MINUTES
Core ASA Leadership
Monday, May 12, 2014
2:00 – 4:00 p.m.
Campus Board Room

Attendees: Dr. Robert Anderson, Dr. Katerina Annaraud, Dr. Cihan Cobanoglu, Dr. James Curran, Dr. Terry Osborn, Dr. Richard Reich, Ms. Mary Beth Wallace, Dr. Jane Rose

Invited Guest(s): Ms. Sarah Fayard, Ms. Laura Hoffman

Regrets: Dr. G. Patricia Wilson

Recorder: Ms. Dina Kathman

1. **Welcome**
   The first meeting of the Core Academic and Student Affairs (ASA) Leadership team commenced at 2:00 p.m. with a welcome by new Regional Vice Chancellor for Academic and Student Affairs (RVCASA), Dr. Terry Osborn.

2. **Summer/Fall Enrollment Report**
   Guest attendee, Ms. Laura Hoffman, presented an Enrollment Report template for review by the team. She explained that she is working with Ms. Mary Beth Wallace to update the current format so that it will provide more actionable data in order to increase student credit hours (SCH). The updated report, with Core ASA Leadership input, is expected to be complete by the beginning of the Fall 2014 semester.

   Ms. Wallace provided the Summer Enrollment Report for the week of May 12, 2014 (first week of Summer 2014 classes). She also provided the closed web-based and on-campus courses for the same, noting that enrollment is up 103%, including an increase of 20% over Summer 2013 for the North Port Instructional Site. Ms. Wallace further noted that Graduate SCH is currently at 85%, Graduate and Undergraduate transfer goals have been met, and First Time in College (FTIC) applications and enrollments are keeping pace with last year's goals and timeline.

   Regarding upcoming events, Ms. Wallace reminded the team that the June Open Houses are fast approaching and participation by the deans and faculty is encouraged. Also, preparations are underway for the July and August orientations, which Mr. Bryan Valentine will provide agendas for at some point in the next few weeks.
3. **Service Learning Attribute (SLCC)**
Ms. Sarah Fayard joined the meeting to follow-up on her May 6, 2014, e-mail to all deans, faculty, and schedulers (copy provided) regarding the move towards the utilization of the SLCC service-learning attribute in connection with the collection of data for Carnegie Community Engagement. She explained that, although not required, including the SLCC attribute where appropriate will provide a more efficient way to track the service-learning component of USF Sarasota-Manatee (USFSM) courses.

Dr. Jane Rose expressed concern about the suggested criteria for designating a course as service-learning, noting that it could detract from the integrity of the process. Dr. Osborn agreed and added that if the criteria for such courses is identified as a curriculum issue, it should be addressed by the Faculty Senate.

After additional discussion and closer examination of the provided criteria, the team agreed to the following:

- A committee will not be required in order to establish criteria.
- The current set of criteria will be used to determine SLCC attribute eligibility.
- Each department will delegate one (1) person to determine which courses qualify for service-learning (SLCC) designation.
- A way to track service-learning courses will be established.
- A designated faculty member in each college will notify the course scheduler which CRNs meet service-learning criteria. The scheduler will then provide the information to USFSM Registrar, Ms. Lynn Lynch, to send to USF Tampa in one batch.

**Action:** Ms. Fayard will further discuss the details and timing of this process with Ms. Lynch.

Dr. Osborn noted that additional conversation is needed to clarify the process as it is established. In the meantime, faculty can contact Ms. Fayard with any questions they may have.

4. **Budget Transparency**
Dr. Osborn explained that the overall budget for 2014-15 will be discussed as a group at the May 23 Core ASA Leadership Retreat with the goal of finding long-term solutions to funding and becoming more strategic in identifying priorities in order to increase SCH and build USFSM together.

5. **Faculty Senate**
Drs. James Curran and Richard Reich noted that there is much work to be done as Faculty Senate prepares for the new academic year, which begins on August 7.

6. **APC Report**
Dr. Reich reported that the Academic Programs Committee (APC) will hold a retreat on August 21, 9a.m.-12p.m., for new members and representatives from USF Tampa Undergraduate Studies.
Dr. Reich also noted that the APC goals for 2014-15 include:

• Establishing a standardized review process
• Integrating Core Curriculum committee members with APC
• Adding support staff (schedulers) to meetings and retreats

7. Department Reports
   a) Academic Affairs
      Dr. Osborn briefly discussed the vision he has for the RVCASA leadership groups, noting that they are primarily an opportunity for interactive problem-solving. He also noted that the Fall 2014 semester will provide an opportunity to experiment with the membership of each group based on the types of information that needs to be shared. For now, Academic Council serves as an advisory board to the Regional Chancellor, but there are no by-laws to define it. This and other related issues, including how AC and APC work together, will be discussed in greater detail at the May 23 Core ASA Leadership Retreat.

      Regarding the separation of Institutional Research (IR) from Academic Affairs, Dr. Osborn asked that all requests for assistance from IR go through Dr. Bonnie Jones who will delegate projects to the appropriate person staff member.

   b) College of Education
      Dr. Osborn requested that all correspondence to the College of Education be addressed to Dr. Pat Wilson as she is currently filling the role of interim dean.

   c) College of Hospitality and Technology Leadership
      Dr. Cihan Cobanoglu announced that there will be a farewell for Drs. Jay Schrock and John Walker beginning at 5:00 p.m. tonight, May 12, at the Sarasota-Bradenton Airport Holiday Inn.

      Dr. Cobanoglu also announced that the Global Engagement Office is being created and that he will serve as Director. Ms. Amela Malkic will serve as Assistant Director and any questions about the Office as it created can be directed to Ms. Malkic.

   d) Student Services
      Ms. Wallace updated the team on the status of coverage for Disabilities Services. She asked that all use the Disabilities Services e-mail to communicate with Mr. David Owens, who is providing coverage while Ms. Melba Sanchez is on leave.

8. Conclusion and Next Meeting
   The meeting concluded at 4:03 p.m.

   The next Core ASA Leadership meeting is scheduled to take place on Monday, July 7, 2014, 2:00-4:00p, in the Campus Board Room.