October 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.

- The first half of October marked the beginning of the search process that will result in six new faculty joining the College at the beginning of the 2010-2011 academic year. This is a time when we recognize that we are taking a bold step toward reshaping and redefining who we are by setting the conditions by which we will decide to whom we initiate an invitation.
- October ended with a continuing effort to get six faculty searches up and running, efforts to resolve and find creative ways to address the budget issues, neck-stretching efforts to watch the new music building go up, and, for me, carry out the first full year of duties related to my president’s position with the International Council of Fine Arts Deans.

University Meetings
- Oct 05: Met with the Deans’ Council discussing SACS requirements, F&A distribution, career path for instructors, the technology fee, and building USF’s national reputation.
- Oct 07: Attended the President’s Retreat which focused on the USF System.
- Oct 27: With Barton Lee, attended the Board of Trustees meeting, listening to Santiago Calatrava explain his concept plan for the Lakeland campus.
- Oct 29: Chaired the Search Committee for the Director of Academic Budgets.

Events
- Oct 01: Attended the annual Hispanic Heritage Celebration in Traditions Hall.
- Oct 04: Attended The Doctor is In in Theatre II.
- Oct 05: Attended the luncheon in honor of the Academy of Inventors.
- Oct 06: Attended the panel on NEA featuring Margaret Miller as part of Research One week.
- Oct 06: Attended the concert, USF Wind Ensemble in Theatre I.
- Oct 09: Attended the Graphicstudio annual sale.
- Oct 12: Attended the evening architecture lecture by Keith Besserud in the TECO Room.
- Oct 15: Attended the lecture of Lance Winn, visiting artist.
- Oct 18: With Joyce Baione, met those who were attending the inaccurately scheduled USF Symphony Orchestra in FAH101 (its proper venue was the Palladium in St. Petersburg).
- Oct 29: Attended the Fall Dance Concert in Theatre I followed by a reception for Dance alumni.
**Administrative Activities**

- **Oct 01:** Met with Kevin Maroney discussing the database projects for which he is responsible.
- **Oct 01:** Met with Movie Groovy to redo two sections of the recruitment video.
- **Oct 01:** Met with Nina Contreras discussing work-study description, project management, website management add-ons, and video uploading.
- **Oct 01:** Met with the tenure earning faculty (Ciro Scotto, Mark Weston, Jill Brasky, Cesar Conejo, Brad Diamond, Kyoung Cho, Zoe Lang, Stanley Russell, Noel Schiller, John Byrd, and Riccardo Marchi. Not attending for legitimate reasons: Noelle Mason, Vikas Mehta, and Anat Pollack) discussing issues related to faculty in the tenure-earning category.
- **Oct 02:** Met with Barton Lee (twice weekly) discussing the following: Provost Summer Grants, Graduate School Report; FHEAN meeting; SACS Academic Assessment; NACAC Arts Festival issues; Global Address Book issues; Unstoppable; Webcam for new Music Building; and FAC agenda.
- **Oct 05:** Met with Heddie Sumpter discussing the annual evaluation.
- **Oct 05:** Met with Ashleigh Gallant discussing the USF logo on the new video, the establishment of a marketing position, the Provost’s Summer Grants final report, and the photo database Photo-File.
- **Oct 06:** Met with Cheryl Harris (weekly) discussing FWSP, marketing position, spring instruction, and out-of-cycle, out-of-unit, staff salary adjustments.
- **Oct 06:** Met with Barton Lee, Beau Edwardson, and Wade Weast discussing the organization of oversight and maintenance for the performing spaces in the new building.
- **Oct 06:** Met with Barton Lee (twice weekly) discussing the following: PhD and MFA funding, T&P and national guidebook, FAC agenda, Directors’ Council agenda, student grievance, Instructor promotion, Fastbook and events calendar, TouchNet, and Diversity review.
- **Oct 09:** Met with the Faculty Advisory Council. The agenda included technical revisions to the Bylaws, a discussion of the values of the College, and a review of the results of the FAC survey to faculty regarding topics for future discussion.
- **Oct 09:** Met with Barton Lee (twice weekly) discussing Pods to FAC, Festival of Winds, management of new space, charges to search committees, carry-forward issues related to covering adjuncts, audience counting, and personnel issues.
- **Oct 09:** Met with Ashleigh Gallant (weekly) discussing student council webpage and office, email marketing guidelines, and subscription management.
- **Oct 12:** Met with Gail Humphries of American University discussing the details of a contract for her to work with several focus groups regarding the possible creation of a master’s degree in arts administration or management, a joint degree with the College of Business.
- **Oct 12:** Met with the Faculty and Staff of the School of Architecture for a jONEs HOUR, discussing the evolution and implications of a corporate system within the University.
- **Oct 12:** Met with Heddie Sumpter (weekly) discussing the faculty search plans, the deadline for the completion of searches, and the draft of the Getting Started document. Also discussed: the Microsoft Project 2007 initiative and the status of staff recruitment plans, health coverage for visiting artists as well as specifics relative to one health insurance cancellation.
- **Oct 12:** With Barton Lee, met with Karen Liller discussing the needs for financial support of doctoral and masters level students in the College.
- **Oct 13:** Met with Heddie Sumpter and Cheryl Harris (weekly) discussing the status of temporary employees, out-of-cycle salary increases for out-of-unit staff, and other personnel and fiscal issues.
- **Oct 13:** Met with Barton Lee and Wade Weast discussing issues related to scheduled events.
• Oct 13: Met with Wally Wilson (3 weeks) discussing: POD duties, financial aid issues related to grad students, the budget for adjuncts and summer instruction, art history concerns related to the Library, and the fundraising opportunity for Stepping Stones.

