

**Provost's Council
March 31, 2020**

SUMMARY NOTES

Members Present:

Margaret W. Baker, Dean, School of Nursing and Health Professions
Pamela Balls Organista, Interim Vice Provost and Special Assistant to the Provost
Michael Beseda, Vice Provost for Strategic Enrollment Management
Shawn Calhoun, Acting Dean, University Library
Tyrone Cannon, Interim Provost and Vice President of Academic Affairs
David Donahue, Senior Director, Leo T. McCarthy Center for the Common Good
Julie Dowd, Director, University Ministry
Susan Freiwald, Dean, School of Law
Jeff Hamrick, Vice Provost, Institutional Budget and Planning & Analytics
Michael Harrington, Associate Vice Provost for Institutional Budget and Planning & Analytics
Shabnam Koirala-Azad, Dean, School of Education
Shirley McGuire, Senior Vice Provost for Academic Affairs
Shona Milazo, Associate Vice Provost and Dean of Student Academics Services
Charles Moses, Dean, School of Management
Julie Orio, Vice Provost for Student Life
Deborah Panter, Associate Vice Provost for Educational Effectiveness
Anastasia Vrachnos, Associate Vice Provost for International Initiatives
Mary Wardell-Ghirarduzzi, Vice Provost for Diversity Engagement and Community Outreach and Chief Diversity Officer

Absent and Excused:

Marcelo Camperi, Dean, College of Arts and Sciences
Shannon Gary, Associate Vice Provost and Dean of Students

Guests:

1. Vote for 2019-2020 Faculty and Staff Awards

PC voted on the Educational Effectiveness Award and the Mentor of the Year Award.

Winners:

Educational Effectiveness Award – ABES (SOL)
Mentor of the Year Award for Grads - Alejandro Covarrubias (SOE)
Mentor of the Year Award for Undergrads - Amalia Kokkinaki (CAS)

OAAS will publicize the Educational Effectiveness Award more next year.

PC will review the faculty and staff awards this fall.

2. Update on Student Housing, Student Support Services, and COVID-19 Management Team

VP Orio gave an update on the following:

Student Housing:

- 153 students remained on campus
- 26 students were approved for late stay
- First priority goes to students who currently share a space; we will move them into their own room
- Second priority is to move students housed in the Pacific Wing to main campus
- Third priority is to move students housed in Pedro Arrupe and St. Anne's to main campus
- Koret is closed and will offer home workouts

Student Support Services:

- CaPS is now remote; students can connect by video or phone
- CaPS is licensed in California, but can provide therapy for our out-of-state students

COVID-19 Management Team:

- Charge: Respond to developments and inform the USF community as the university navigates the pandemic
- Lead: Julie Orio, Vice President, Student Life

Continuity of Instruction:

- Charge: Recommend and draft guidance and policy regarding instruction in response to crisis. Identify, recommend and develop resources for faculty and students to continue instruction during the remote learning phase. Develop and disseminate communications around resources for faculty and students to continue instruction during the remote learning phase. Identify issues and risks, and develop mitigation strategies in coordination with other areas of the university.
- Lead: Shirley McGuire, Senior Vice Provost, Academic Affairs

Summer 2020 Planning:

- Charge: Focus on enrollment and remote learning for summer session through online instruction and communications/marketing.
- Lead: Jeff Hamrick, Vice Provost, Institutional Budget and Planning & Analytics

Fall 2020 Enrollment:

- Charge: Coordinate efforts across university departments and divisions to meet undergraduate enrollment objectives. Develop targeted campaigns to retain current undergraduates. Coordinate new graduate student enrollment efforts and maximize current employment and certificate opportunities. Align enrollment efforts with a possible fall 2020 term online start for some (international) or all programs and students.
- Lead: Michael Beseda, Vice Provost, Strategic Enrollment Management

Federal Stimulus & USF:

- Charge: Secure federal assistance in response to COVID-19 for our students, faculty, staff, and the institution.
- Lead: Shirley McGuire, Senior Vice Provost, Academic Affairs

Student Life Emergency Fund is headed by Dean of Students Shannon Gary with additional support from HR and Student Accounts.

Info on housing and food insecurity can be found on COVID-19 webpage.

Loaner laptops will be available for students who need it. Printers are available to students living on campus. Off-campus students who need to print can contact VP Julie Orio's office for access.

SVP McGuire will take the issue of in-person classes vs remote learning and offering different instructional modality for the data science online course to the COI and Council of Deans to discuss.

3. Contingency Planning for Fall

VP Beseda's team is working on preparing for fall 2020 and will keep the provost's council apprised.

4. Support for our Asian-Identified Students, Faculty, and Staff

VP Wardell shared a presentation about the increasing racism and racist acts against Asian/Pacific Islander populations and communities and offered resources for campus members who need support.

5. Other

VP Hamrick informed the group that Business & Finance will move to suspend purchasing card use next week. Cards belonging to vice presidents, vice provosts, deans, and business managers will remain active.

The President will address the university's financial status in his upcoming announcement.

There being no further business to discuss or transact, the Provost's Council meeting adjourned at 11:12 a.m.

Respectfully submitted,

Tina Tsan
Assistant to the Provost and Vice
President of Academic Affairs