1. **Approval of March 18, 2013, Minutes**  
The Council approved the Minutes of the March 18, 2013, meeting.

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

2. **Review of Summer and Fall 2013 Course Schedules**  
The Council continued to discuss the summer and fall 2013 course schedules in order to ensure that student needs are met.

   Ms. Mary Beth Wallace pointed out that the advisors are keeping track of those courses identified by students as “hard to find” so that the information can be considered by the colleges when creating the course schedules.

   In a related discussion, Dr. Bonnie Jones noted that she has been meeting with administrators from State College of Florida (SCF) about a variety of issues, including renewing the 2+2 Agreement between the two institutions.

   **Action:** Ms. Wallace will prepare a draft 2+2 Agreement with SCF to share with the Council. At the suggestion of Dr. Jones, she will also meet with SCF’s Vice President of Education and Student Services, Dr. Donald Bowman, about the joint admissions plan.

3. **Academic Program Review and Specialized Accreditations**  
The Council reviewed the Program Review Guidelines that Dr. Jones amended in order to make them specific to USF Sarasota-Manatee.

   Following discussion, the Council requested one minor revision to line 29 so that it reads: “A Dean’s report prepared by the Dean of the College that is responsible for the program under review.”

   **Action:** Ms. Dina Kathman will make the change and forward the document to Ms. Sandy McDonald so that it can be added to the Academic Program Committee’s (APC) April 23rd meeting agenda.

4. **Mid-Term Grades Posting – USF System Policy 10-504**  
The Council reviewed USF Policy 10-504 regarding the posting of mid-term grades for 1000, 2000, and 3000-level courses and agreed to the following changes for USFSM:

   - Remove all references to 3000-level courses since USFSM has an early alert system in place that serves a similar purpose for students at this level.
   - Remove the sentence from lines 34/35 which reads: “Students who drop may not continue attending class.” This will ensure that students who have already paid for a class can still benefit from class
lectures and activities (tests excluded) that may help them to successfully complete the course in a future semester.

5. **Tenure and Promotion**
   - Approval of Instructor Promotion Guidelines
   - Review Draft Tenure and Promotion Processes and Timeline for 2013-14

The Council reviewed the Instructor Promotion Guidelines and suggested the addition of language that identifies the candidate’s option to withdraw from the process at any time.

**Motion/Vote:**
All Council members present were in favor of finalizing the Instructor Promotion Guidelines with the suggested addition and sending them back to the Faculty Senate.

The Council also reviewed the draft Tenure and Promotion processes and timelines for 2013-14. Several changes were suggested, including adding a date by which candidate’s must meet with their dean and/or the chair of their college committee in order to understand expectations.

**Action:** Dr. Moraca will update the timelines with the Council’s suggestions and bring them back to the Academic Council for a final review at its April 15 meeting.

Dr. Jones stated that she would like to have a meeting in the near future of the Council and the 2013-14 USFSM Tenure and Promotion committee to further evaluate the process. She will send an e-mail to Faculty Senate President, Dr. Jody McBrien, regarding who the 13-14 members will be so that they can be invited to attend.

6. **Faculty Training on Canvas**
Dr. Rhonda Moraca reported that Mr. Dale Drees continues to work toward transitioning all faculty to the new learning management system, Canvas.

**Action:** The deans were asked to continue to have faculty receive group and one-on-one training throughout the spring and summer semesters so that they are prepared when Blackboard is no longer available to them after fall 2013.

7. **Deans’ Reports**
   a) **College of Arts & Sciences**
      There was no report from the College of Arts & Sciences
   
   b) **College of Business**
      There was no report from the College of Business
   
   c) **College of Education**
      Dr. Terry Osborn announced that the Artist-to-Teacher MOU with Ringling, SCF, and Ringling Museum is complete. There will be a signing ceremony at USFSM on May 9th.
   
   d) **College of Hospitality & Technology Leadership**
      Dr. Cihan Cobanoglu announced that the MOU with Taiwan has been signed and, once in place, will allow CHTL to request funds to hire additional staff for its program.
      
      Dr. Cobanoglu also announced that CHTL is getting ready for its accreditation by reaching out to former students through the creation of a Facebook page for alumni. So far, the response has been good.
   
   e) **Academic Support Services**
      There was no report from Academic Support Services
   
   f) **Student Services**
      There was no report from Student Services
8. **Honors Program**
   This item was tabled to the April 15, 2013, meeting.

9. **APC Report/Approvals**
   - CAS
     Undergraduate – Change to Degree Requirements for the B.A. in History
     Undergraduate – Change to Requirements for the Honors Program
     New Undergraduate B.S. in Biology Program
     - Syllabi Part 1
     - Syllabi Part 2

   **Motion/Vote:**
   Following Council discussion, Dr. Robert Anderson moved to approve the above CAS items previously reviewed and approved by the APC at its March 26 meeting. Dr. Cihan Cobanoglu seconded the motion. All Council members present in favor. Motion passed.

10. **Enrollment Report**
    Ms. Mary Beth Wallace reported the enrollment figures for the week of April 1, 2013. She noted that there are currently three CSD cohorts, two full-time and one part-time, set to begin in the fall semester. Also, the current FTIC applications are at 293 with 89 offers of admission.

    **Action:** Dr. Jones asked the deans, along with their schedulers, to review the courses in their colleges that have low enrollment.

11. **Next Meeting**
    The next Academic Council meeting is scheduled to take place on Monday, April 15, 2013, 2:00-4:00 p.m., in the Campus Board Room