• Oct 13: Met with Barton Lee (twice weekly) discussing the Directors’ Council agenda, In-unit and out-of-unit personnel, the technical changes in the College Bylaws, Student Success task force, preliminary steps for review of proposals, search charge documents, postdoctoral scholar advisory group, PODs, Emeritus nominations, and Academic Continuity.

• Oct 14: Met with Bob MacLeod (bi-weekly) discussing search procedures, personnel issues, and opportunities for a site downtown.

• Oct 14: Met with Dwayne Smith discussing issues related to procedures and protocol.

• Oct 15: Met with and charged the Search Committee for the Music Education position.

• Oct 16: Met with Barton Lee and Cheryl Harris discussing the funding of spring and summer instruction.

• Oct 16: Met with Marc Powers discussing curriculum changes, budget, faculty searches, and the future of stage design.

• Oct 16: Attended the POD by Barton Lee on Student Success.

• Oct 16: Met briefly with Ashleigh Gallant discussing vouchers and new ways to manage GottaKnows and CollegeMatters.

• Oct 19: Met with Margaret Miller (three weeks) discussing issues related to Graphicstudio, the Contemporary Art Museum, and the Director Foci of Global/World.

• Oct 19: Met with Wade Weast (three weeks) discussing personnel issues, Director Foci of Faculty Awards, and other issues.

• Oct 26: Met with Wally Wilson discussing personnel issues.

• Oct 27: Met with Barton Lee, Kevin Toso, and Cheryl Harris discussing issues related to the spring and summer instruction budgets.

• Oct 27: Met with Wade Weast, Susan Murray, and representatives of the Steinway Corporation.

• Oct 27: Met with the unit Directors discussing the funds available for spring and summer instruction.

• Oct 27: Attended the POD presentation by Fanni Green, our new coordinator of climate.

• Oct 27: Met with Barton Lee (twice weekly) discussing a few issues related to the College.

• Oct 28: Met with Bob MacLeod discussing the School lectures, the building, HMS, downtown opportunities, and personnel issues.

• Oct 28: With Bob MacLeod and Trent Green attended a meeting related to the launching of an MS in Real Estate.

• Oct 28: With Wally Wilson, met with a faculty member discussing issues.

• Oct 29: Met with Barton Lee and Cheryl Harris discussing issues related to spring and summer instruction budgeting.

• Oct 29: Met with Kevin Maroney discussing task, ICFAD, web interface, advising and Access clients, Festival of Winds, and maintenance of events calendar.

• Oct 29: Met with George Ellis discussing issues related to University IT as it impacts the College: office space for IT personnel, server issues, meeting with Directors.

