November 2009

General
While a number of routine activities (e.g., email, correspondence, reports, return calls, follow-ups, arrangements, confirmations, etc.) are a part of the life of the dean monthly, they are not presented here for obvious reasons. Unique to this month, however, are the following activities with the following serving as special highlights.

- November (and the second half of October) represented the initiation of the POD presentations led by College personnel which focus on fundraising, budget management, academic affairs, operations, marketing, and the College climate. Everyone is encouraged to attend these sessions for information and understanding.
- Every year from approximately the middle of October to the middle of November, units are presenting the best of student and ensemble work, and this year was no exception. What has made this year particularly exciting is that the quality, energy, and sensibilities of student work from Architecture to Art, from Dance to Music to Theatre has been exceptionally outstanding...and both Graphicstudio and the Museum have demonstrated the very same in spite of major fiscal challenges. We all should be really proud of our work...I know, as dean, I certainly am and do not fail to share that pride with others.

University Meetings
- Nov 02: Met with the Deans’ Council discussing the following topics: Living and Learning Communities; USF System Governance; Careers@USF Online Recruitment/Application System; and updates on the current and next year’s federal grants funding from Jim Pirius.
- Nov 16: Met with the Academic Deans discussing SACS five-year requirements, functional configurations of the Provost’s Office, and current events.
- Nov 19: Attended the “town hall” meeting facilitated by the Provost’ Office which focused on sustainability, globalization, interdisciplinary inquiry, community engagement, and faculty roles and responsibilities.
- Nov 19: Attended the Academic and Campus Education Workgroup meeting.

Events
- Nov 04: Attended the Resident Artist concert as part of the 2009 Rutenberg Festival.
- Nov 08: Attended the Prize Winners concert as a part of the Rutenberg Festival in FAH101.
- Nov 09: Attended the Grand Prize Winner concert in FAH 101.
- Nov 13: Attended the evening of Opera Scenes in Theatre I.
- Nov 14: Attended the fall play, 100 Saints You Should Know, including the talkback following the play.
- Nov 17: Attended the 2009 Scholarship Luncheon for donors to the College and scholarship recipients.
- Nov 18: Attended the Honors College concert featuring both jazz and symphonic performances.
- Nov 19: Attended the Faculty Honors & Awards Reception.
- Nov 19: Attended the School of Art & Art History Talk of the Arts lecture by Lowry Burgess.
- Nov 22: Attended the afternoon concert of the USF Symphony Orchestra at the Palladium in St. Petersburg.
- Nov 24: Attended the Wind Ensemble concert in Theatre I.
**Administrative Activities**

