March 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.

- On behalf of the faculty of the School of Music and in an effort to generate greater enthusiasm for the “All Steinway” project, I toured the Steinway factory in NYC. To my surprise what was most impressive was not the process of building a quality musical instrument, although that was quite impressive, but rather the esprit de corps, the pride with which each “worker” viewed their contribution to the effort...it became abundantly clear that quality is a byproduct of a positive commitment and pride in what we do.
- March was search month so I had the opportunity to meet a number of candidates for our searchable positions. These are exciting times and the opportunity to see fresh ideas, new experiences, and a diversity of backgrounds was exceptionally rewarding.

University Meetings
- Mar 01: Met with the academic deans of the University. Called by the Provost to discuss office organization.
- Mar 01: Met with the Deans’ Council discussing the following: Faculty awards; the Graduate School seminars for grad student success; personnel issues; Provost distribution of information; USF citizenship within the USF System; University differentiation and public communication; and the April 9 Stampede for Success.
- Mar 08: Attended and spoke to the NYC Alumni Association.
- Mar 10: Chaired a meeting of the search committee for the Executive Director of Academic Budgets.
- Mar 15: Met with the Deans’ Council in Sarasota (Mote Research Labs) discussing the legislative budget; academic analytics; the GAP program; annual review of colleges and units; and tour of the Mote main campus.
- Mar 18: With Barton Lee, attended the monthly meeting of the Board of Trustees of the USF System.
- Mar 26: Attended the Provost forum on student success held in CWY Kokolakis Auditorium.

Events
- Mar 01: Attended the evening panel discussion featuring David Norr, Robert Lawrence, Elisabeth Condon, John Byrd and Noelle Mason. Held in Graphicstudio, the discussion addressed contemporary practice.
- Mar 08: Toured the Steinway factory in NYC.
- Mar 15: Attended the Kluksdahl, Stuart, Ivanov concert at the Carrollwood Cultural Center.
- Mar 24: Attended the lecture of Beth Tobin, Golding series.
- Mar 26: Attended the MFA Exhibition Reception.
- Mar 26: Attended ArtHouse.
- Mar 28: Attended reception for Ibrahim Miranda at Margaret Miller’s.

