1. **Approval of the December 18, 2013, 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.

2. **New Major with an Existing CIP Code**
The Council reviewed the form “USF System Request to Establish a New Academic Major Under an Existing CIP Code” and agreed that there are no concerns with making it available, as is, for use by the Academic Programs Committee (APC).

   **Action:** Ms. Sarah Smith will add the form to the APC website.

3. **General Education – Preliminary Discussion on USF System Institutions Requiring FTICs to Take All Gen Ed Courses at Their Home Institutions**
The Council discussed and agreed that Dr. Bonnie Jones will communicate to USF Tampa that USF Sarasota-Manatee (USFSM) is in favor of a policy that requires First Time In College students (FTIC) to take all General Education courses at their home institutions.

4. **TEAM Grant**
Dr. Jones updated the Council on the status of the TEAM grant, explaining that New College of Florida President, Dr. Donald O'Shea, will be speaking with President Genshaft about USFSM's participation in the grant. She noted that, if it is not possible for USFSM to continue, we will look into other ways to collaborate with area institutions, including shared Lecture Capture technology.

   In the meantime, USF's College of Engineering has made contact regarding how we can participate in its TEAM grant proposal.

   More to come.

5. **Campus Security Authority Training**
Dr. Jones sought clarification on the upcoming Campus Security Authority Training that NCF/USFSM Police Chief, Michael Kessie, will be providing in February.

Ms. Mary Beth Wallace clarified the purpose of the training and offered to have Chief Kessie come to the next meeting to provide an overview of the agenda for the Council so that it can better determine who needs to be in attendance at the training.

   **Action:** Ms. Wallace will invite Chief Kessie to the February 3 meeting.
6. **Class Meeting Patterns**  
The Council approved the revised class meeting patterns schedule, pending the addition of another 3-credit-hour time block to ensure that classes won’t conflict.

**Action:** Dr. Moraca will add the time block and forward the final document to the Council for review before providing it to the colleges for use in preparing the Fall 2014 schedule.

7. **Faculty Coordinator, E-learning – Review Position**  
Dr. Moraca announced that the position currently held by Mr. Dale Drees will be changed to a Faculty Coordinator role when it is advertised upon Mr. Drees’ departure. The position will be modeled after the Faculty Coordinator role currently held by Dr. Su Senapati and the search will be conducted by a committee composed of representatives from all colleges.

Dr. Moraca also announced that hiring authority for the position will be with the department where the successful candidate will reside as a credentialed faculty member.

Regarding other staff changes, Ms. Diane Fulkerson will be overseeing the day-to-day operations of the Information Commons and the second Instructional Developer position has been filled by Mr. Carlos Montoya, whose first day is January 21.

8. **Staff/Faculty Climate Survey**  
Dr. Jones advised the Council that the Staff Climate Survey will be reviewed for feedback by members of the Human Resources Workgroup at its January 23 meeting.

It is anticipated that, if the survey goes forward, it be in mid-February.

9. **APC/Faculty Senate Reports and Approvals**  
Dr. Patricia Hunsader presented the following items, which were tabled from the December 18 meeting:

- General Education Curriculum  
The Council discussed updating the minimum grade requirements (“C-” and 2.0 GPA) so that they are consistent with Tampa’s and also align with Florida Statutes.

**Action:** Dr. Jane Rose will amend the document and forward to Dr. Erin Martin for approval by the General Education Committee. Also, General Education (Gen Ed) and Gordon Rule requirements will be separated into two documents to be reviewed by the Gen Ed Committee and APC, respectively.

**Motion:** Dr. Robert Anderson moved to form a curriculum reconciliation committee made up of Dr. Patricia Hunsader, Dr. Erin Martin, Dr. Richie Reich, Ms. Mary Beth Wallace, and Dr. Jane Rose (Academic Council representative). All in favor. Motion passed.

- TSL 4344 Foundations of Teaching ESOL in Mainstream Classes – New Course  
- TSL 4240 Applied Linguistics in Teaching Diverse Students – New Course  

**Motion:** Dr. Terry Osborn moved to approve TSL 4344 and 4240. Dr. Anderson seconded the motion. All in favor. Motion passed.

- FYI – Update on BSW Pre-proposal  
Dr. Jones updated the Council on the status of the BSW pre-proposal. It went through the Academic Program and Policy Coordinating Committee (APPCC), with some minor changes. The next step is to send it through the Council of Academic Vice Presidents (CAVP) for comments on its way to the Work Plan.

Regarding Faculty Senate, Dr. Hunsader announced that the election of new officers will take place in February so that they can gain an understanding of Senate business prior to the beginning of their term in the fall.

She also noted that it is a goal to have the incoming Faculty Senate Executive Committee in place so that they can take part in the last meeting of the current academic year.
10. **Enrollment – Import/Export Report**
   Ms. Mary Beth Wallace provided the current import/export report to the Council for review. She noted that she will also be e-mailing the deans specific course information related to the report.

11. **Deans’ Reports**
    No reports were made.

12. **Next Meeting**
    The next meeting of the Academic Council is scheduled to take place on Monday, February 3, 2014, 2:00-4:00 p.m. in the Campus Board Room.