University Board of Trustees  
Work Group on Academics and Campus Environment  
MINUTES  
February 1, 2007, 2:00 – 4:00 PM  
Marshall Center Room 296

Workgroup Members Present: Lee Arnold, Jr., Trustee and Chair; Michael Barber, Trustee and President of the Faculty Senate; Frank Harrison, Trustee and President of Student Government; Debbie Sembler, Trustee; Jennifer Capeheart-Meningall, Vice President, Student Affairs; Carl Carlucci, Executive Vice President and CFO; Renu Khator, University Provost and Senior Vice President; Kathleen Moore, Associate Vice President for Academic Affairs and Educational Outreach and Principal Staff to the Workgroup; John Clarke, Foundation Board Liaison; Ron Hanke, Associate Director, Facilities Planning; Barbara Sparks-McGlinchy, Associate Director, Intercollegiate Athletics; Paul Spector, Professor, Department of Psychology;

Guests: Ron Anderson, Land Design; David Brickhouse, Student Government; Leellen Brigman, Associate Vice President for Enrollment Management and Planning; Bob Brinkman, Chair, Geology, College of Arts and Sciences; Dee Brown, Administrative Assistant, General Counsel; Sandra Cadena, Assistant Professor, College of Nursing; Carol Cobb-Hines, Coordinator, Graduate Studies; Bruce Cochrane, Associate Dean, College of Arts and Sciences; Guy Conway, Director, Student Affairs, Marshall Center; Matthew Coppens, Senator, Student Government; Barbara Donerly, Architect, Facilities Planning; Trudie Frecker, Associate Vice President, Administrative Affairs; Daniel Gardner, Senior Director, Office of Decision Support; Judy Genshaft, USF President; Matt Gilbert, Skanska USA Building; David Guidi, Reporter, USF Oracle; Patricia Haynie, Associate Vice President; USF Health; Dean Head, Moffitt Cancer Center; Angela Holcomb, Gresham, Smith and Partners; Maureen Johnston, Interim Director, Financial Aid; Rhea Law, Chair, Board of Trustees; Barton Lee, Associate Dean, College of Visual and Performing Arts; Alba Lopez, Gresham, Smith and Partners; Orlando Lopez, Gresham, Smith and Partners; Ron Jones, Dean, College of Visual and Performing Arts; Janet Moore, Associate Dean, Undergraduate Studies; Michael Moore, Associate Vice President, Office of Decision Support; Donna Parrino, Director, Enrollment, Planning and Management; Steve Prevaux, General Counsel; Barbara Redding, Professor, College of Nursing; Steve Runion, Assistant Director, Financial Aid; John Skvoretz, Dean, College of Arts and Sciences; Dwayne Smith, Vice Provost and Professor, Provost’s Office; David Steele, Director, University Advancement, USF Lakeland; Joe Synovec, Director, Marshall Center; Tracy Tyree, Associate Vice President, Student Affairs; Cindy Visot, Chief of Staff; John Ward, Vice President, USF Faculty Senate; Brent Weisman, Associate Dean, Graduate Studies; Karen White, Regional Chancellor, USF St. Petersburg; Ralph Wilcox, Vice Provost, Provost’s Office
Call to Order and Comments:

Trustee Arnold opened the meeting at 2:10 p.m.

New Business – Action Items

a. Approval of Minutes – January 4, 2007

The Workgroup unanimously approved the January 4, 2007 minutes.

b. Academic Integrity Code

Trustee Harrison presented the item. He noted that the two honor statements, Commitment to Honor and Living the Commitment, were developed by the Academic Integrity Committee, a representative group of students, faculty and administrators charged by Academic Affairs (2004). Both honor statements have been reviewed and approved by USF Student Government, USF Academic Affairs, USF Faculty Senate, A & P Council, and USPS Council. USFSP Faculty Senate and USFSP Academic Affairs have endorsed the statements. Trustee Harrison thanked Janet Moore and David Brickhouse for their assistance with the development of the statements. He noted that the statements are well written and a model for other universities in Florida and the nation. Trustee Arnold asked if there were any legal issues and it was noted there were none. He asked if the plan was to have students sign the statements and it was noted they would not. The statements would be distributed and published so students would be aware. Janet Moore noted that the statements are not code and would be used for academic purposes. Trustee Arnold asked if there were any enrollment issues and it was noted there were none.

