April 2010

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.

- For the dean, April is the month in which the annual report to the faculty and staff is prepared and distributed, the next round of faculty hires is planned, the budget is reviewed, and Compact Plans for the upcoming year are crafted. By any measure, April is the month that keeps the leadership of the College focused on the end of the year AND the beginning of the next year, an exciting, yet grueling, time.
- April is also the month in which we learn of faculty who are leaving and those who are being courted by other institutions. Although we know this is a natural part of the life within the academy, it is always discouraging that some are willing to say goodbye and move on.
- During the last few weeks of April we (Barton and I) initiated a new process of meeting with each of those faculty who are coming up for midpoint or for tenure or who are considering promotion. These meetings include the respective Director and are designed to help each candidate think through the process and the manner in which the individual “story” of each can be effectively told. From my perspective, this is an important addition to the efforts we make to support our faculty.

University Meetings
- Apr 05: Met with the Provost and College Deans discussing issues related to the legislature and the budget.
- Apr 05: Met with the Council of Deans (which includes the College Deans) discussing the following: update on the budget, faculty instructional assignments/SACS compliance/faculty credentialing; development of IT strategic plan; and direct lending and reducing student indebtedness.
- Apr 08: Attended the Diversity Summit workshop, attending sessions including awards to Wally Wilson and Susie Shannon for their diversity commitment.
- Apr 09: With other deans, met with the new football coach, Skip Holtz.
- Apr 15: Attended a portion of the ACE Workgroup of the USF Board of Trustees.
- Apr 19: Met with Arturo Sanchez-Azonfeifa, candidate for Director of Global Sustainability.
- Apr 19: Met with the Provost discussing legislative updates, Compact Planning, faculty salaries, and faculty teaching assignments.
- Apr 20: Met with Dr. Stoddart regarding international activities of the University and the College.
- Apr 21: Attended the Wayfinders meeting as part of the Master Plan process for the University.

Events
- Apr 01: Attended the opening of Undergraduate Research Day in the Marshall Center.
- Apr 01: Attended the Talk of the Arts Lecture by Andrew Mottershead and Rebecca French.
- Apr 02: Attended the Talk of the Arts Bill T. Jones event at noon in Theatre I.
- Apr 07: Attended the Talk of the Arts with USF graduate and lighting designer Robert Wierzel.
- Apr 09: Attended the Director’s Circle event at the home of Stanton Storer.
- Apr 11: Attended the last meeting of the year for the Clarion Society.
- Apr 11: Attended the opera in Theatre II.
Apr 15: Attended the Golding Lecture, held at the Tampa Museum, by Yve-Alain Bois on Henri Matisse.

Apr 16: Attended the Victorian Studies Conference opening, hearing the paper by Elisabeth Fraser on Delacroix.

Apr 16: Attended Serenade/The Proposition, Bill T. Jones’ work presented by our Dance and Theatre students.


Apr 19: Attended the Outstanding Teaching by a Graduate Teaching Assistant ceremony.

Apr 19: Attended the architecture lecture of Roger Frechette of Positive Energy Practice on design ecologies infrastructures and networks.

Apr 22: Attended the All Steinway gala at the Ritz in Ybor City.

Apr 28: Attended the USF Concert Band Concert in Theatre II.

Apr 30: Attended and welcomed everyone to the School of Music Honors Convocation.

Administrative Activities

Apr 01: Met with architecture history candidate Levent Kara.

Apr 01: With Barton Lee, met with Wally Wilson discussing strategy to generate target SCH in the School of Art & Art History.

Apr 02: Met with Barton Lee discussing J.L. Smith Award, budget data, SCH issues, emergency planning, and the Steinway bidding process.

Apr 02: Met with the faculty and staff of the School of Art & Art History, discussing my view of what we need to do to secure and move forward the arts at USF.

Apr 02: Attended, only to discover it was never scheduled, an hour with the faculty and staff of the School of Music.

Apr 02: Attended meeting on ICFAD databases with George Ellis, Rick Jones, Kevin Maroney, Ashleigh Gallant, Nina Contreras, and Cam Greenhaw.

Apr 05: Met with Markus Breitschmid, candidate for the faculty position in Architecture history.

Apr 05: Met with Ashleigh Gallant discussing the need to redo the logos on the College trucks and the issues of branding, marketing, content, and messaging.

Apr 06: Met with Barton Lee discussing the selection of the student to receive the John L. Smith award.

Apr 06: Met with Heddie Sumpter discussing personnel issues, faculty search status, and the Florida Sunshine Laws.

Apr 06: Met with Cheryl Harris discussing stimulus funds.

