

9-26-2016

## Council on Academic and Student Affairs Meeting : 2016 : 09 : 26 : Minutes

University of South Florida St. Petersburg. Office of the Regional Vice Chancellor for Academic Affairs.

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**Council on Academic and Student Affairs**  
**September 26: 10-11 a.m.**  
**USC Ballroom 1**  
**Notes**

**Welcome and overview of purposes/role of this group (Patti Helton, RVCSA)**

1. Cross divisional understanding of roles and functions of AA/SA units
2. Development of initiatives/recommendations that improve our ability to better serve students
3. Improve communication lines across SA/AA divisions

**Overview of three areas:**

1. Career Center (Lesa Shouse, Director)
  - Lesa gave an overview of the services available to students at the Career Center and presented the [website](#) and Annual Report.
  - Recruit-a-Bull; 14,000 job openings (on and off campus)
  - No appointment is necessary
  - Resumes must be downloaded to apply for jobs;
  - 162 Employers participated in the Spring Job Fair, hosted at USFSP
  - Coming soon! InterviewStream – a video mock interview tool
  - Passport to Professionalism course will also be ready in Spring 2017
  - Please share your ideas
2. Academic Advising Center (Cyndie Collins, Director)
  - Staff of 10 Advisors
  - Load each students credits earned into Degree Audit
  - Process Mid-term Grades
  - Early Warning System outreach – especially for Gen Ed courses

- Partner with the Compass Program (1<sup>st</sup> year experience), SOCAT, and Financial Aid
- Certify Graduation
- Serve on the college curriculum committees
- Developed 4 year plans
- Assist with Program Reviews
- Excess Credit Hour review
- Created FUSE Plans for 7 Programs (2 more are in the works)
- Coming soon! College Scheduler – shopping cart module which will serve students well – but also provide us with student preference data so that we can begin to respond to student scheduling needs

### 3. Institutional Effectiveness (Michelle Madden, Director)

- Currently exploring online database systems
- SACS Report March 15
- Collaborate with IR to obtain data
- Institutional Effectiveness Committee, Chair Frank Biafora

Software demos were shared – feedback is encouraged (Martin Tadlock)

- Web-based communication software developed for higher education:
  - <https://www.youtube.com/watch?v=h5lQbTHUb2Y>
  - <http://www.conexed.com/>
- Early alert system:
  - <https://www.youtube.com/watch?v=KfpC3-5Gpk>
  - <http://www.starfishsolutions.com/home/starfish-enterprise-success-platform/starfish-early-alert/>

Discussion items and next steps:

- A USFSP Community Response Team will be formed to create a more organized method/platform for USFSP to respond to major current event stories. A meeting will be set up next week for all who are interested in serving on this committee, which will be chaired by Dr. Patti Helton and Dr. Jake Diaz.
- Need for a central/comprehensive events calendar

