1. **Campus Security Authority Training**
   New College and USFSM Police Chief, Michael Kessie, and USF Associate Compliance Officer, Dr. Caroline Fultz-Carver, joined the meeting to provide an overview to the Council of the Campus Security Authority (CSA) training that will be taking place at USFSM on February 13, 8:30-10:00 a.m., in Selby Auditorium.

   Dr. Fultz-Carver clarified which types of employees should attend the training, including student club advisors, deans, Student Services staff, and those who have close, daily contact with students, such as Information Commons and Library staff. She also provided an overview of the Clery Act, which requires the CSA training and reporting of crimes on campus to the Department of Education, on a yearly basis.

   **Action:** Chief Kessie will provide a brief agenda to Dr. Jones so that she and the Deans can forward it to the faculty and staff in their areas who will attend the training.

2. **Technology Updates**
   Director of Technology Services, Mr. Brian Mudd, joined the meeting to discuss possible upgrades to classroom technology and what the Council what like to see done.

   He noted that there are already plans to include two-way communication with the Help Desk, technology for collaborative sessions with students, and mobile device integration to meet industry standards.

   Additional suggestions were provided by the Council, including adding more electrical outlets, resolving issues with the write-on components of the sympodium, and shortening the amount of time it takes to power-up the computers after they have been turned off.
Action: Mr. Mudd will add the Council’s suggestions to his list of upgrades and issues and asked that members continue to think about additional upgrades over the next few weeks so that work can begin in the summer.

3. Approval of the January 15, 2014, Minutes
The Council reviewed and approved the minutes of the January 15, 2014, meeting.

Action: Ms. Dina Kathman will finalize the document and post it to the Academic Council web page.

4. First Day Attendance Policy
Dr. Rose proposed an addition to the schedule, in the form of a click note, for CAS online courses that will clarify the burden on students to check-in to their courses no later than the first day of the semester. This, she noted, will help alleviate the issue of students failing to drop courses early in drop/add week so that other students can register for them without penalty.

The Council agreed that adding the note to the schedule is an option for CAS and any other College that would like to do so, but that it is not required and needs to be kept simple. Members also agreed that there are few enough problems with drop/add that they can be dealt with on a case-by-case basis.

Ms. Mary Beth Wallace added that the Registrar’s Office is currently working on a wait-list that is designed to help with this issue and that USFSM should choose classes to serve as a test for the process.

Action: The Council will look at this matter at a later date based on what happens next semester with the wait-list system. In the meantime, all members agreed that the catalog will be adjusted to include the current System policy on first day attendance.

Also, Dr. Rhonda Moraca will check on the timing of when Canvas goes live, noting that three days before the first day of classes is not enough time to allow students to review course content prior to the start of the semester.

5. Summer Course Grid
Dr. Moraca advised that she is planning to use the same course grid as last summer and that the schedule is in the process of being developed.

Action: The Deans will share the summer course grid with their schedulers.

6. General Education/Gordon Rule Follow-Up
Dr. Rose provided updated Core Curriculum and Gordon Rule handouts and noted that the minimum grade and GPA requirements have been changed for consistency to C- and 2.0 for courses that are a part of General Education.

The Council agreed that all issues have been resolved and a Motion was made to accept the Core Curriculum and Gordon Rule changes.
Motion: Dr. Robert Anderson moved to approve the Core Curriculum and Gordon Rule changes. Dr. Patricia Hunsader seconded the motion. All in favor. Motion passed.

7. APC/Faculty Senate Report
Dr. Patricia Hunsader announced that the secret ballot vote regarding not sending out the Faculty Campus Climate Survey and making an effort to move forward in a positive, collaborative, and proactive way, was passed by a vote of 32-2.

She also announced that the online vote change went through, while the Senate agreed to revisit the option and proxy systems at a later date.

Regarding service reviews, Dr. Hunsader noted that they are affected by attendance and commitment in Faculty Senate. This discussion prompted a request by the deans for a list of active Senate members, by college.

Action: The deans will provide Ms. Sarah Smith with the name(s) of those in their respective departments who should receive the list of active Senate members, as well as the notices of minutes posted to the Faculty Senate website.

APC Approvals
- CIS 4368: Database Security and Audits – Change

Motion: Dr. Patricia Hunsader moved to approve the change to CIS 4368. Dr. Robert Anderson seconded the motion. All in favor. Motion passed.

8. Deans’ Reports
a) Academic Affairs
Dr. Jones reported that the IT program has gone to an external reviewer. The next step will be a Skype conference between the reviewer and the Dean and faculty before a written report is made to the Regional Vice Chancellor for Academic and Student Affairs. Following that, the dean will have the opportunity to respond before the report is forwarded to USF Tampa and the Board of Governors.

Regarding Hospitality, it is finished and will soon be forwarded to the reviewer for that program.

Dr. Jones also reported that she and Ms. Laura Hoffman are currently working on the Carnegie Community Engagement Application and may be getting in touch with the deans and faculty about what has and hasn’t been provided, up to this point.

b) College of Education
Dr. Osborn reported that the NCATE self-study is complete. He also stated that he appreciates the support that the campus provided the COE throughout the process.
c) **Academic Support Services**  
Dr. Moraca reported that new staff members have been hired to provide support for the Information Commons. Mr. Justin Wiemer and Mr. Todd Kelley will serve as Staff Assistant and Library Assistant, respectively. Also, Ms. Marilyn Nunan has been relocated from Academic Affairs to the Information Commons to provide needed support to that area as it continues to grow.

Regarding department upgrades to equipment, Dr. Moraca asked that no purchases be made before first checking with Director of Technology Services, Mr. Brian Mudd. As he mentioned, he is in the process of determining technology needs and there could be overlap, otherwise.

Dr. Moraca also thanked Mr. Mudd and his staff for their expertise and commitment to ensuring that all campus technology is in working order, including nights, early mornings, weekends, and holidays.

d) **Student Services**  
Ms. Mary Beth Wallace reported that both Undergraduate and Graduate applications for graduation are now accepted in either paper or online format. Also, if students choose to submit their application online, they will be prompted to complete an exit survey before continuing.

Ms. Wallace also reported that, while Admissions and Outreach undergo reorganization, communication for those areas should be directed to Sean Grosso or Andy Telatovich to ensure that events are placed on the calendar.

Student Services will be present in front of the Culinary Innovation Lab on Main Street at the First Friday event in Lakewood Ranch on Friday,

9. **Next Meeting**  
The next regular meeting of the Academic Council is scheduled to take place on Monday, February 17, 2014, 2:00-4:00 p.m., Campus Board Room.