A motion was made to approve and was seconded. Approved unanimously.

c. Authorize revised Regulation USF 1-005 and revised 2007-08 Undergraduate Catalog

General Counsel Steve Prevaux presented the item. Regulation USF 1-005, is proposed to incorporate the Undergraduate Catalog and update the information provided in the referenced catalog. The catalog includes information on admissions, degree requirements, curricula offerings, and facilities. These are grouped into three main areas – Admissions, Registration and Academic Policies. A summary of the major proposed revisions to the Undergraduate Catalog was provided. Bob Sullins, Dean, Undergraduate Studies and Jennifer Meningall, Vice President for Student Affairs have reviewed the changes. Trustee Arnold asked if Dr. Meningall was satisfied with the changes and she confirmed she was. He asked if the changes applied to all undergraduate students on all campuses and
it was confirmed they did. Mr. Prevaux noted that the changes are technical in nature and provided a brief overview.

A motion was made to approve and was seconded. Approved unanimously.

d. Authorize revised Regulation USF 1-009 and revised 2007-08 Graduate Catalog

General Counsel Steve Prevaux presented the item. Regulation USF 1-009, is proposed to incorporate the Graduate Catalog and update the information provided in the referenced Catalog. The catalog includes information on admissions, degree requirements, curricula offerings, and facilities. The 2007-08 proposed revisions to the catalog have been reviewed and approved by the respective programs and colleges; the University Graduate Council; and the University Graduate School. A summary of the major proposed revisions to the Graduate catalog were reviewed. Trustee Arnold asked about fee adjustments and if there would be an impact on the budget and it was noted there was none.

A motion was made to approve and was seconded. Approved unanimously.

e. Revision to 2005 Tampa Campus Master Plan

Ron Hanke presented the item and noted that subsequent to the adoption of the Master Plan, Moffitt Cancer Center has elected to revise its campus growth plan that is currently indicated in the adopted Master Plan, which constitutes a minor amendment. He reviewed the changes which include deleting the 200,000 gross square foot faculty office building as currently indicated adjacent to the Moffitt Research Center; and revising the contemplated phased South Expansion of the existing Moffitt Cancer Center with a multi-use addition consisting of a 1000 car parking garage, faculty offices, an addition of 40 new in-patient beds, an extension of the Radiation Oncology out-patient Clinic, and an extension of the current Clinical Lab and Pathology services. This revision results in a net decrease in gross square footage of development to be included in the Master Plan and resultant Development Agreement with the City of Tampa. The footprint and Budget narrative were reviewed. As a University affiliate, Moffitt Cancer Center is expected to pay for impact costs for any new construction. Trustee Barber asked if there was an impact on Lot 32 and access to the lot and Mr. Hanke advised there was none. A traffic consultant will be hired and a traffic analysis completed. Trustee Barber noted a concern for the safety of faculty, staff, and students who walk through the area and it was noted that the traffic consultant would evaluate those issues. Who would be allowed to utilize the garage and percentages of use was clarified. Trustee Arnold commended Mr. Hanke and his team for their hard work.

A motion was made to approve and was seconded. Approved unanimously.
f. Amendment to the Principles for the Development of USF

President Genshaft presented the item. She requested that the item be pended until the next ACE meeting to allow further discussion and input regarding the Principles. Trustee Arnold asked if it would track with the Strategic Plan and it was noted that they are separate documents and the differences were clarified. The Strategic Plan will proceed as planned.

New Business – Discussion Items


Provost Khator presented the item noting that the report is an update on Financial Aid and efforts to attract the best students. She introduced Leellen Brigman, Associate Vice President for Enrollment Management and Planning. Dr. Brigman introduced Maureen Johnston, Interim Director and Steve Runion, Assistant Director of Financial Aid. Dr. Brigman distributed a materials packet and provided an overview. Items such as the cost of college, applying for financial aid, financial aid programs – federal, state, grants, scholarships, tuition waivers - were reviewed. Also reviewed were financial needs, computation of needs, financial aid calendar, affordability, financial aid audits, challenges and initiatives. Chair Law asked how much time is required to administer the 1300+ programs. Dr. Brigman reported that the percentage of time is heavier at the beginning and end of the semester. Trustee Arnold asked for the number of staff available to administer the $500 million and how those staff members are paid. Dr. Brigman reported that there are 43 full-time staff members who are paid from E&G funds along with a small amount of federal funds. Trustee Arnold asked Dr. Brigman what was her biggest concern and she noted it was the challenge of identifying and hiring a new Director of Financial Aid. Dr. Meningall noted the importance of the position and need to identify a candidate with strong credentials. Trustee Arnold asked if the $500 million for financial aid was reflected in the University’s budget and it was noted it was. The monies are tracked by auditors and are carefully scrutinized for any problems. President Genshaft asked how much of the financial aid process is on line and it was noted that most is. The student financial award information can be accessed through OASIS. Chair Law asked what needs to be done to strengthen the oversight and Dr. Brigman reported that utilizing electronic transfer of funds (EFT) for such things as issuance of Financial Aid award checks and book awards would help. The importance of having one office to oversee the processes with stations at regional campuses and USF Health was noted and discussed.
b. The Evolution of Graduate Education in the College of Medicine

