February 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.

- Addressed construction workers on February 12 in one of the month’s most exciting events, as part of the Topping Out luncheon timed to match the completion of the roof of the building, sponsored by the contractors in honor of the over 300 workers who are making the building become a reality.
- As is the case every year, February is the month when faculty and directors are actively engaged in the energizing process of holding on-campus interviews for faculty positions. As in previous years, this year’s searches provide us with the challenge of finding exactly the right “fit” for each position.

University Meetings
- Feb 01: Met with the Deans’ Council discussing the following: TRAIN (the training module for research administration); undergraduate research and student national awards; INTO; the code of ethics for public employees, and the School of Global Sustainability.
- Feb 15: Met with the Deans’ Council discussing the following topics: The February 27 Honors College recruitment event; legislative and budget issues; the Student Success Task Force; PBK Lectures; Compact planning; research and space; improving quality and yield of undergraduates; and web changes for academic affairs.
- Feb 25: Met with the other deans discussing workload and office organization.

Events
- Feb 02: Attended the afternoon staff celebration of the marriage of Brice Womeldurf and Nina Contreras in the Dean’s Conference Room.
- Feb 03: Attended the Jazztet concert in FAH101.
- Feb 04: Attended the Barton Lee FOCI on Student Success.
- Feb 04: Attended the Noam Elcott lecture on Christian Marclay in FAH290.
- Feb 04: Attended the Student Dance Concert in Theatre 2.
- Feb 08: Attended the Wingyun Ma Architecture lecture in the Marshall Center.
- Feb 11: Attended the School of Global Sustainability luncheon at CAM, where speaker David Norr related the exhibition he curated to the values of the SoGS.
- Feb 11: Attended President Genshaft’s ceremony to award USF’s Global Achievement Award and introduced the President of Ewha Womans University, Dr. Bea-Jong Lee.
- Feb 11: With other directors, faculty, and students listened to the first half of a webinar on ethics presented by the Council of Colleges of Arts and Sciences.
- Feb 12: Attended part of the music therapy lecture as part of the Helps Festival.
- Feb 12: Attended and spoke at the “Topping Out” ceremony at the new Music Building site.
- Feb 12: Attended the Diamond/Tambiah concert in Theatre 2, presenting the composer prize to Jonathan Howard Katz.
- Feb 15: Attended the pot luck luncheon for CoTA faculty and staff sponsored by the College Diversity Committee.
- Feb 16: Attended the Cincinnati-USF basketball game.
- Feb 18: Attended the 20th year BRIT production, Shaughraun.
• Feb 19: Attended an *Evening with Gilbert and Sullivan* in FAH 101.
• Feb 22: Attended the School of Architecture & Community Design lecture by the head of the MIT School of Architecture Yung Ho Chang.