Administrative Activities
• Mar 01: Met with Heddie Sumpter (bi-weekly meeting) discussing the Outside Activities Report; diversity in faculty searches; personnel issues; and the HR office.
• Mar 01: Met with Ashleigh Gallant and Carol Kerrigan discussing the use of the phone call center.
• Mar 01: Met with Ashleigh Gallant reviewing the results of the Alumni survey which she conducted.
• Mar 02: Met with Cheryl Harris and Heddie Sumpter discussing endowment funds, personnel issues, and start up for new faculty.
• Mar 02: Met with Barton Lee discussing the agenda for the meeting with next year’s tenure and promotion applicants; SACS assessment; research awards; Marching Band storage; Intertia: The Musical; the SACS rule related to 60% of SCH being taught by full time faculty; the values of the College; admission deadlines and the impact upon the arts; faculty awards; and the University’s space survey.
• Mar 02: Met with the School of Architecture & Community Design search committee discussing issues related to gender representation.
• Mar 02: With Ashleigh Gallant met with George Ellis discussing databases and other IT issues.
• Mar 03: Attended the presentation on document imaging.
• Mar 03: Attended the meeting of all faculty considering applying for promotion to full professors, faculty who will be up for tenure next year, and faculty who are ready for their mid-tenure review.
• Mar 03: With Barton Lee and Wade Weast, met with Kyoung Cho discussing her mid-tenure review.
• Mar 03: Accompanied a number of architecture students in a tour of the new music building conducted by Charles Bonner.
• Mar 04: Presented to the doctoral seminar in music education addressing the role of the arts in higher education and predictions regarding the future of the arts in higher education.
• Mar 05: Met with Cheryl Harris discussing the Waterman consultancy, travel costs of the DO candidates, the development consultant contract, and the Steinway trip.
• Mar 05: Met with Barton Lee discussing the budget, public art, PODS/FOCI, events and production issues, and Inertia: The Musical contribution support from the units.
• Mar 05: Met with Averill Summer discussing how she might help the Steinway reception be successful.
• Mar 10: Met with Bill Garrison discussing faculty complaints regarding the USF Library.
• Mar 10: Met with Karen Frank discussing the director search, development funds, the Steinway event, the College annual report, and the comprehensive alumni list for the College.
• Mar 11: Met with Wade Weast discussing commissioning for the grand opening of the new music building; personnel issues; travel issues; and printing costs.
• Mar 11: Met with Marc Powers discussing physical therapy and the dance program; the BFA in Design; the Bill T. Jones residency; Inertia: The Musical; Honors College plays; HD projects; Foci on interdisciplinarity; and the director evaluation.
• Mar 12: Met with Barton Lee discussing alumni, obligations of the College to the rest of the campus, security cameras for CAM, preparation for meeting with the Provost, personnel issues, the BFA in Design, the equipment fund for the new music building, and the 60% full time instruction rule from SACS.
• Mar 12: Met with the Provost discussing the following: SCH drop for the College; the budget; Graphicstudio’s invitation to exhibit in China and the impact of withdrawing the stimulus funding for CAM; the position of Assistant Dean; the procedure for converting the band director to tenure track; marching band storage; a national advisory council; and the renovation of FAH for the School of Art & Art History.
• Mar 15: Met with Margaret Miller discussing personnel issues.
• Mar 15: Met with Barton Lee, Margaret Miller, Sarah Howard, David Norr and facilities planning discussing the public art for the new music building.
• Mar 15: With Barton Lee, met with Dwayne Smith discussing the tenure and promotion applications from our college.
• Mar 16: Met with Cheryl Harris discussing the annual fund and the dean’s Foundation account.
• Mar 16: Met with Cheryl Harris and Heddie Sumpter discussing the position numbering for new faculty lines; start up for new faculty; SPI increases; summer budgets; temporary hires; and budget issues.
• Mar 16: Met with Nina Contreras discussing share point training; database issues; and faculty websites.
• Mar 16: Met with Barton Lee discussing the following: SACS administrative assessment; building cost savings; CAM security cameras; research day; marching band; admissions dates; CPR training; and budget/SCH.
• Mar 17: Met with Barton Lee, met with Matt McCutchen discussing Marching Band field storage options and budget plus contract issues.
• Mar 17: Met briefly with Wally Wilson discussing SCH issues and upcoming lecture issues.
• Mar 17: Met with Fanni Green discussing issues related to diversity.
• Mar 18: Met with Ashleigh Gallant discussing issues related to branding, marketing, and graphic design.
• Mar 18: Met with Candidate for Assistant Professor of Photography Jason DeMarte.
• Mar 18: Met with doctoral students enrolled in Jack Heller’s doctoral seminar.
• Mar 19: Met with Barton Lee discussing the following: music building and public art space; box office marketing; and diversity workshop.
• Mar 19: Attended the School of Music faculty meeting.
• Mar 22: Met with the faculty/staff of the School of Architecture and Community Design presenting the jONEs HOUR discussing the notion of strategically changing how we do our work within the CoTA.
• Met with Photography candidate, Elene Tremblay.
• Mar 22: Met with the faculty/staff of the Institute for Research in Art presenting the jONEs HOUR discussing the notion of strategically changing how we do our work within the CoTA.
• Mar 22: With Victor Fung, Ashleigh Gallant and Nina Contreras, met with database personnel discussing the steps in converting Dr. Fung’s electronic journal to a subscription based journal.
• Mar 22: Met with Ashleigh Gallant discussing Twyla Tharp, some of the Foci presentations, web projects, and the cheat sheets that were prepared by the units.
• Mar 23: Met with Cheryl Harris discussing Foundation reimbursements, Augusta Read Thomas, the SACD funds, unit funds, budget cuts, and travel reimbursement.
• Mar 23: Met with Barton Lee discussing the following: SCH in Theatre/Dance; director evaluation questions; topics for the Faculty Advisory Council; the first aid course; programs to connect to USF goals; Summer Stampede Program; Marching Band storage; 3 year contract for the Band Director; and ON screen programming.
• Mar 24: Met with the Directors’ Council discussing the following: College Matters; Inertia: The Musical; budget reductions; SCH targets/actions; and the Karen Holbrook presentation.
• Mar 24: Met with the College Faculty Advisory Council discussing the values of the College and the Bylaws of the College.
• Mar 24: Attended the Foci by Barton Lee and the advisors on student success.
• Met with Karen Frank discussing the College Director of Development search, development funds in the School of Architecture and Community Design; endowment balances; visits by the Huffs and Jane McNeil; the opening of the new music building; opening rate for the Alumni Newsletter for the Arts; and the Steinway event in April.
• Mar 24: Met with Choral applicant Tim Koch.
• Mar 25: Met with choral director candidate Greg Fuller.
• Mar 25: Met with Ashleigh Gallant and Nina Contreras discussing issue common to them: databases and strategies.
• Mar 25: Met with photography candidate Adam Ekberg.
• Mar 26: Met with Barton Lee discussing the following: assessment plans for SACS; designation of authority for international issues; budget reductions; fundraising and the new director; letter to admitted students; technologies in the conference room; and student success.
• Mar 26: Met with Bob Forsythe discussing the next steps in the arts management program.
• Mar 29: Met with Bob Forsythe and Gail Humphries discussing the next step in the development of a program in arts management/leadership.
• Mar 29: With Barton Lee, met with Wade Weast reviewing his solutions to generating additional SCH.
• Mar 29: Met with architecture historian candidate Ron Dulaney.
• Mar 29: Met with Ashleigh Gallant discussing reorganization steps to accommodate budget reductions.
• Mar 29: Met with Margaret Miller and David Norr discussing the future role of curator.
• Mar 29: Met with Bob MacLeod discussing the search, his FOCI on community engagement, and the jury process in SacoD.
• Mar 30: Met with Heddie Sumpter and Cheryl Harris discussing FWS expenditures; annual evaluations; the new Director of Development; the Lodato grant; and Stampede for Success and the B Session.
• Mar 30: Met with Choral Director candidate James K. Bass.
• May 30: Attended the FOCI on Faculty Awards led by Wade Weast.
• May 30: Met with Wally Wilson discussing FAH renovation, coverage of course needs, personnel issues.
• Mar 31: With Barton Lee, met with Marc Powers discussing actions to meet the SCH target for the School of Theatre & Dance.
• Mar 31: With Barton Lee, met with Bob MacLeod discussing actions to meet the SCH target for the School of Architecture & Community Design.
• Mar 31: Met with Barton Lee and Cheryl Harris discussing Steinway as a single source, the issue of an EBA for the fundraising event, budget cuts and summer planning.
• Mar 31: Met with art student, Dan Moore, discussing his proposal for “ArtsLab.”
• Mar 31: Presented the jONEs Hour to the members of the School of Theatre & Dance, discussing strategies for improving the position of the arts on campus.
• Mar 31: Met with Wade Weast discussing personnel issues, admissions issues, Master Chorale, the FOCI on Faculty Awards, Talk of the Arts, and faculty searches.