• Oct 29: Met with Susan Murray and Karen Frank discussing wheel chair project, the joint project with the TMA, corporate requests, donor issues, and women in philanthropy.

• Oct 29: Met with the Provost discussing a variety of issues including IDEA, communication, and budget.

• Oct 29: Met with Karen Frank discussing issues related to scholarships and development support.

• Oct 30: Met with student officers of the newly formed College Council, Crystal Bissada and Landon Green, discussing how the organization can help the college.
- Oct 30: Attended Barton Lee’s POD which profiled the role of the Associate Provost. If you didn’t attend, you missed a great opportunity to better understand what Barton does for you and for the College!
- Oct 30: Met with Barton Lee (twice weekly) discussing mission, vision, and values; procedures for new programs and centers; Provost Summer Grants, ICFAD Innovations and New Directions Taskforce; an All Steinway opportunity; HMS 2nd Floor for Architecture; and personnel issues.

Development Activities
- Oct 06: Met briefly with Susan Murray discussing grant opportunities and project strategies.
- Oct 12: Attended and co-hosted the reception to meet Bob MacLeod held for donors and advisory board members for the School of Architecture & Community Design.
- Oct 15: With Susan Murray and Merry Lynn Morris, met with a potential donor for the Wheel Chair project.
- Oct 30: Met with Lee Williams and Susan Murray (quarterly meeting) discussing the amazing fundraising success for the quarter.

Community Activities
- Oct 26: Chaired the Collections Committee meeting of the Tampa Museum of Art.

National Activities
- Oct 01: Met with Liz Cole and Cam Greenhaw reviewing the ICFAD October conference program.
- Oct 08: with William Lee, Engineering professor, presented a session at the Association of Integrative Studies, held at the University of Alabama. The presentation was entitled *Creative Problem Solving, and Discovery: A Comparison between Engineering/Technology and the Arts.*
- Oct 20 through October 24, presided over the annual conference of the International Council of Fine Arts Deans in Salt Lake City, Utah.

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: Met with Beau Edwards to discuss the needs for the Events & Production Services website redesign; Finalized setup and provided support for Tuba & Euphonium Studio website; Moved the Rutenberg website to the CMS; Finalized new CoTA building maps and posted them to the website; Began CMS setup for SOAAH’s Concepts & Practices new website; Finished setting up MFAorg on the CMS; Met with Bryce Womeldurf to begin planning for moving the SOM website to the CMS.
- Graphic Design: Finalized the Nov. - Dec. Events calendar layout; Researched email marketing standards and designed new eNewsletter proposals for CoTA.
- Marketing & Support: Installed Absolute Newsletter for ICFAD; Updated event and news information to the CoTA website; Posted new faculty search listings to the web; Setup secure web portal for research grants committee.
Barton Lee

- Facilities and Operations: The tilt-up concrete exterior walls for the Music Teaching & Performance Building (MTP) continued to make significant progress over the past month. You may view the most current hourly picture at: http://ftp.net.usf.edu/cota-cam/latest.jpg and an archive of photos at: http://ftp.net.usf.edu/cota-cam/ . The construction now includes interior floors in the acoustic bar building and the exterior walls of the Performance Concert Hall (500 seat facility). As of the last week of September it was confirmed that the Music Conference Center room will be added to the contract and included in the overall design and construction funding for the project. The SOM building committee will soon be reviewing and prioritizing the lists of furnishing, fixtures, and equipment for the facility.

- Academic: Coordinated the submission of some non-substantive program changes through the College Curriculum Committee to the Graduate School. Attended a webinar session on “Records & Reports: VT/NIU Examined”. Met with the Graduate School Dean and Associate Dean regarding funding for our college graduate programs and attended events in Architecture & Community Design, Theatre, Dance, and IRA.

- College Administration: Attended the International Council of Fine Arts Deans annual conference in Salt Lake City. Attended the New Black Faculty and Staff Breakfast and the University’s Unstoppable Kickoff presentation event where the college was represented by a variety of performances, exhibitions, and presentations from faculty, staff, and students. Made presentations on the college foci area of Student Success (and was named to the Provost’s new taskforce on “Enhancing Student Success”); and the college Pod area of Academic Affairs. Appointed to the Post Doctoral Scholar Committee in the Graduate School.

