MINUTES
Core ASA Leadership
Monday, January 12, 2015
2:00 – 4:00 p.m.
Campus Board Room, C306

Attendees: Dr. James Curran, Ms. Sarah Fayard, Dr. Patricia Hunsader, Dr. Terry Osborn, Dr. Richard Reich, Dr. Jane Rose, Ms. Mary Beth Wallace, Dr. G. Pat Wilson

Invited Guests: Dr. Brianne Reck, Mr. Casey Welch

Regrets: Dr. Cihan Cobanoglu

Recorder: Ms. Dina Kathman

1. Approval of the November 10, 2014, Minutes
Core ASA leadership reviewed and approved the minutes of the November 10, 2014, minutes.

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

2. Legislative/Governmental Affairs Update
Mr. Casey Welch, Assistant Vice President for External and Governmental Affairs, joined the meeting to discuss the USF System's 2015 top Legislative priorities for all campuses. He will continue to keep the campus administration informed about the current Legislative session and welcomes questions from the group.

3. Quality Matters Certification
Dr. Brianne Reck provided information on the Quality Matters Higher Education Rubric, a set of 8 General Standards and 43 Specific Review Standards that will be used to assist in building the foundation for USFSM's E-learning. Dr. Reck explained that USFSM's subscription to Quality Matters will help put its policies and procedures in place in a way that makes sense. She also explained that Faculty Senate will be asked to charge a professional development group made up of those who deliver quality online courses to lead this effort.

4. Regional Chancellor's Retreat
Dr. Terry Osborn noted that discussion at the recent Regional Chancellor's Strategic Planning Retreat included the need to develop the skills of the existing team. As a result, he requested and received funding for professional development initiatives. To date, three have already been paid for through this funding: Quality Matters, Florida Campus Compact, and Education Advisory Board. Additional initiatives are under review that will focus on student success, enrollment and recruiting, retention, and the Freshman-year experience.
5. **2015 Faculty Welcome**
The group briefly discussed and agreed that the focus of the Faculty Welcome should be adjusted to ensure that the event continues to serve its purpose for faculty at the beginning of each academic year.

This item will be discussed further at a future meeting.

6. **SCNS – Statewide and Institutional Courses**
Ms. Sarah Fayard explained how shared courses within the USF System are treated by the State Course Numbering System (SCNS) and noted the following:
- Anything that changes in a program must go through the Academic Programs Committee.
- Catalog changes go directly to Ms. Fayard if it doesn't require APC approval and will be placed in the catalog, if appropriate.
- If a course exists in the USF System, USFSM can offer it; however, if it's just in SCNS, USFSM needs approval to offer the course.

7. **Paperwork Issues**
Dr. Osborn noted that there are procedural inconsistencies in the way that paperwork is handled by the colleges. The Regional Vice Chancellor for Academic and Student Affairs must see all paperwork dealing with, but not limited to, faculty and staff, hiring, budget, and contracts in order to ensure that there are no issues as a result of procedures not being properly followed.

8. **STEM Collaborative Town Hall Meeting**
The STEM Town Hall will take place on January 23, 11:30a-1:00p, in Selby Auditorium. All faculty are invited to participate in this STEM-related open discussion. Dr. Rose explained that this is a system wide collaborative effort with a priority on input that will be included in a report to be developed by the committee.

9. **Embracing Our Differences**
This item was tabled to a future meeting.

10. **Faculty Meeting with RVCASA**
Dr. Rose advised the group that CAS disciplines have been meeting, individually, with the RVCASA. She noted that it is an effective way to make faculty feel that they are being heard and encouraged the other colleges to do the same.
11. **Enrollment Report**  
Ms. Mary Beth Wallace provided the enrollment report for the week of January 12, 2015, noting that we are ahead 5% overall in SCH and 97% to goal. Also, there will be 8 new Freshman entering in the spring semester.

Recruiting events include a Master's Information Session on January 24.

Dr. Osborn noted that USF is working towards making Graduate admissions an online process by the end of the Spring 2015 semester.

12. **Budget Model**  
Dr. Osborn shared a budget model with the group encouraging them to think more strategically about how resources are being spent. He also reiterated taking a proactive role in enrollment, including making goals to bring back to the group for discussion.

13. **APC Approvals**  
The most recent APC-approved items were presented to the group for review. All members were in favor.

APC has approved the following courses, which now require Core ASA's approval:

**College of Arts & Sciences**
- a. Criminology Program Change
- b. History Program Change
- c. SOC 4603 Community Building and Social Change – New Course
- d. MCB 4241 Insect-Borne Diseases and Global Health – New Course
- e. ISS Program Change
- f. ISS 3346 Interdisciplinary Inquiry – New Course
- g. ISS 4939 Senior Capstone Seminar in ISS – Course Change
- h. Spanish & Latin American Studies – New Minor

Files can be found at [https://usflearn.instructure.com/courses/991395/files#Academic_Programs_Committee](https://usflearn.instructure.com/courses/991395/files#Academic_Programs_Committee).  
After logging into Canvas, click on the 12_2014_Meeting file.

For information only, the Core Curriculum Committee has approved the following new Pillar Courses:

**Community Engagement and Diversity Pillar**
- a. LAS 3311 Culture and Society of Yucatan
- b. SOC 4603 Community Building and Social Change
- c. MCB 4241 Insect-Borne Diseases and Global Health
14. **Area Reports**
   a) **Academic Affairs**
      • USFSM's BOG approval request for lower-level exceeding 25% is moving forward
      • Courtesy appointments require Faculty Senate approval.
      • The Strategic Planning process will provide opportunities for input by the campus community.
      • USFSM's 40th Anniversary is coming up and a committee will be put in place to discuss ways in which to recognize the milestone.
      • Commission reports coming in will move forward to Dr. Stone.
   b) **College of Arts & Sciences**
      • The General Education Committee is close to conducting on-campus interviews. Each candidate will give a presentation that the faculty are encouraged to participate in.
   c) **College of Business**
      • No report.
   d) **College of Education**
      • Curriculum area strategic planning meetings took place.
   e) **Faculty Senate/APC**
      • Curriculum area strategic planning meetings took place.
   f) **Student Services**
      • Mr. Todd Hughes has been hired into the position of Veterans Services Administrator.
      • SGA is now complete in each branch.
      • Club Rush is taking place the week of January 19.
      • An offer has been made for the Director of Student Engagement position.
      • The search for the vacant Disabilities Services position is still in process.

15. **Next Meetings:**
The next Academic Council and Core ASA Leadership meetings are scheduled to take place:
Academic Council - Monday, January 26, 2015, 2:00-4:00 p.m., Campus Board Room
Core ASA Leadership - Monday, February 9, 2015, 2:00-4:00 p.m., Campus Board Room