**Development Activities**

• Mar 03: Met with Karen Frank reviewing issues related to the All Steinway event.
• Mar 04: With Barton Lee and Lee Williams, met with College Development Officer candidate Anna Kuhlman.
• Mar 04: With Karen Frank and Tori Stuart, met with Anna Kuhlman.
• Mar 04: Met with the Directors as they interviewed Anna Kuhlman.
• Mar 04: Attended the forum presented by Anna Kuhlman.
• Mar 04: With Lee Williams, conducted a closing interview with Anna Kuhlman.
• Mar 10: With Barton Lee and Lee Williams, interviewed Jim Van Wicklin, candidate for College Director of Development.
• Mar 10: Attended the Van Wicklin forum and following that, met with him to discuss the position.
• Mar 10: With Lee Williams, conducted an evening exit interview with Jim Wicklin.
• Mar 16: Met briefly with Karen Frank discussing the All Steinway event and funding, the College operational account in the Foundation, and job description.
• Mar 19: Attended and spoke at an Unstoppable reception in Clearwater.
• Mar 25: Lunch with a major donor to the College.
• Mar 25: With Karen Frank met with Lee Williams discussing the offer to a new development officer, the Steinway gala and fundraising issues.
• Mar 30: With Wally Wilson and Karen Frank, met with alumni Bob Huff and wife Barbara Young discussing their desire to set up a scholarship for graduate art students.

**Community and State Activities**

• Mar 17: Attended the Executive Committee meeting of the Tampa Museum Board.
• Mar 17: Attended the Tampa Board of Trustees meeting.
Mar 18: Met with Carol Edggerly and Lynda Ruckman discussing issues related to Master Chorale of Tampa Bay and the partnership between USF and MC.
Mar 19: Participated in a state-wide conference call sponsored by the Florida Arts Alliance.

National Activities
- Mar 01: Participated in a national phone conference for the membership of the Americans for the Arts Education Council discussing the agenda for the national conference in June.
- Mar 11: With Liz Cole, conducted a national phone conference with the Global Horizons Taskforce leadership of ICFAD.

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 finish setting up a new menu structure for SOM website; Worked with FWS students to finish data entry into CMS for SOAAH and SOM; Worked with FWS students to finish data entry, design setup and testing for EPS/Box Office website; Setup Talk of The Arts page and Press Releases page on CoTA site.
- Graphic Design: Designed Talk of The Arts poster and email template; Met with Wally Wilson and Greg Maddison to discuss changes to SOAAH web design.
- Marketing & Support: Met with Bryce Womeldurf to brainstorm workflow logic for a new auditions database for SOM; Met with Victor Fung to brainstorm a workflow logic for changes to MERI subscription pages; Met with Phil McCollman to help resolve issues for MFA Org CMS setup; Formatted and posted video about Victor Fung on YouTube; Wrote lists of keyword matches for CoTA and USF Google Search Appliance; Wrote a guide to CoTA graphic standards.