**Administrative Activities**

- Feb 01: Met with Heddie Sumpter discussing annual leave, reappointment of directors, faculty search status, administration and staff searches, and transcripts for faculty.
- Feb 01: Met with Margaret Miller discussing CASVA, the Wilson/Miller lunch discussion, public art, the pre-event for the Bill T. Jones project, and the Lou Buccino app project.
- Feb 02: Met with Tapas Das discussing the technology fee and course fees that would cover accompanists, models, and one-on-one applied instruction.
- Feb 02: Met with George Ellis discussing databases and technology fees.
- Feb 02: Met with Barton Lee discussing the following: top-ups for graduate assistants; recruitment of students; FAC and instructor career path; diversity luncheon, all electronic theses; College matters; and vision/mission.
- Feb 03: Met with Wally Wilson, Margaret Miller and Noel Smith discussing museum studies.
- Feb 03: Met with Karen Frank discussing issues related to college development.
- Feb 04: Met with Wade Weast and Cheryl Harris discussing issues related to contracting a citizen of the UK for a Helps Festival session.
- Feb 05: Met with Fanni Green, Ashleigh Gallant and Nina Contreras discussing the climate website, electronic discussions, and the menu for a climate website.
- Feb 05: With Barton Lee visited the music building construction site for photos to support an article in the USF Foundation *Unstoppable* newsletter.
- Feb 08: Met with Dance candidate Kihyound Choi.
- Feb 08: With John Robison who provided his impressions of Ewha Womans University.
- Feb 08: Met with Gail Humphries in preparation for the February 13 focus group on arts and culture management.
- Feb 08: With Barton Lee, met with Wade Weast discussing personnel issues within the School of Music.
- Feb 08: Met with Ashleigh Gallant discussing issues related to the units, the newsletter, the student of the week, the international link on our website and PoDs.
- Feb 09: Met with Cheryl Harris discussing commitments and balance between units.
- Feb 09: Met with Barton Lee discussing the following: Tours of CoTA; The Showcase for Guidance Professionals; The Council of Technology for Instruction and Research; new degree procedures; music and medicine degree; the SACS scorecard for the College; affordable first aid training; TRAIN link on the CoTA Website; compact planning in 09; And the hiring plan procedures.
- Feb 10: Met with the Deans’ Council plus others from the College discussing the challenges of moving admitted students to enrolled majors.
- Feb 11: Met with Dance candidate Andrew Carroll.
- Feb 12: Met with Barton Lee discussing phone warnings to students and faculty, cultural exchanges, and the Directors’ evaluation processes.
- Feb 12: Attended the Academic Affairs POD presented by Barton Lee.
- Feb 15: Met with Music Education candidate Patrick Schmidt.
- Feb 15: Met with Heddie Sumpter discussing personnel issues and search issues.
- Feb 15: Met with Jennifer Deckert, candidate for the Dance position.
- Feb 15: Met with Bob MacLeod (three week meeting) discussing the architecture search, Calatrava, fundraising, and computer issues.
- Feb 16: Met with Wallace Wilson (three week meeting) discussing the following: FAH renovation; personnel issues; pediatrics ward mural at UCH; director term appointment; donors and prospects; and building community.
- Feb 16: Met with Marc Powers (three week meeting) discussing dance students’ petition; the BRIT play; the School profile sheet; status of searches; and interdisciplinarity.
Feb 16: Met with Barton Lee discussing the MCC within the new Music Building; band storage; the new music building name; scholarship issues; career path procedures and criteria; Caribbean cultural events and compact planning.

Feb 17: Met with Barton Lee discussing College issues.

Met with Erin Wehr, candidate for the Music Education position.

Attended part of the POD presented by Ashleigh Gallant and Nina Contreras on marketing and the web.

Feb 18: Attended the Foci session on Globalization presented by Margaret Miller.

Feb 18: With Barton Lee and Bob MacLeod, met with Shannon Bassett as a follow up to the midpoint review.

Feb 19: Met with Theatre candidate Jonathan Sherman.

Feb 19: Met with Provost Wilcox discussing the status of the search for Executive Director of Academic Budgets.

Feb 19: Met with the College Faculty Advisory Council discussing Bylaws changes.

Feb 19: Attended the faculty meeting of the School of Music.


Feb 22: Met with Barton Lee, Wade Weast and Zoe Lang discussing her midpoint review.

Feb 22: Met with Nina Contreras discussing arts card electronics, website for international projects, databases, a secure faculty/staff website, Microsoft Share Point software, and websites for the Schools of Art & Art History and Music.

Feb 22: Met with Margaret Miller (three week meeting) discussing Graphicstudio’s invitation to exhibit in China and issues related to the budget.

Feb 22: Met with Ashley Gallant discussing Microsoft Share Point, divisions of responsibility, international inventory, branding, and recruitment of students.

Feb 23: Met with Cheryl Harris discussing the College’s hiring plan for 2010-2011, a consultant’s contract, and budget commitments for the year.

Feb 23: Met with Theatre candidate Dora Arreola.

Feb 23: Met with Valerie Garcia discussing academic analytics.

Feb 23: Met with Carol Kerrigan, Reggie Joseph, and Ashleigh Gallant developing an action plan for the recruitment of already admitted students for fall 2010.

Feb 23: Met with Barton Lee discussing the following: The drop in SCH for the College; the organizational chart; graduate assistants and fees; scholarship deadlines; budget issues related to the new Music Building.

Feb 24: Met with the Directors’ Council discussing the following: College Matters; recruiting admitted students; Inertia: The Musical; the hiring plan for next year, compact planning; the selection of a Director of College Development; and the annual review of the College and the dean by the faculty and by the Provost.

