1. **Introduction of Ms. Christiana Succar**

   Dr. Bonnie Jones introduced the Council to Ms. Christiana Succar, a faculty member at Bradenton’s Bayshore High School and a doctoral student in Secondary English Education at USF Tampa.

   Ms. Succar is participating in a Leadership Fellow Program that will provide, by shadowing Dr. Jones 1-3 hours each week for the next year, an introduction to administrative-type issues in higher education and the opportunity to enhance her research, which includes an interest in grant writing.

   Dr. Jones encouraged Council members to reach out to Ms. Succar if their departments can benefit from her involvement within the scope of her mentorship.

2. **Tracking of OPS Hours for Health Care Insurance**

   Ms. Carolyn Dyson joined the meeting to clarify some key points about the Affordable Care Act (“the Act”) which goes into effect on January 1, 2014. She specifically addressed how OPS staff and faculty hours will be tracked due to the fact that any state employee (including those in the State University System) working an average of 30 or more hours per week, will be eligible for insurance coverage and premium contributions.

   A handout providing information on what is currently known about the Act’s impact on the USF System was distributed, and although details about the Act and its implementation and administration is limited, Ms. Dyson answered Council members’ questions with regard to eligibility and how it can affect hiring decisions, department budgets, and letters of offer.

   **Action:** Ms. Dyson will meet with Ms. Christine Starosta in Business and Finance to put together a document outlining the costs associated with the Act and forward it to the Council, when available. She will also plan to attend the next Academic Affairs staff meeting when it is confirmed by Dr. Rhonda Moraca.

3. **A.A. Certificate Regulation 3.019**
Mr. Justin Selph, USF Sarasota-Manatee (USFSM) Registrar, joined the meeting to discuss System Regulation 3.019 regarding the issuance of A.A. certificates to eligible students who request it.

USFSM will now take part in this process, as its first class of freshmen began taking classes in August 2013.

Mr. Selph shared an example of the certificate that students will receive, which the deans made suggestions for tailoring to meet the needs of USFSM, including adding signature lines for the Regional Chancellor and Chair of the Board of Trustees, and removing the same for the Provost and Senior Vice President that is currently included on the Tampa certificate.

**Action:** Mr. Selph will mock-up a new version of the certificate with the changes suggested by the Council, while Dr. Jones will consult with the General Counsel’s office to ensure that we can move forward with the new template without issue.

4. **Faculty Grant Support**  
Ms. Sarah Smith joined the meeting to discuss the comprehensive grants training that she and Dr. Moraca received the week of October 7 toward certification as grant specialists.

Both reported that the training was very informative and will help provide the faculty with support at all ends of the grants process.

They also provided a handout detailing the process, which the Council suggested changes to in order to ensure the early involvement of the deans for the purposes of evaluating how a particular grant relates to a College and the resources that may or may not be available to support it.

Council members were asked to address any additional questions or concerns to Ms. Smith before she and Dr. Moraca present the proposed process to the Faculty Senate.

**Action:** The deans will provide the handout, with revisions, to their respective faculty by e-mail and include an explanation of the steps that Ms. Smith will be taking to get the grant process going.

5. **Proposed USF System Policy 10-042, Non-Traditional Education Including Online Delivery and Continuing Education**  
The Council reviewed proposed System Policy 10-042 and agreed that, while it may be appropriate for USF Tampa, it doesn’t work for USFSM, as written.

The Council further agreed that, because Distance Learning and Continuing Education are housed in her department, Dr. Moraca should address the policy with Mr. Michael Pearce, System Vice President for Information Technology, as it currently lacks the clarity needed to allow for an objective review and consideration for adoption by USFSM.

**Action:** Dr. Moraca will meet with Mr. Pearce and the Information Technology Management Council (ITMC) on proposed policy 10-042 to gain clarity before any action is taken on the part of Academic Council to request changes.