Barton Lee
- Facilities and Operations: the music building remains on schedule; regular weekly meetings are on-going in addition to meetings focusing on furniture, equipment, and AV. Regular site visits are being conducted for various constituencies including room by room inspections by the SOM/CoTA owners group to confirm layout of electrical, data, security, life safety, and plumbing prior to concealment of walls and ceilings. Students from the School of Architecture & Community Design were provided with a unique opportunity with a presentation, site tour, and commentary by the project acoustician and AV consultant Charles Bonner. Other projects in the college that are underway or in the process of being planned include: on-going work on the 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; and HMS HVAC ductwork repair and re-balancing.
- Academic: Attended three campus forums on Student Success; listened in on an Elluminate session presented by the Student Services Advising office to provide information and assistance to our recent group of admitted students; attended various public events in the college; along with Amy Fletcher, representing the college on the Scholarship Process Improvement Team; and together with Dean Jones met with unit directors to discuss actions to help meet SCH targets in the college.
• College Administration: Participated in meetings of the Associate Deans – Academics Council; Associate Deans – Research; PIT (Process Improvement Team); on going work with academic and administrative assessment; mid-tenure review meetings with 2009-10 applicants; college tenure and promotion meeting for 2010-11 faculty applicants and mid-tenure review faculty; college research committee; faculty advisory council; directors council; and regular meetings of Events & Production staff. Held a foci session on student success with presentations by Student Services/Advising staff who attended NACADA; attended several Pod and Foci sessions; attended a training session on Document Imaging that will be implemented in our Student Services/Advising area; attended a training session for Microsoft’s Project 2007 for use in our search processes; met with the two candidates for the Director of Development position; attended the regular BOT meeting; and had several individual meetings with staff, faculty, and students.

Karen Frank
• We are pleased to announce that Jim Van Wicklin has been selected as the new Director of Development for the College of The Arts. His appointment follows a national search and interviews by both the College and the USF Foundation. He will join the College in early May. Jim is a seasoned and successful fundraiser, most recently from Middle Tennessee State University.
• In moving forward with the School of Music’s goal to become an All-Steinway School, we have been working closely with the USF Foundation, The Music Gallery and Steinway & Sons to launch an exclusive development event in April. We arranged for the Dean to make a visit to the Steinway factory and Steinway Hall in New York to meet the President of Steinway and tour the facilities. The Dean was joined on this visit by Dharshini Tambiah, an alumna and adjunct instructor in the School of Music.
• A customized direct mail fundraising piece featuring photos and comments by CoTA students was sent to nearly 250 potential donors. In addition, an e-mail fundraising appeal was sent to more than 2500 potential donors. College photos have also been featured on the first of a series of bookmarks targeted to potential donors of estate gifts.

Ashleigh Gallant
• Participated in the USF Design Summit which brought together marketing and communication officers from across the campus and with in the community to discuss the branding of the university
• Worked with Ryan Sullivan on market research of the alums and current students to learn more about why our student choose CoTA.
• Worked with Chris Sgammato on Inertia marketing; worked on Airto Moreira marketing; and with UCM on several stories for their website.

Cheryl Harris
• Attended candidate interviews/presentations for the CoTA Development Director.
• Attended first meeting of FUNDS – Foundation Users Network for Dollars and Sense. This newly formed workgroup is looking at and evaluating Foundation processes moving towards improving those processes and procedures.
• Assisted Matt McCutchen and Jason Bombaugh in the preparation of an Educational Business Activity plan for establishing an auxiliary fund for the USF Marching Band. I developed a Business Plan based on the developed EBA and submitted the entire packet for Academic Affairs approval.

Carol Kerrigan
• Coordinated a Document Imaging presentation for the Advising Office’s implementation of paperless record keeping. As part of the Undergraduate Admission Recruitment Plus program, organized College representatives to staff the Admissions Call Center, calling CoTA students admitted for fall 2010. Coordinated a Transfer Orientation session for fall 2010. Made a presentation to an Honors Peer Mentor Training class regarding our majors.
• Attended a Degree Works training session for the new advising system along with staff and advisors. Also, attended a Document Imaging training class. Facilitated an Elluminate session to
admitted students for fall 2010. Presented the final part of the NACADA Conference information at a college POD Session.

- Attended the following meetings: Orientation, Council of Academic Advising, CAA subcommittee, Outstanding Advising Award, Graduate Coordinator, Degree Works Taskforce, and Staff Meeting. Planning stages for Stampede to Success and Graduation Celebration.

**Heddie Sumpter**
- Payroll/Personnel: Researched HR guidelines and gathered data to confer with the following individuals on specific faculty personnel issues: Dr. Dwayne Smith and Dr. Kofi Glover, Provost's Office.
- Faculty Searches: Facilitated the Careers@USF hiring process for faculty searches that have concluded. Attended Microsoft Office Project 2007 training.
- Attended bi-weekly meetings with Dean Jones and Cheryl Harris regarding college budget & personnel matters. Provided administrative support for the Provost's Office search for an Executive Director of Academic Budgets and Financial Management Systems.