- **Nov 02:** Met with Ashleigh Gallant discussing the following topics: the hiring of a new student worker, ICFAD session on Branding, working with the communication team within the College, and branding.
- **Nov 03:** Met with Cheryl Harris discussing resource commitments, the evaluation of fees, FWSP, and budget issues related to Unstoppable.
- **Nov 03:** Met with Wally Wilson discussing issues related to the School of Art & Art History.
- **Nov 03:** Met with Barton Lee briefly discussing personnel issues, search issues, student grievance, pandemic planning and BlackBoard, and the ICFAD taskforce.
- **Nov 03:** Met with Heddie Sumpter and Cheryl Harris discussing status of searches, personnel issues, Microsoft Project, administrative positions, summer salaries, and minority hires.
- **Nov 04:** Met with Graham Tobin discussing the compact plan proposals from the College.
- **Nov 04:** Met with Entela Balliu to discuss the framing of four Calatrava drawings for the School of Architecture & Community Design.
- **Nov 04:** Met with Jenna Felder discussing celebrity options for the fall 2010 Women in Philanthropy program that will focus on the arts.
- **Nov 05:** Attended the Quiet Quality Award given to Mireya Critel.
- **Nov 05:** Met with Marc Powers discussing integrated interdisciplinary inquiry, Twyla Tharp, the President’s attendance at the Fall Dance Concert, and the BRIT program.
- **Nov 05:** With Barton Lee and Wade Weast, met with architects reviewing all the color, texture, and material options for the new Music Building.
- **Nov 05:** Met with other deans and Bill Kearns and Franco Lodato discussing the most current class/project related to surveillance.
- **Nov 05:** Met with Barton Lee discussing SACS administrative assessment, management of College spaces, SCH data, grade appeal, office coverage, HMS laser project, and College goals.
- **Nov 05:** Met with Facilities Planning Office discussing the details of the contract for the Center for Advanced Study of the Visual Arts.
- **Nov 05:** Attended the first part of the afternoon symposium on New Weather with presentations by Diana A-Hadid, Robyn O’Neil and Iva Gueorguieva.
- **Nov 05:** Met with the Provost and the other deans for an extended social interaction.
- **Nov 09:** Attended the POD on fundraising presented by Karen Frank.
- **Nov 09:** Met with Heddie Sumpter discussing careers at USF, the status of searches, the template for minutes, the SACD position description, SPI for Microsoft Project work, and bonuses for selected personnel.
- **Nov 09:** Met with Nina Contreras discussing the art website, cohesive websites, Arts In Sight, website projects, events and production website, blog searches, and the NET ID password and access issues.
- **Nov 12:** Met with Margaret Miller discussing Museum Studies, the China connection, the IDEA initiative, public art, and globalization.
- **Nov 12:** Attended the Marketing POD presentation by Ashleigh Gallant.
- **Nov 12:** Met with the Provost discussing the goals of the College and the programmatic and fiscal issues related to IRA including public art.
- **Nov 12:** Accompanied the Provost in his studio visit to award Michael Foley with the Outstanding Undergraduate Teacher award.
- **Nov 12:** Met with Mary Kuka discussing the alternative proposal from the Staff Advisory Council regarding best practices and procedures in College offices.
• Nov 12: Met with Ashleigh Gallant discussing the USF Website and events marketing.
• Nov 12: Met briefly with Kevin Maroney discussing issues related to IT.
• Nov 13: Met with Barton Lee discussing the following topics: FAC; SACS for Advising; PODS/FOCI on the WEB and or BlackBoard; University IT; College Matters; high school student visits to the University; CAM; and Provost’s Summer Grants.
• Nov 13: Met with the College Faculty Advisory Council which discussed mission, vision, and goals.
• Nov 13: Presented to the Faculty and Staff of the School of Theatre & Dance an hour focused on the evaluation of College Directors. Other issues: Degree requirements in the two School faculty searches.
• Nov 16: Met with Cam Greenhaw discussing the faculty books, bios and photos of faculty, the ICFAD salary survey, GottaKnows, and Cvent.
• Nov 16: Met with Karen Frank discussing the program for the Scholarship Luncheon.
• Nov 16: Met with Ashleigh Gallant discussing the marketing of events, branding, and the web.
• Nov 17: Met with Cheryl Harris discussing FAH Alarm payments, IT, Marie Miyashiro-Collins’ contract, Gail Humphries, P-Card procedures, spring courses, and other budget issues.
• Nov 17: Met with Margaret Miller and Randy West discussing Graphicstudio needs and its mission/opportunities as well as the CAM needs/opportunities and its mission.
• Nov 17: Met with Barton Lee discussing the following: SACS summer data, CoTA Procedures for Review of Proposals, and Web access.
• Nov 18: Met with the Directors’ Council discussing the following: Art at the Core; Commencement attendance; NEA and their concern regarding arts participation; Goals and director deliverables; E-solicitations and a discussion with David Fries from the College of Marine Science; and course fees for accompanists, models, etc.
• Nov 18: Met with Karen Frank discussing e-solicitations, the audit of School of Architecture & Community Design scholarships and endowments, and a review of the Scholarship Luncheon.
• Nov 19: Met briefly with the College Research Committee, getting guidance from them relative to proposed changes in the Provost’s Summer Grants.
• Nov 19: Met with the School of Music faculty and staff with a focus on the evaluation of directors.
• Nov 23: Met with the faculty and staff of the School of Architecture & Community Design, presenting an hour focused on director evaluation and other questions/issues from the School.
• Nov 24: Met with Cheryl Harris and Heddie Sumpter discussing the Microsoft Project Management program, the status of staff searches, and salary adjustment possibilities for employees.
• Nov 24: With Barton Lee, met with Matthew Gail, our BRIT agent in London discussing this year’s BRIT program.
• Nov 24: Met with Barton Lee discussing award results from the Research Committee, UFG reductions in funding, FAC and the evaluation of directors, and tours of the Music Program.
• Nov 24: Met with Kathleen Moore discussing issues related to on line instruction and funding.
• Nov 25: Met with Bob MacLeod discussing AIA, workload of staff, and community engagement.
• Nov 30: With Barton Lee met with Amy Allison of IRA regarding the FHEAN meeting at Graphicstudio in January.
• Nov 30: Met with Marc Powers (three week meeting) discussing the following: details related to the Bill T. Jones project, the BRIT project, and the 100 Saints playwright visit; global proposals; the Caribbean; High Definition initiatives; the 20th anniversary of BRIT; director role in meeting the College goals; and the Foci presentation.
• Nov 30: Met with Nina Contreras discussing room 233, equipment in her office, and an update on projects: music education, the School websites, events calendar and the events website.
• Nov 30: Met with Ashleigh Gallant discussing Business students’ work, a search for a replacement photographer, student of the week, and branding.
• Nov 30: Met with Wade Weast and Susan Murray discussing details of the All Steinway proposal.