Apr 06: Met with Margaret Miller discussing the administrative budget cutting exercise, new programs at the Ford Foundation, Unstoppable, and the China project.

Apr 06: Met for an extended time with Barton Lee discussing the following: unit profiles, the Steinway event, teaching in the spring of next year, student grievance, the Arts Management Think Tank scheduled for April 19, and the setting up of LED monitors in all the units.

Apr 07: Met with the Directors’ Council discussing the following: values of the College; Directors’ Reports to the Campaign Cabinet volunteer; Inertia; Compact Planning; the hiring plan for next year; outside activities form; and Commencement and Graduation Celebration attendance.

Apr 07: With Wally Wilson, met with Dwayne Smith discussing personnel issues.

Apr 07: Met with Nina Contreras discussing PDAs, college databases.

Apr 08: Met with Ashleigh Gallant and Nina Contreras discussing issues common to their two positions: photos for the summer, work study employment, and branding consistency as we more effectively organize marketing.

Apr 08: With Barton Lee and Wally Wilson, met with Riccardo Marchi, discussing his tenure portfolio and the quality of his arguments for promotion and tenure.

Apr 08: With Dean John Wiencek, interviewed candidate for Director of Global Sustainability, Margaret Lowman.

Apr 09: Met with Cam Greenhaw discussing remote desktop access for Liz Cole, review by accountants of ICFAD books, training in FAST.
• Apr 09: Met with Graham Tobin discussing access to the new Compact Plan and the planning process.
• Apr 09: Met with the Faculty Advisory Council discussing the proposed new vision statement for the College, the Career Path for Instructor’s document from the Provost, and the minutes from the last meeting.
• Apr 09: With the directors and the advising office, met with prospective students at Stampede for Success.
• Apr 12: Attended the interview of Gilbert Rochon for Director of the School of Global Sustainability.
• Apr 12: With Bob Forsythe, engaged in a phone conference call with the Provost regarding a Masters in Arts Administration.
• Apr 15: Met with Wally Wilson discussing the ranking of new positions for the next search cycle.
• Apr 15: With Barton Lee and Wade Weast, conducted a phone conference with Dwayne Smith related to search issues.
• Apr 15: Attended the Foci on Globalization conducted by Margaret Miller.
• Apr 16: Met with Barton Lee discussing the commencement celebration program, a marching band storage facility, the Steinway sole-source document, the data profile for the College, the College hiring plan, the LEDs Project, and the focus group on arts management.
• Apr 16: Met with architecture history candidate Stephanie Pilat.
• Apr 16: Attended the faculty meeting of the School of Music.
• Apr 19: With Barton Lee and Dean Bob Forsythe, attended a focus group on the development of a Masters in Arts Management.
• Apr 20: Met with Cheryl Harris discussing personnel issues, faculty salaries, and the China trip of Graphicstudio.
• Apr 20: Met with the Public Art Committee reviewing opportunities that related to the new music building.
• Apr 20: Met with Wally Wilson discussing FAH and SYCOM.
• Apr 20: Conducted an exit interview with a staff member.
• Apr 20: Met with Barton Lee discussing Talk of the Arts, international recruitment, public art for the music building, and issues related to the music building construction.
• Apr 21: Met with Barton Lee and Wade Weast discussing All Steinway.
• Apr 21: Met with the Director’s Council for the first half of their meeting discussing Compact Planning; after my exit, the group discussed the Talk of the Arts series.
• Apr 22: Briefly met with and charged the ad hoc grievance committees that deals with student grade challenges and grievances.
• Apr 26: Met with Barton Lee and Wade Weast, reviewing the All Steinway purchasing options.
• Apr 26: With Barton Lee and Wade Weast, talked by phone with the Music Gallery to better understand the conditions and opportunities related to being All Steinway.
• Apr 26: With Barton Lee and Wade Weast, met with John Robison to discuss issues related to the petition and portfolio for promotion to full professor.
• Apr 26: Met with Heddie Sumpter discussing status of searches (all officially complete now), public records issues, personnel issues, forward movement with the Microsoft Project Management software, and summer preparation for searches to commence in the fall of 2010.
• Apr 26: Met with Margaret Miller discussing the recent Director Evaluations and the China initiative of Graphicstudio.
• Apr 26: With Barton Lee and Wally Wilson, met with John Byrd discussing issues related to the petition and portfolio for tenure and promotion to Associate Professor.
• Apr 27: Met with Cheryl Harris and Heddie Sumpter discussing issues of mutual concern, e.g., summer appointments, the completion of faculty searches, the startup template, and how to collect accurate and current information on all faculty and staff.
• Apr 27: Met with Barton Lee discussing the College data profile, CASVA, the Marching Band storage issue, research dollar productivity, freshmen orientations, FHEAN on June 18, AV room and electronic bulletin boards, Talk of the Arts, positions for next year, INTO and the arts, Fela and Robert Wierzel, and AAU comparative studies for faculty applying for promotion.
• Apr 28: Met with Ashleigh Gallant discussing the details related to the Bill T. Jones marketing and discussing the organization of a branding and marketing and PR and recruitment initiative for next year.
• Apr 28: Met with Marc Powers discussing faculty position needs, the development of an online theatre and dance appreciation course, high definition initiative, interdisciplinary initiative, Talk of the Arts, budget reductions, and the issues related to the opera and to the musical.
• With Barton Lee and Wade Weast, met with Jill Brasky discussing her upcoming midpoint review.
• Apr 29: Met with Wade Weast discussing personnel issues, faculty hiring priorities, and Talk of the Arts.
• Apr 29: Met with Barton Lee and Cheryl Harris discussing how to profile budgets and expenditures of the units.
• Apr 30: Met with the faculty/staff of the School of Music presenting the dean’s view of what is required for the School of Music and the arts at USF to have a healthy and promising future.

