIC AFFAIRS UPDATES

Director, International Affairs

Dr. Olson congratulated Dr. Mark Gaulter on his promotion from Coordinator to Director, International Affairs and welcomed him as an official member of the Council of Deans.

Performance Evaluations of USF St. Petersburg Staff

Sample evaluation forms with instructions were shared for both USPS and A&P staff. A&P staff evaluations should be conducted within the next couple of weeks. USPS staff are to be evaluated according to the anniversary date of their hire. While electronic forms will be sent to the COD for convenience, completed evaluations need to be returned in hard copy form to Academic Affairs as signatures by both the evaluator and the person being evaluated are required.

Budget Hearings

The budget hearing today went well. Academic Affairs presented a strong proposal. One challenge presented is new office space in the College of Business. Dr. Olson suggested a new plan with a cost estimate through Jim Grant that would provide the office space without the need for eliminating classroom space. There is a follow-up meeting scheduled for May 13. The budget requests will be revisited upon receipt of the state budget. Copies of the Academic Affairs proposed budget will be sent to the COD electronically by Jennifer Baker. Dr. Olson relayed that President Genshaft's number one budget priority this year is to increase USF salaries; first bringing them level with current SUS positions, then increase to the level of peer institutions.

There is a meeting regarding the equity/merit plan scheduled for 4:00 tomorrow.

Graduate Studies

Dr. Olson presented a proposal to the Council of Deans for Donna Knudsen to begin coordinating a centralized campus office for graduate studies. The Council of Deans agreed to this proposal and a meeting will be scheduled to discuss with Graduate Studies

personnel in Tampa and will include Dr. Olson, the three academic deans, and Donna Knudsen.

Academic Affairs Web Pages

USF St. Petersburg's webmaster is now shifting his reporting responsibility under the Advancement division. Now that Mr. Husfield has helped Academic Affairs achieve its initial web presence goals, Dr. Olson proposed that Donna Knudsen assume the responsibility of coordinating the continuing "build out" of program/department sites and continued maintenance of all sites falling within the Division of Academic Affairs. The Council of Deans agreed to this proposal as well.

Outstanding Teaching and Outstanding Advising Awards

USF St. Petersburg will be participating again this year in the university-wide process for recognizing outstanding faculty and advisors. The deadline for nominations is May 24. Dr. Olson will forward an email outlining the process. In addition, the deadline for nominations for campus awards for teaching and advising is tomorrow.

Update, College of Arts & Sciences

The Tomorrow's Leaders program held this past week was a success. Lisa Starks has been named Associate Dean for the College.

Update, College of Business

The College is continuing meetings on the ArtBiz program and hopes to have the curriculum approved at a meeting next Tuesday.

AACSB is moving its offices to Tampa. Dr. Hill believes this will be a real positive move and will benefit the College.

The recent Globalization meeting was well attended by approximately 200 people.

Dr. Hill attended a meeting with the editor of *The Tampa Tribune* - the paper has shown some real interest in the College recently.

Update, College of Education

Marilyn Bartlett (J.D. & PhD) has recently accepted the Ed Leadership position. Xenia Hadjioannou was just appointed to serve a three-year term on the Literacy Commission of the National Council of Teachers of English.

Update, International Affairs

Good news! The Study Abroad program has been officially accepted as a USF program. Next steps are to develop strategy documents and create a more user-friendly International Admissions web page.

Update, Poynter Library

This week is National Library Week.

There have been recent minor changes to the costs of A/V services. Reminder: A/V is primarily focused on providing services to E&G-supported classes; continuing education will be assessed additional nominal fees.

Update, Campus Computing

Campus Computing is being proactive against a recent announcement by Microsoft of a security hole. Computing staff is modifying campus computers with updated virus protection and patches. Jeff Reisberg is designing automated processes that use custom filters for the USF SP server that monitors and blocks top spam producers.

Approval of 4/8/04 COD Minutes

The minutes of 4/8/04 will be amended to correct the report under Campus Computing to read “Bayboro Hall” to “Bayboro Station” when referring to the completion of wireless connectivity. Dr. Ron Hill motioned for the approval of the amended minutes of 4/8/04 . Dr. Vivian Fueyo seconded the motion. The minutes were approved unanimously.

New Business

Following discussion regarding technical training and support for online courses, Dr. Hill will approach Dr. Ellen Hufnagel to present training sessions on design and content. Jeff Reisberg will speak with Rob Cooksey to provide training on Blackboard and continued technical support. The Council of Deans requested additional publication of training dates and more lead time for faculty to schedule their attendance.

Adjournment

The meeting was adjourned at 4:15 p.m.