**Development Activities**
• Nov 04: Met with the administration of the USF telefund where they reviewed last year’s performance and made suggestions that might generate more support.
• Nov 05: Met with scholarship donor discussing the benefits of the scholarship for students and expressing gratitude on behalf of the College.
• Nov 05: Met with the manager of the local Macy’s discussing presentation at the Scholarship Luncheon.
• Nov 09: With Susan Murray, met with Cornelia Corbett discussing her role as Capital Campaign Cabinet representative for the College.
• Nov 20: Welcomed the University Development Officers group to the College and to Graphicstudio where they were holding their monthly meeting.

**Community Activities**
• Nov 03: Participated in an hour long conference call related to the selection of new Trustees for the Tampa Museum of Art.
• Nov 05: Attended the fall Gala of the Tampa Bay Businesses for Culture and the Arts held at the Aquarium.
• Nov 18: Attended the Tampa Museum of Art Board of Trustees meeting.

**National Activities**
• Nov 10: Spent the day in Washington DC with the leadership of the National Endowment for the Arts arguing for a more visible acceptance of the arts in higher education as an essential and integral part of the policy decisions of the NEA.
• Nov 19: Met with Liz Cole, Executive Director, discussing ICFAD taskforces, relationship with CCAS, opportunities for the organization with the NEA, and Qatar conference.

**Report of the College Offices**
Each of the College Offices is sharing a few of their more significant activities that have occurred during this particular timeframe (this is not a report of the office but rather a sharing of some of the many activities in which each person has been engaged during the report timeframe). By no means do these few activities summarize any office or individual; rather, the activities listed intend to give you some sense of the highlights and the work being done on your behalf by each of the individuals with administrative assignments.

**Nina Contreras**
• Websites: Redesigned and setup CMS for new CMER website; Worked with Kevin Maroney to setup journal subscription login pages for new MERI website; Continued planning with Bryce Womeldurf for mapping new School of Music website.
• Graphic Design: Designed new e-news email templates for CoTA, School of Theatre and Dance, and ICFAD.
• Marketing & Support: Enabled email scheduling and bounce back handling on Abs. Newsletter for all CoTA units and ICFAD; Created "eventless" slides for CoTA homepage slideshow to use for the holiday season; Posted new faculty search listings to the web; Initiated secure Faculty and Staff website area setup with Richard Tapia.

**Barton Lee**
• Facilities and Operations: In addition to regularly scheduled weekly update meetings at the site trailer on the MTP – Music Building, several meetings were held to discuss access control door hardware, security,
storage configurations, and furnishings. Reminder that photo updates of the construction are available at: http://music.arts.usf.edu/building.html. Interior color and finish proposals have been developed by the architectural firm and will be going through a review/approval period during December. Attended, with Beau Edwardson, one day of the Lighting Dimensions International conference in Orlando. In addition to walking the exhibition floor we were given a private showroom demo of the new ETC Podigy (powered multiline rigging) Hoist System and a demo/instruction on the EOS control board. The CASVA project remains in contract negotiations which we hope will be resolved by early 2010. Several minor projects are underway in the college including and ADA funded portable chair lift being retro-fitted for TAT – Theatre 1 and the near completion of the laser cutter electrical power and fan installation in the School of Architecture & Community Design awaiting final test and balance of the system.

