

**Council of Deans**  
**Thursday, October 30, 2008**  
**3:30 p.m. – BAY 220**

**Minutes**

**WELCOME AND CALL TO ORDER**

Dr. Noonan welcomed the group and called the meeting to order at 3:30 p.m. Attending were: Kathy Arsenault, Frank Biafora, David Carr, Vivian Fueyo, Ernie Gonzalez, Donna Knudsen, Norine Noonan, Jeff Reisberg, Steve Ritch, Pat Scott, Jim Strachan

**International Affairs Transition**

Dr. Ritch provided an overview of the planned transition of the duties of International Affairs as he will be stepping down from the post as Director of that unit at the end of the calendar year. He suggested that USF St. Petersburg consider returning to a formal Office of International Affairs when the budget allows. In the meantime, the functions of the office have been separated out in the following ways:

- *Faculty Visa Issues* will be handled by Sandi Conway in Human Resources.
- *Student Sevis and I20s* will be handled by the Undergraduate Admissions Office. Dr. Hohengarten and Joyce Morin will be attending training in this area.
- *Study Abroad* will be handled by Jennifer Baker. There are requests for seven trips this year.

**Approval of Minutes**

Dean Fueyo made a motion to approve the minutes recorded on 9/11/08 and 9/25/08. Dean Biafora seconded the motion. The motion passed unanimously.

**Advanced Placement Summer Institute**

Dr. Noonan announced that USF St. Petersburg will be hosting a week-long Advanced Placement Summer Institute for teachers of AP subjects in Summer 2009 (June 15-19). The courses will be offered for 30 hours of contact time over four and a half days. Participation is anticipated to be between 200-240 teachers and they will be offered the opportunity to stay in Residence Hall One if they so choose. Dr. Noonan is co-Director of the Institute along with Bill Lawrence from Pinellas County Schools. Mr. Lawrence has confirmed the needed consultants/instructors. Plans are being developed to teach the following subjects: Environmental Science, Statistics, Studio Art, Psychology, Economics, English Language, English Literature and World History. Dr. Noonan anticipates that there will be roles for USF SP faculty if they are interested. In addition, there will be some events planned on campus during the week as part of the Institute. Ten slots per course will be earmarked for use by Pinellas County school teachers.

**SACS Updates**

The SACS team will visit USF SP May 5-6. Drs. Noonan and Gonzalez will attend the SACS annual meeting in December. In recent discussions with the SACS consultant, Margaret Sullivan, she suggested that there is a need to identify “workhorse” or “key” courses in the

assessment of General Education. The Institutional Effectiveness Committee is focusing in now on those identified links to learning outcomes. Dr. Gonzalez will be addressing the Department Chairs of the College of Arts and Sciences on November 14 to initiate the conversation regarding those key GE courses. In addition, the tool currently being used by the COE is being modified to support the backfill project. The focus terms for the report are Fall 2007 and Spring 2008. Ms. Sullivan also indicated the need for USF SP to conduct an employer survey. Also needed are assessment reports for administrative units. Dr. Noonan expressed her appreciation for the many people across campus that are working hard to ensure our success in these areas.

### **Budget**

Jennifer Baker has been working with the academic finance group to prepare for the 4.4% decrease and quarterly spending plans.

**Information Technology Management Council** The USF System group met on Monday. Tasks in the next few months will be to develop a set of guiding principles for the spending of the technology fee in a way that benefits the students at each USF institution.

### **AROUND THE TABLE DIVISION/UNIT UPDATES**

*Graduate Studies* A meeting is planned for the graduate faculty advisors from all graduate programs on November 17<sup>th</sup>. Catalog revisions are expected to roll out in the next couple of months.

*College of Education* The COE is hosting the History of Education Society's opening reception at the Hilton on Thursday.

*College of Arts and Sciences* Dr. Darryl Paulson will be on an upcoming episode of ABC with Charles Gibson to address the upcoming election. Drs. Carvalho-Knighton and Malcolm Butler have submitted a proposal to the Toyota Foundation.

*College of Business* The COB's Beta Alpha Psi held its induction ceremony last week. The accounting honors organization has received tremendous recognition as one of the top new chapters.

*Faculty Senate* The next Senate meeting is scheduled for November 21<sup>st</sup>. There has been discussion regarding best practices for teaching online courses.

*Research* November 3-7 is Research Week at USF Tampa. On November 12<sup>th</sup> STREAMS will hold a reception to introduce its participants to the USF SP community. November 19<sup>th</sup> is GIS day – we are expecting participation by 300 public high school students.

### **Campus Computing**

Campus computing is working on raising enough funds to replace 170 computers with virtual desktops – the software will be loaded by one central point. A rollover to new microsoft software has just been completed which will use less power and will reduce costs going forward.

In recent inter-campus meetings there has been discussion regarding new connections that will improve services between campuses.

**Adjournment**

The meeting was adjourned at 5:03 p.m.