

**Provost's Council
April 14, 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
Marcelo Camperi, Dean, College of Arts and Sciences
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
Shannon Gary, Associate Vice Provost and Dean of Students
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
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:

Guests:

1. Survey of Student Experiences During Crisis and Internal Student Complaint Process

SVP McGuire shared OAAS will send a comprehensive survey to graduate and undergrad students next week to gather input on their experience with the university's response to the pandemic. The survey will inform us on how students are doing during our transition to remote learning, how we might address these crises in the future, and what we need to know for decision-making. The OAAS survey is based on surveys used by our competitor schools.

OAAS will send survey to AVP Vrachnos to review questions concerning international students.

We also plan to send a short survey later on to the faculty to ask what worked well for them and what did not work for them during this transition.

Dean Camperi shared that a recommendation was sent to the President to conduct a survey to graduating seniors and asked that OAAS coordinate its survey questions with the President's survey so as not to confuse the students.

2. Turning in Base-Budgeted Fiscal Year 2021 Savings by April 30

VP Hamrick reminded PC that base budget cuts for the original budget are due April 30. This is an already extended deadline. He asked PC to provide a 1 – 2 page narrative in memorandum form to AVP Harrington

and Hamrick explaining what the budget cuts are and how they may potentially impact their units for UBAC to review. Hamrick offered to share his memorandum as an example if anyone is interested.

3. Ordering Promotional Products/Swag

Hamrick announced e-Procurement would start declining all requests to order “swag”. We do not have the budget for it right now. Commencement Box swag may be exempt by the President.

Dean Freiwald will send her exemption request to Cannon and Hamrick for their consideration.

4. Other

Cannon gave a brief update on the status of the strategic planning group.

SVP McGuire will obtain a list of working groups from VP Ellen Ryder to share with PC.

USFFA President Sonja Poole is having conversations with the USFFA about sabbatical leaves and will notify AVP David Philpott of their decision.

Cannon sent an inquiry to AVP Diane Nelson yesterday to ask for clarity on voluntary leaves and will relay that information to PC.

Cabinet is planning a virtual Zoom town hall sometime next month.

Hamrick shared COO completed a first draft of a matrix of about 50 – 60 of very significant ideas for dramatically reducing expenditures and mapped them into four different scenarios for FY 21: On budget, 5% short, 20% short, and 50% short. This information will be used to guide Cabinet in its decision-making as the university enters into these different scenarios.

Conversations about vacation accruals are forthcoming. Employees are encouraged to use their vacation where they can to bring down the vacation accrual balances.

PC asked to be included in Cabinet’s conversations about the budget. Cannon will take the request to Cabinet.

The federal government stimulus package gave \$12 billion to assist higher education. \$7.2MM was allocated to USF. Legislation mandates that half of this money (\$3.6MM) be distributed to students in the form of emergency grants for this academic year. It recommends the funds be distributed to the neediest of students. The funds will be funneled through financial aid (SCOG). USF has one year to distribute the funds. VP Beseda is working on a proposal to distribute these funds in the quickest, most efficient, and simplest way.

McGuire added that we have applied for half of the \$7.2MM will apply for the remainder later. These funds can only be used on students. All other uses will be met with very strict restrictions.

Dean Shabnam shared that school districts are considering a hybrid, if not online model for fall.

The university will move forward with distributing Teaching Evaluation Summaries. Faculty will have the option to use them in their tenure and promotion or not. Cannon will confirm with AVP Philpott.

There being no further business to discuss or transact, the Provost’s Council meeting adjourned at 10:56 a.m.

Respectfully submitted,

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