6. **Proposed USF System Policy 10-065, Credit Hours**  
The Council reviewed proposed System Policy 10-065 and saw no issues with it moving forward for approval.
7. Proposed USF System Policy 10-066, Identity Verification of Distance Education Students
The Council reviewed and discussed proposed System Policy 10-066 and agreed that, given the complexities of verifying student identity in connection with distance education courses, Dr. Moraca should also bring this policy to Mr. Pearce and the ITMC for clarification.

Action: Dr. Moraca will meet with Mr. Pearce and the ITMC on proposed policy 10-066 to gain clarity before any action is taken on the part of Academic Council to request changes.

8. Approval of the September 30, 2013, Minutes
The Council reviewed and approved the minutes of the September 30, 2013, meeting.

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

9. APC/Faculty Senate Reports and Approvals
Dr. Patricia Hunsader noted that there were no Academic Programs Committee (APC) issues or approvals requiring the Council’s review, but that there will be items to consider following the APC’s next meeting on Tuesday, October 22.

Regarding Faculty Senate, Dr. Hunsader announced that the Executive Committee has scheduled a special meeting on Tuesday, October 15 to discuss the non-reappointment of Librarian, Ms. Christa Fowler.

Also, Dr. Hunsader and Faculty Senate President, Dr. Katerina Annaraud, plan to meet with Mr. Byron Shinn, a member of both the USF Board of Trustees and USFSM’s Campus Board, to discuss ways in which he can advocate for the campus and help with issues related to the System Faculty Council.

10. Deans’ Reports
   a) College of Arts & Sciences
   Dr. Jane Rose reported the following:
   - The deans are encouraged to have faculty inform their students about the Sarasota UN Association and its link to student preparation for international education (not related to the Foreign Service Exam).
   - It should be communicated to candidates for faculty positions what the salary is before they get too far into the process so that it doesn’t become an issue as the pool of candidates is narrowed.

   Council members confirmed that, while the salary range is typically specified in search plans, it may also be included in the position posting. In addition, candidates should be reminded early in the search process if a stated salary is firm and cannot be negotiated.

   b) College of Hospitality and Technology Leadership
   Dr. Cihan Cobanoglu reported the following:
   - All of the Taiwanese students have received at least two job offers.
The First Glo Bull Cuisine event, Taste of Taiwan, will take place at the Sarasota Yacht Club on October 21. There are currently 75 attendees confirmed and all deans are invited.

In his role as Director of Global Engagement, he will serve as an intermediary between USFSM and USF World and would like to reach out to the Faculty Senate and the deans as he sees an opportunity to increase the numbers of hosted scholars and research faculty.

Dr. Rose encouraged Dr. Cobanoglu to include Sister Cities in his activities as they relate to his role as Director of Global Engagement.

c) Academic Support Services
Dr. Moraca reported the following:
- While there is nothing offered specific to office managers, the grants training that she and Ms. Smith received is suitable for them, also.

d) Student Services
Ms. Mary Beth Wallace reported the following:
- The updated FDLE website is now up and New College/USFSM Police Chief, Michael Kessie, will be following-up on the one individual currently being erroneously reported as a student of USFSM.
- First Time in College (FTIC) applications are currently at 24 for spring 2014 and 5 for summer 2014.
- The report on what courses USFSM’s current freshmen students came in with will be ready for the next Academic Council meeting on October 28.

e) College of Education
Dr. Terry Osborn reported the following:
- The SRATE/FATE conference was held at USFSM October 10-12 and all attendees were impressed with the campus.
- As part of his FACTE activities, he met with Dr. Jan Ignash, Interim Chancellor & Chief Academic Officer for the Florida Board of Governors. He also met with Mr. Randy Hanna, Chancellor of the Division of Florida Colleges at the Florida Department of Education, who has a special interest in the Board of Governors’ Workforce Gap Analysis, a calculator for determining the return on investment of a college education.
- There is a need to re-visit the issue of use of space on the campus in order to determine a healthy balance of USFSM-specific space needs versus those of non-USFSM groups.

Action: Dr. Jones will have this item added to the next Executive Council meeting agenda.

11. Next Meeting
The next regular meeting of the Academic Council is scheduled to take place on Monday, October 28, 2013, 2:00-4:00 p.m., in the Campus Board Room.