Trustee Barber presented the report. An overview of strategic goals, graduate enhancement strategy, graduate programs, graduate concentrations, Master’s programs, Master’s concentrations, graduate certificates was provided. Basic Health Sciences initiatives, program enhancements, opportunities, challenges and performances were also reviewed. President Genshaft expressed that it was a huge endeavor and asked if the programs had been approved through the Graduate School and it was confirmed they were. Provost Khator asked about the approval of the School of Basic Biomedical Sciences and the approval was clarified.

c. Master of Science (M.S.) in Environmental Science and Policy at USF St. Petersburg.

Regional Chancellor Karen White presented the items and noted that this is not a new program for USF but is a new program for USF St. Petersburg. The College of Arts and Sciences at USFSP will offer an interdisciplinary and multidisciplinary Master of Science in Environmental Science and Policy (MS/ESP) with education and research opportunities in applied environmental science. The program curriculum is similar to that of the MS/ESP offered by the College of Arts and Sciences at USF Tampa; both programs share a common core but have different areas of focus. The program has been approved by the appropriate faculty committees and by the Academic Affairs Council. The program will be added to the University’s internal inventory of degree programs by campus. A discussion was held regarding the approval process for program approval. Dr. Moore advised that the Board of Governors has issued a revised procedure for new program approvals and that USF procedures will be aligned accordingly.

IV. Comments:

Provost’s Report

Provost Khator introduced Vice Provost Ralph Wilcox who provided information regarding enrollment figures. Dr. Wilcox distributed and reviewed Enrollment Growth Plans and related information. Trustee Arnold noted that it is important to coordinate enrollment planning with the Strategic Plans, Master Plans and financial plans.

Faculty Senate Report

Trustee Barber presented the report noting the Faculty Senate has enhanced its website and is working to increase engagement of members. The Senate is also looking at a medical records survey, faculty peer review for misconduct, Senate membership on “ad hoc” committees, and inviting faculty leadership from
regional campuses to participate in Senate Executive Committee meetings. The Senate is continuing discussions regarding the financial code of conduct as well as the institution’s developing strategic plan. Future areas of discussion will be the structure of honors and awards at USF, use of instructional technology by faculty, potential to coordinate with student government, and parking services advisory committee.

**Student Affairs Report**

Dr. Meningall presented the report. She reported on the death of student athlete, Kealey Dorsey and his memorial service. Dr. Meningall acknowledged the Athletic Department, Dean of Students and President’s Office for their efforts to honor the student and support the family. She noted that James Geiger was one of six students in Florida to receive the Service Excellence Award. Dr. Meningall noted that the Stampede of Students event was a success and that the Mayor’s Office of the City of Tampa had commended USF for its efforts. She noted that the Board of Governors is discussing mandatory health insurance policy which was a topic that came before ACE approximately 1 year ago. Student Affairs is waiting to hear further on the topic from the Board of Governors. Dr. Meningall reported on the A&S fees noting that USF has a good system in place and a committee is looking at the fiscal oversight. A Black Emphasis Month 2007 brochure was distributed. Barbara Sparks-McGlinchy, on behalf of Intercollegiate Athletics, also thanked everyone for their support regarding the death of the student athlete.

**Student Government Report**

Mr. David Brickhouse presented the report for Trustee Harrison who had to leave for class. He shared that Trustee Harrison’s main focus will be on external issues relating to the Board of Governors and the Florida Student Association. Of particular interest is the technology fee, Bright Futures, Florida Prepaid program, the quality and access of higher education throughout the SUS, and mandatory student health insurance. Other issues of particular interest coincide with Dr. Brigman’s presentation in regard to financial literacy. Student Government is currently in the process of creating a comprehensive report to analyze what programs and services are offered to students at the institutional, state, and federal levels, and then make recommendations accordingly. The College Readership Program is in its final stages and should be completed shortly. Mr. Brickhouse thanked Dr. Carlucci and his office for helping Student Government bring this program to fruition.

Trustee Arnold asked if there were any new items for discussion. Hearing no new issues, the meeting was adjourned at 4:28 pm.