

7-24-2003

## Council of Deans Meeting : 2003 : 07 : 24 : Minutes

University of South Florida St. Petersburg.

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## **Council of Deans**

Thursday, July 24, 2003

3:00 p.m.

### **Welcome and Call to Order**

Dr. Olson welcomed the group and called the meeting to order at 3:05 p.m.

*Attending:* Mark Durand, Vivian Fueyo, Ron Hill, Frank Hohengarten, Jackie Jackson (for Kathy Arsenault), Gary Olson, Jeff Reisberg

*Guest:* John Husfield

*Minutes:* Donna Knudsen

The agenda for this meeting and the minutes from July 17, 2003 were distributed.

### **Welcome and Call to Order**

Dr. Olson welcomed the group and called the meeting to order at 3:05 p.m.

### **Academic Affairs Website**

John Husfield, USF St. Petersburg Webmaster, presented the new Academic Affairs webpage. The site provides an overview of Academic Affairs with links to each of the three Colleges, the four Programs of Distinction, the Campus's Mission, Vision, Values and Goals and valuable faculty information i.e. tenure and promotion guidelines and forms and the faculty handbook. Pages for the SACS site are being developed and will be linked to the Academic Affairs website as well. Dr. Olson encouraged the academic deans to notify their faculty about the useful information on this site at each of the College's first faculty meeting of the Fall semester.

### **Faculty Convocation**

Limited space on the stage necessitates a change to the original plan for platform guests. The stage will now be reserved for President Genshaft, Vice President White, Associate Vice President Olson, a USF SP Campus Board member, a member of the University's Board of Trustees and the guest speaker. The two front "audience" rows are will be reserved for Deans and dignitaries. The Deans will have the option of regalia or not. The ceremony will be kept to a one hour timeline.

### **Faculty Orientation**

The past week has been spent fine-tuning the program for the faculty orientation. All Deans are asked to be available in the front of the room at 1:00 p.m. and be prepared to say a few words about their respective areas of responsibility – no more than 5 minutes each but then have the option to leave if they wish. Deborah Love from USF Tampa will be on hand to address the issue of sexual harassment. Formal agendas for both the Faculty Convocation and Faculty Orientation will be made available at next week's Council of Deans meeting.

## **United Way**

Dr. Hill volunteered to be the campus's United Way campaign representative this year. Dr. Olson would like to rotate each of the academic deans in the coming years for this volunteer activity.

## **Enrollment Report**

Current figures indicate that USF St. Petersburg has had a 33% increase in applicants over July 2002 with an increase in admittance figures of 15%. Dr. Olson may call briefings during the first week of classes to provide updated enrollment figures. Dr. Hohengarten reported that while it still may be some time before USF St. Petersburg has overcome previous coding issues, some direct access is now available and progress is continuing.

## **Funding Requests**

Dr. Olson distributed forms for three funding categories:

Staff Funding Priorities - Deans are asked to provide their top 3 funding priorities for new staff and/or promotions to Dr. Olson by Monday, July 28 at noon.

Faculty Funding Priorities – Deans are asked to provide their top 3 funding priorities for faculty. These requests could include graduate stipends, new faculty requests for the next academic year or to fill visiting faculty lines this year. These requests are due to Dr. Olson on Thursday, July 31<sup>st</sup>.

Programs of Distinction – Deans are asked to provide their top 3 funding priorities to support their College's Programs of Distinction. This information is also requested by Thursday, July 31<sup>st</sup> unless the Deans require additional input from their faculty. If this is the case, please notify Dr. Olson.

Dr. Olson asked the Deans to consider that if they don't require staffing money, that money could be used to benefit the total campus. Sacrifices of this sort will be considered in determining other funding needs for that College.

## **Concessions Account**

Colleges are being given a portion of the Campus's Concessions account. This year's distribution of funds is as follows:

Library	\$1,000
Enrollment Services	\$1,000
College of Education	\$3,000
College of Business	\$3,000
College of Arts & Sciences	\$4,000

Deans are encouraged to “stretch” this money and an example of its use could be to host a Final Friday reception. Alcohol purchases with Concession funds is prohibited.

Dr. Olson suggested that one of the biggest challenges that the campus faces is to break away from its dependence on E&G funding. Dr. Hill suggested more use of USF Foundation accounts with the help of John Collins in Advancement.

### **Approval of July 17, 2003 Minutes**

Dr. Hill made motion for approval of the minutes from the July 17, 2003 Council of Deans Meeting. Dr. Fueyo seconded the motion. The minutes were approved unanimously.

### **New Business**

*Purchasing:* Dr. Durand expressed concern regarding the difficulty in making purchases. Dr. Olson explained that the campus has just recently undergone a changeover to the F.A.S.T. system and that may be one cause of the difficulty. Jennifer Baker is processing signature authorities and Dr. Olson anticipates that those difficulties will begin to clear soon. Jeff Reisberg suggested that the Deans may want to obtain a “P” Card, which is a USF Visa card for purchases up to \$1,000. If the Deans would like to request a “P” Card, they should request approval through an email to Jennifer Baker at [jbaker@spadmin.usf.edu](mailto:jbaker@spadmin.usf.edu).

*SACS:* Donna Knudsen distributed a draft narrative from the SACS subcommittee charged with the area of Academic Programs. Also distributed was an inventory of documents supporting that narrative. Donna explained that seven subcommittees met and gathered supporting documents and drafted narratives answering SACS criteria in the following areas:

Institutional Effectiveness  
Organization and Administration  
Finance and Facilities  
Student Affairs  
Faculty Affairs  
Educational Support Services (Library & Campus Computing)  
Academic Programs

Donna was charged with completing an inventory of those documents and reviewing and making suggestions regarding the narratives. Some of what has been discovered in this exercise has resulted in requests handed down to the Deans (i.e. faculty bios & information on college committees). The next step is to continue to receive updated documents and pare down some of the longer narratives. The combined narratives and supporting documents links will be the foundation for building the USF St. Petersburg accreditation website.

### **Adjournment**

The meeting was adjourned at 4:00 p.m. The next meeting of the Council of Deans will be held on Thursday, July 31, 2003 at 3:00 p.m. in BAY 220.