Feb 24: Attended the Academic Affairs POD given by Barton Lee, Reggie Joseph and Merry Lynn Morris.

Feb 24: Met with a graduate student, Carmen Tiffany, who was seeking support for a project.

Feb 25: Met with Marc Powers discussing the student musical and B. T. Jones residency.

Feb 26: Met with Heddie Sumpter discussing status of faculty searches.

Feb 26: Met with Theatre position candidate, Sarah DAngelo.

**Development Activities**

Feb 03: Met with Lee Williams and Karen Frank reviewing the application pool for Director of College Development.

Feb 04: Met with Carol Wight and Karen Frank discussing an article about the new music building to be prepared for the Foundation News.

Feb 09: Met with Karen Ritter, Karen Frank and Tori Stuart discussing the All Steinway event planned in April.
Feb 10: Met with Cornie Corbett, Lee Williams and Karen Frank discussing the status of the capital campaign.
Feb 10: Met with Karen Frank discussing All Steinway, endowments and operating funds, the music building, and applicants for the Director of College Development.
Feb 17: With Cornie Corbett, attended the Capital Campaign steering council meeting in downtown Tampa.
Feb 23: Met with a prospective donor.
Feb 24: Met with Karen Frank discussing the All Steinway event.
Feb 26: With Barton Lee, Karen Frank and Tori Stuart, accompanied six foundation personnel on a tour of the new Music Building.

Community and State Activities
- Feb 05: Attended the evening opening of the Tampa Museum of Art.
- Feb 06: Attended the public opening of the new Tampa Museum of Art.
- Feb 17: Attended the Executive Board meeting and the Trustees meeting of the Tampa Museum of Art.
- Feb 18: Presented an overview of the College to the Hillsborough Arts Council.
- Feb 19: Participated in a state-wide Florida Cultural Alliance phone conference discussing state legislation impacting the arts.
- Feb 25: Attended the lecture by Mary Sheriff, art historian, at the St. Petersburg Museum of Fine Arts.

National Activities
- Feb 01: Participated in a national phone conference for the Arts Education Council on Americans for the Arts.
- Feb 04: Participated in a national phone conference with the ICFAD Taskforce on Diversity.
- Feb 04: Participated in a national phone conference with the ICFAD Taskforce on Career Development.
- Feb 04: Participated in a national phone conference with the ICFAD Taskforce on Arts in Education.
- Feb 11: Participated in a national phone conference with the ICFAD Taskforce on Recourse Development.
- Feb 27: With the dean of the College of Business met with fifteen arts/culture leaders in Washington DC, seeking their thoughts on how to configure a masters degree in arts and culture management.

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, Monday Night Jazz and Helps Prize websites; Met with Wally Wilson and Greg Maddison to discuss moving SOAAH website to CMS; Worked with FWS students to setup CMS zones for SOAAH and SOM; Began data entry for EPS/Box Office website into CMS; Finished setting up the structure for a faculty & staff portal site but decision was made to change the scope in lieu of better technology available to CoTA.
- Marketing & Graphic Design: Finished the Mar/Apr events calendar; Prepared and presented “Making Successful Websites” for Marketing Pod; Designed email templates for School of Art & Art History and Helps Festival.
- Support: Met with new FWS students about the projects for the School of Music and the School of Art & Art History and trained them on using the CMS; Continued to work with IT and XIGLA to
resolve glitches with the newsletter program; Setup secure portal pages for music scholarship competition entries and 2010 spring research grants committee.