**Development Activities**
• Apr 06: Met with Lee Williams discussing a new reporting and performance chart to be used by University Advancement.
• Apr 07: Attended Effective Academic/Advancement Partnerships webinar.
• Apr 07: Met with Karen Frank discussing issues related to our new development director, Steinway gala, endowment spend down, and scholarship issues.
• Apr 15: Met with Karen Frank discussing programming issues related to the All Steinway event.
• Apr 21: With all the Directors, met with our new development officer Jim Van Wicklin.
• Apr 21: Met with Ray Ifert, chair of the TMA Board of Trustees, and Todd Smith discussing details of a joint project between the Museum and the School of Art & Art History.
• Apr 21: Participated in an evening gala announcing the All Steinway initiative of the University.
• Apr 22: Met with Jim Van Wicklin discussing development issues and his new position.
• Apr 26: Met with Karen Frank and Tori Stuart, reviewing the attendees to the All Steinway gala held the previous week.

**Community and State Activities**
• Apr 15: With Wade Weast, met with the board members of the Master Chorale discussing the search for a choral director and other issues related to the USF/MC partnership.
• Apr 16: Participated in the state-wide conference call by the Florida Cultural Alliance that focused on legislation in the state that is impacting the arts.
• Apr 21: Attended the Executive Board meeting of the Tampa Museum of Art Board of Trustees.

**National Activities**
• Apr 05: Participated in conference call with members of the Americans for the Arts, Arts Education Council.
• Apr 13, 14: Attended the Arts Advocacy Day in Washington DC and the meeting of the Americans for the Arts, Arts Education Council.
• Apr 19: Conducted a conference call with Marie Myrashiro regarding her upcoming facilitator work with ICFAD Board.
• Apr 22, 23, 24, and 25: Chaired the spring Board meeting of the International Council of Fine Arts Deans.
• Apr 29: Participated in a national phone conversation with Carl Strikwerda of CCAS discussing the planning of a session at their conference related to the arts in higher education and the planning of a February consensus conference of ICFAD/CCAS and other national arts organizations that will focus on the arts in higher education and the potential partnership with the NEA for the purpose of developing future audiences and growing the arts in this nation.
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: Made updates to the CoTA, Advising, Music, Theatre & Dance websites; Met with Bryce Womeldurf to work out design layout for SOM website; Designed new menu for SOAAH website and continued meetings for new web design; Converted and posted Serenade/Proposition video on YouTube and on SOTD web; Setup slide and page for CoTAC student elections.
• Graphic Design: Designed CoTA commencement program cover; Designed Inertia email template.
• Marketing & Support: Attended organization meetings for CoTA databases; Sent workflow logic to IT for SOM database projects; Followed up with XIGLA and Richard Tapia regarding Absolute Newsletter issues; Researched new technologies for possible future implementation on CoTA websites; Met with Ashleigh Gallant about Branding and Visual Identity guidelines for the college.