- **Academic:** Graduate catalog review and revisions were completed by unit and college faculty and staff and submitted this month. Several policy revisions/updates and proposals for review have been circulated this month from the General Counsel’s office that are of particular interest to academic affairs. In addition to these policies & procedures being posted on-line, a notebook of current policies and procedures is available in the Associate Dean’s office. Participated in meetings of the Graduate Enrollment Management team; Associate Deans – Academics Council; and attended several events in the college.

- **College Administration:** Attended College Pod and Foci sessions as available and attended the November 19th Town Hall discussion of the Provost’s taskforce reports. Attended the donor/student scholarship luncheon; met and/or contacted several friends and donors of the college; and met with individual faculty and committees including: Faculty Advisory Council; Diversity Advisory Taskforce; CoTA Research; and Directors Council.

**Karen Frank**

- The Development Team worked closely with all the College’s Directors and office managers to prepare and finalize the annual Stewardship Reports for donors, which detail all endowed funds’ expenditures and activities for the past year. This annual process began in July and was completed in November.

- The Development Team hosted the College’s annual Scholarship & Endowed Fund Donor Luncheon on Tuesday, November 17th, on the stage of Theatre. More than 100 student scholarship recipients and founding donors attended this celebration of student achievement and recognition of donor generosity. The keynote speaker this year was Joseph Mazloom, the general manager for Macy’s University Mall, who spoke about his company’s founding commitment to the Macy’s Visiting Artist program, which is one of the College’s oldest endowed funds.

- The Development Team met with the USF Foundation to conduct a comprehensive audit on all School of Architecture funds, reviewing the official fund purpose, complete fund history, expenditures, founding donor information, documentation, and accountability. The review was completed in November; follow-up will be completed in December.

**Ashleigh Gallant**

- Launched Market Research project for analyzing existing audiences and student recruiting and retention strategy

- Continued development and research of website, mailing list; launched new GottaKnow format; scheduled and organized photo shoots for School of Music updated photography

- Continued work with the College of The Arts Council development; attended communications seminar; continued bi-weekly meeting with Directors; met with UCM for the new USF.edu website.
**Cheryl Harris**
- Continued training sessions on fiscal operations with new School of Art & School of Theatre & Dance Office Managers.
- Worked with Karen Frank on finalizing reimbursements, payments, etc. for the Showstoppers Event.
- Finalized the projected Spring Instructional Needs for all College Units and forwarded the data to the units to ensure timely appointment processing for Spring appointments.

**Carol Kerrigan**
- Made a presentation on the college Pod area of Operations regarding Advising. Attended three presentations on Pods; one under Academic Affairs (Tenure) by Barton Lee, one under Fundraising (Gifts) by Karen Frank and one under Marketing (Branding) by Ashleigh Gallant. Interviewed Mark Oliver, an Art major, for our Student of the Week Spotlight.
- Appointed to the Provost’s new taskforce on “Enhancing Student Success” and will be serving on the “Student Readiness Team”. We had our first meeting and we were given our charge and purpose.
- Attended the following meetings: Council of Academic Advising executive sub-committee, Orientation, DASS taskforce, and CAA. I attended the Faculty Honors & Awards Reception and had the pleasure of seeing Merry Lynn Morris who I nominated receive the Outstanding Advising Award.

**Kevin Maroney**
- Performed various webpage maintenance for Events area, and other general web forms
- Currently developing SQL DB with user and maintenance pages for CV Fung’s MERI project
- Provided maintenance and site updates for FOW - Music area

**Heddie Sumpter**
- Payroll/Personnel: Assisted the FL Center for Community Design & Research with the creation of two new positions, Biological Scientist & Web Contents Manager. Responded to various inquiries regarding employment verification, annual salary, performance evaluations and contract issues.
- Searches: Posted final position descriptions for all faculty searches to Careers@USF. Participated on the Interview Panel to select the new Assistant Director for Administration & Special Projects in the Provost’s Office. Met with Steve Cooke to review CoTA’s Pilot for Faculty Searches utilizing Project 2007. This software significantly enhances the faculty search process for search facilitators and search committees in conjunction with Careers@USF. Upon the conclusion of the Pilot, the Provost has contacted the Dean for CoTA to demonstrate it to the Dean’s Council.
- Community Engagement: Attended the University Community Resource Center’s Advisory Board meeting. Serve as Chair of the Hillsborough County Community Action Board and conducted the Executive Committee meetings as well as Board meetings. Attended the Greater Tampa Unit Operating Board meeting of the American Cancer Society and serve as the Advocacy Chair.