MINUTES
Academic Council
(Core ASA Leadership)
Tuesday, September 2, 2014
2:00 – 4:00 p.m.
Campus Board Room

Attendees: Dr. Robert Anderson, Dr. Cihan Cobanoglu, Ms. Sarah Fayard, Dr. Terry Osborn, Dr. Richard Reich, Dr. Jane Rose, Ms. Mary Beth Wallace, Dr. G. Pat Wilson

Invited Guest(s): Dr. Bonnie Jones, Ms. Amela Malkic, Dr. Brianne Reck

Regrets: Dr. James Curran

Recorder: Ms. Dina Kathman

1. **International Agreements Process**
   Dr. Bonnie Jones and Ms. Amela Malkic attended the meeting to review the amended international agreements process with the group. Dr. Terry Osborn confirmed that the changes reflect what the group discussed at its previous meeting.

   Dr. Jones and Ms. Malkic reminded the group that, while this process is not policy, it provides a transparent set of procedures for all to use when implementing new international agreements and Memorandums of Understanding.

2. **Approval of the August 4, 2014, Minutes**
   The group reviewed and approved the minutes of the August 4, 2014, meeting.

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

3. **SCH**
   Dr. Osborn provided the Fall 2014 Final Budget Report and Return on Investment of Additional Course Sections. He stressed that while students benefit and revenue for visiting faculty lines is increased, maintaining quality is paramount and careful consideration needs to be given to each section added to the schedule.

4. **E-Learning’s Role**
   Dr. Osborn introduced Dr. Brianne Reck to the group in her new role as Faculty Coordinator of Professional Development, which includes serving as liaison to the Director (or equivalent) of E-Learning (position to be posted).

   The group reviewed the feedback received by Dr. Osborn regarding E-Learning’s role at USFSM. They also discussed what needs to be done to shape the role of E-learning, including evaluating online courses before they are offered, retaining the quality of popular courses that are offered primarily online, organizing a knowledge base that informs and works within the existing structures to create policies, and following a standard set of criteria set by the faculty.
Dr. Osborn proposed that the faculty, through Faculty Senate and APC, set the standards and policies to be enforced related to distance learning at USFSM. He also suggested that Dr. David Owens of Disability Services be consulted regarding ADA compliance as it relates to distance learning.

5. **Curriculum Ladders**

Ms. Sarah Fayard requested input from the group regarding where the curriculum ladders should be housed for access by students, faculty, and staff—catalog, web, or both.

**Actions:** The group discussed and agreed that the ladders should be made accessible online only. They also agreed that the deans can make the ladders accessible through USFSM web pages of their choosing, but that the primary link will be on the Student Services page.

6. **Gordon Rule Approvals**

The group discussed and agreed that Gordon Rule courses will be returned to the Academic Programs Committee (APC) for review in order to ensure that they are meeting the State’s requirements.

7. **Tenure and Promotion**

The group discussed the amendment of USF System regulation 10.105 regarding the secret ballot vote in connection with the faculty tenure and promotion process. They agreed that USFSM’s process will include the dean’s review of the results of the votes the day before the college committee meets and forwards recommendations. The faculty member will also be provided the opportunity to view the results.

8. **Debate the Issues Course (LLA)**

Dr. Osborn noted that any faculty member interested in teaching the Debate the Issues course for the Lifelong Learning Academy will need to be set up as an individual consultant.

9. **Distance Learning Fee Distribution**

Dr. Cihan Cobanoglu brought forward for discussion the possibility of allocating a portion of the distance learning fees paid for online courses to the colleges that offer them in order to further enhance USFSM’s online and distance education.

**Action:** Dr. Osborn requested that Dr. Cobanoglu return to the group with a proposal for a specific course that will benefit from the return of a percentage of the distance learning fee to the college. He further requested that Dr. Cobanoglu consult with Dr. Reck and Assistant Vice President for Enrollment & Student Success, Ms. Mary Beth Wallace, in order to develop a united plan for such a proposal.

10. **Enrollment Report**

Ms. Mary Beth Wallace provided the enrollment report for the week of September 2, 2014.

11. **Area Reports**

   a) Academic Affairs – System collaboration is a priority. The STEM Steering committee (Dr. Jane Rose is serving) and Data Analytics committee (Drs. Cobanoglu and Anurag Agarwal are serving) are examples of this effort. In addition, collaboration on legislative activity, data certification for the Board of Governors, and website uniformity is underway.

   b) College of Arts & Sciences – No report.

   c) College of Business – No Report.

   d) College of Education – Preparations for the October NCATE on-site visit are underway.

   e) College of Hospitality & Technology Leadership/Global Engagement – Two agreements are in progress: The Taiwanese students are returning (the original agreement was only for one year) and Beijing University has signed a general agreement similar to a 2+2.
f) Faculty Senate/APC – The APC is currently reviewing a change to the English major. Also, the Faculty Senate’s first meeting will take place on September 5, where they will discuss the General Education Committee changing to the Core Curriculum Committee and a change in System governance (opt in or representative).

g) Student Services – The new 6-passenger transporter is available for campus tours. Those who plan to use the vehicle must first complete specific requirements, including online training. Dr. Osborn will provide details via e-mail.

Mr. Zachary Ramirez has been hired into Student Life. Some of his responsibilities will include coordinating orientation activities and working with the Taiwanese students.

Plans are underway to make a video of USFSM’s off-campus teaching sites to included in campus tours.

12. **Next Meetings**
The next Academic Council and Core ASA Leadership meetings are scheduled to take place:
Academic Council - Monday, September 15, 2014, 2:00-4:00 p.m., Campus Board Room
Core ASA Leadership - Monday, October 13, 2014, 2:00-4:00 p.m., Classroom B333