Barton Lee
• Facilities and Operations: The music building is moving forward on schedule. Ceilings and wallboards are up in many areas; the slab, tilt wall, and center support beam have been installed for the conference center. The school of music group has been making regular inspection visits prior to concealment of walls and ceilings to help insure appropriate number and placement of electrical and data. The AV bid documents will arrive from the consultants in early May for review prior to being sent out for bid, the furniture bid documents will follow soon after. Approval has been received to pursue an all Steinway School designation – a kickoff reception was held at the Ritz in Ybor to announce this initiative. Other projects in the college that are underway or are in the process of being planned include: on-going work on the storm water drainage for the HMS building (we successfully avoided any flooding during the rains in late April – additional drainage routing will be completed to help resolve what has been an on-going issue in this building); the TAR 120 sprinkler piping repair work is being scheduled; a proposal for energy reduction in the TAT house light fixtures/control and cyc light fixtures has been submitted to physical plant/facilities for review; the TAT lighting circuit boxes (grid boxes) are being replaced; FAH is being prepared for painting and tile floor tile restoration which will occur during May.
• College Administration & Academics: Participated in meetings of the Associate Deans – Academics Council; PIT (Process Improvement Team); Graduate Associate Deans; College Research Committee and planning subcommittee; Faculty Advisory Council; Curriculum Committee; Directors Council; SOM Inaugural Celebration Committee for the new building; final meeting of the Student Success Taskforce; individual SCH meetings with each unit Director and the Dean; and regular meetings of Events & Production staff. Met and charged a student academic grievance committee; continued work with academic and administrative assessment; along with the Dean and individual unit Directors, met individually with several of the applicants for fall 2010 submission of tenure and promotion and mid-tenure reviews; represented the college in a meeting with Dr. Stoddart, a consultant for USF’s international student programs; along with Dean Jones met with representatives from Facilities Planning and the campus Master-Plan group to discuss wayfinding, physical environment of the campus, and planning for future construction, outdoor campus facilities, and overall campus environment; attended college foci sessions on Global/World and Building Community; along with the Dean and several faculty and staff from the college, attended the Provost's TA awards ceremony where 3 of our students were recognized for their outstanding work as Graduate Teaching Assistants; and had several individual meetings with staff, faculty, and students. Attended several events in the college, across the university, and in the community as a representative of the college. Participated in the on-campus interviews for the Director of Development position.
Karen Frank

- April saw the kick-off of the College’s campaign to become an All-Steinway School. More than 75 top donors and friends joined Dean Jones at The Ritz Ybor for a gala reception as he and President Judy Genshaft made the announcement. Seven Steinway pianos filled the hall, and Professor Averill Summer coordinated performances by several SOM graduate students in solo and combined performances. Further discussions will be taking place with those expressing interest in the campaign. To see our video of the visit to Steinway by Dean Jones and Dr. Genshaft, visit: http://bloomnewmedia.com/steinway/downloads.html
- The Development team hosted a visit by one of the first alumni from the School of Art & Art History. This distinguished professor of art earned his BFA in 1966 and his MFA in 1968. This was his first visit back to campus in more than 40 years, and was inspired by the desire to help future art students through scholarship support.
- The College received notification that it passed the Fund Audit with flying colors, completing a nearly six-month process of detailed review.

Ashleigh Gallant

- Worked with University Communications and Marketing to promote Bill T Jones and other College events.
- Worked with Chris Sgammato to promote Inertia: The Musical.
- Continued database development, website development and community building strategies for the college.

Cheryl Harris

- Attended the Foundation Users Network for Dollars & Sense (FUNDS) workgroup meeting. This primary focus of this workgroup is to review training & education, empove business processes and reporting and enhance communication with the University community.
- Finalized the Summer, 2010 Faculty Appointments and Budgets
- Began working with Directors on the 2010/11 Endowed Chair Budgets.

Carol Kerrigan

- Facilitated the University’s Stampede to Success in the College for sophomores and juniors interested in the Arts. Coordinated last minute preparations for our Graduation Celebration. Attended the 7th Annual USF Diversity Summit Luncheon to celebrate Susie Shannon and Wally Wilson's receiving awards.
- Attended candidate interviews/presentations for the Senior Associate Director in Admissions. Conducted interviews for the hiring of three student assistants. Advised students with CLAS holds and/or academic problems.
- Attended the following meetings: Wrap-up and final meeting of the Student Success Taskforce, Orientation, Council of Academic Advising, CAA Executive Committee, Graduate Coordinator, Degree Works Taskforce and Curriculum Committee. Met with Tony Embry, the Associate Registrar, on reports available to us on the Web Reporting System. Met with Bob MacLeod regarding his script for Graduation Celebration.

Heddie Sumpter

- Payroll/Personnel: Researched data and provided information regarding various personnel matters for employees and other outside agencies (e.g., faculty early retirement program, public records law, and paid parental leave for faculty).
- Faculty Searches: Updated various reports from the Provost’s office regarding the 2010/2011 faculty recruitment plans. Finalized the remaining faculty letters of offers and processed the search hiring proposals in Careers@USF.
- Attended meetings with Dean Ron Jones and Cheryl Harris regarding personnel actions that had budgetary matters associated with them.