**Barton Lee**

- Facilities and Operations: The Music Teaching & Performance building remains on schedule with the anticipated substantial completion for the music wing by end of December and for the Concert Hall wing by mid-January 2011. We are targeting for moving into the building by the end of January/early February. In addition to regular weekly meetings at the site trailer we have had a number of special sessions to review/revise/update the AV/technology plans and the room by room furniture and equipment. Tours with various constituencies are occurring on a regular basis including recent tours for BOG staff, FPC leadership, University leadership and staff, Foundation staff and SOM faculty and staff. The college building committee members were invited to celebrate at a Topping-Off BBQ lunch with Skanska and 200+ construction team, sub-contractors, and construction site workers at the site on Friday, February 12 including special appearance by the HOT Marching Band and a special thank you from Dean Jones. The HOT Band members were given a tour of the building following the celebration. During the first week of March students from the School of Architecture & Community Design will be touring the site with a special commentary by the project acoustician, Charles Bonner. Other projects in the college that are underway or in the process of being planned include: the work on a storm water drainage for the HMS building; review and revision of TAR 120 sprinkler piping; review and preparation of a proposal for energy reduction in the TAT house light fixtures/control and cyc light fixtures; and FAH saniglaze refurbishment to the bathroom tiles.
- Academic: Participated along with Wade Weast, Marc Powers, Merry Lynn Morris, and Mark Weston in recruitment activities organized through the honors college targeting National Merit, Hispanic, and Achievement prospective students and guests with a total attendance of approximately 750 (~250 students + family/guests). Continued involvement with Student Success Task Force activities as a member of The Graduate Experience sub-committee.
- College Administration: Participated in meetings of the Graduate Enrollment Management team; Associate Deans – Academics Council; Associate Deans – Research; University Health & Safety Committee; PIT (Process Improvement Team) Scholarship workshop; administrative assessment working session; mid-tenure review meeting with 2009-10 applicants; college research committee; faculty advisory council; directors council; and diversity pot-luck lunch. Presented a pod session on Academic Affairs and a foci session on student success; made a presentation to the A&P Council on the college; and represented the college and spoke at a downtown networking lunch. Attended foci and pod sessions presented by others in the college; several public events in the college; and the BOT Academic & Campus Environment workgroup.

**Karen Frank**

- Thanks to many generous donations from students, family, and friends, the Michelle Vargas Memorial Scholarship became a named scholarship in the College and will be awarded annually to a deserving dance student.
- The Development Team and the Office Managers from Art, Music, and Theatre/Dance participated in a fund review conducted by the USF Foundation to ensure compliance with donor intent and fiscal management practices.
- Following a national search for a new Director of Development for the College, three candidates have been selected to come to the College for interviews in early March.

**Ashleigh Gallant**

- Assisted in the PR and communications for the Robert Helps Festival.
- Continued work on organizing web materials, market research for recruitment and audience analysis, and social media development.
- Continued work on deliverables for the college pods/foci.

**Cheryl Harris**
- Finalized the distribution of Federal Stimulus funding for the College for Spring Semester.
  Prepared projected 0910 report for Academic Affairs
- Attended several POD presentations by the Directors and Managers
- Began the forecasting of 0910 E&G and Carry Forward College-wide budget projections through 6/30/10.

Carol Kerrigan
- Attended the Orientation Team Leaders’ presentation/skit showcasing the College of The Arts. In attendance were about 50 team leaders and representatives from the other colleges. Attended the Career Fair in the Marshall Student Center.
- Attended a College POD Session which included an overview of the Student Success Task Force Team presented by Barton Lee. Attended the NACADA (National Academic Advising Association) Conference in Clearwater, on The Role of Academic Advising in Student Retention and Persistence. Coordinated a slide presentation about the conference for a College POD Session.
- Coordinated the showcase/presentation by all units in Theatre 1 for the Professional Guidance Counselors from around the state. Attending the following meetings: Student Readiness Sub-Team of the Student Success Task Force, Outstanding Advising Award, Scholarship Process (PIT), CAA, Staff Advising. Met with Reggie, Merry Lynn and Mildred regarding NACADA Conference and met with the Dean, Ashleigh and Reggie regarding recruiting.

Heddie Sumpter
- Payroll/Personnel: Provided data for various reporting requests from the Provost’s Office. Reviewed the college’s equity accountability plan. Monitored the hiring process for a staff position.
- Faculty Searches: Continued to assist search facilitators, search chairs and unit directors with the search process for the seven searches that are still underway and the utilization of Careers@USF. Conferred with the Associate Provost regarding the new procedures for approving the diversity of faculty candidate pools.
  Attended bi-weekly meetings with Dean Jones regarding personnel matters. Met with Dean Jones and Cheryl Harris regarding budgetary items associated with new and current employees.