Karen Frank

- The TeleFund fundraising appeal to CoTA alumni had its most successful first month ever. For the launch of this annual campaign in October, the Development staff held a team-building event with the callers, to educate them about the College and inspire their fundraising efforts as they speak to alumni. Dean Jones led off the event with a brief overview of the College’s most exciting recent achievements.

- In October, the Development Team also hosted an introduction of the new Director of the School of Architecture in two targeted events for the Tampa Bay Area community as well as the University community. A private reception was held on campus, welcoming key leaders from Tampa Bay architectural, construction, and real estate development firms, as well as city and state government leaders, and top SACD donors and alumni, for their first meeting with Bob MacLeod. A second reception was held, also on campus, for the University students and community, centered around a lecture by one of the top contemporary architects in the US. More than 100 people attended this event.

- USF Unstoppable – the University’s $600,000,000 Capital Campaign – had its much anticipated kick-off event on Tuesday, October 20, after nearly a year of planning. The College of The Arts was distinguished by having three areas featured – Dance, Graphicstudio, and Architecture – as well as having several performances by student musicians and dancers. The Development Team served as the liaison between the College and the USF Foundation, assisting with many of the logistical details. More than 300 of the University’s top donors, alumni, and friends attended the event, describing it as “spectacular” and “amazing,” among many other enthusiastic comments.

Ashleigh Gallant

- Organized the reshoot of the recruiting video for the College with Movie Groovy to incorporate the School of Architecture & Community Design.
• Started bi-weekly meetings with the Directors to help learn more about the events, projects, accomplishments within each School; had a phone conversation with NACAC representative about student recruiting and the VPA college fair held on campus; met with Provost’s office about a new network of communicators; worked with representative from Tampa Bay Magazine on additional marketing and PR for the College.

• Continued work on email marketing for the college, which includes the organization of the Pod and Foci of the Directors of the College.

• Attended ICFAD Post- Conference in Salt Lake City, focusing on Marketing/Branding, focusing on alignment with your university and your schools and departments.

Cheryl Harris

• Facilitated the Facility & Equipment Fee review for Spring, 2010 semester for the College. Coordinated the review by the departments, the consolidation of the data and submission of the Spring Fees to Academic Affairs.

• Continued training sessions with the School of Theatre & Dance fiscal manager.

• Worked closely with Dean Jones, Associate Dean Lee and the unit Directors regarding budgeting for Spring & Summer Instructional needs. Provided settlement of Carry Forward funds, Fall Instructional costs and projections of Spring & Summer needs.

Carol Kerrigan

• Participated in the National Performing & Visual Arts College Fair which was held in the Marshall Center. We had over 50 participating colleges and universities from all over and many high school students from around the Tampa Bay area.

• Attended the following meetings: Outstanding Advising Award, Graduate Coordinators, Council on Academic Advising and Degree Works Taskforce. Overseeing last minute changes for the Degree Works pilot which goes live the first week in November involving CoTA students.

• Facilitated Transfer Orientation for new transfer students coming in the spring. Attended the following Focus Pod Presentations: Student Success led by Barton Lee, Climate led by Fannie Green and Academic Affairs led by Barton Lee. Working on my presentation for the Focus Pod for Student Service & Advising, on Advising 101.

Kevin Maroney

• Fulfilled population request for ICFAD

• Performed regular maintenance for Events listings

• Modified DB for the Advising area regarding Orientation list results

Heddie Sumpter

• Careers@USF: Submitted requests for classification of new positions in the School of Architecture and Community Design and the School of Theatre & Dance utilizing this new on-line human resources system.

• Faculty Search Process: Posted preliminary position descriptions for all faculty positions to Careers@USF as mandated by the Provost’s office. Arranged for the Associate Provost, Kofi Glover and Associate General Counsel, Hank Lavandera to participate in charging the first search committee meeting along with Dean Jones. Conducted a meeting with all Search Facilitators to discuss this year’s faculty search process. Reviewed the Provost’s Faculty Hiring & Advertising Guidelines to be sure that the CoTA is in compliance.