



UNIVERSITY OF CENTRAL FLORIDA

Chairs and Directors Regular Meeting  
October 25, 2017, 1pm, CSB 221

## MINUTES

### Attendance

**Dean's Office:** R. Caldwell, S. Cruz, E. del Barco, T. Dorman, L. Grauerholz, J. Jasinski, M. Johnson, L. Kirkpatrick

**Chairs:** F. Jentsch, K. Hamann, X. Li, E. Mucciolo, L. Mustaine, J. Schultz (for T. Dupras), L. Vonkalm (for G. Worthy), C. Yestrebsky, S. Zhang

**Directors:** P. Bohlen, R. Littlefield, M. Sigman

Kognito: At-Risk College Student Training for Faculty

Dr. Teresa Michaelson-Chmelir  
& Melissa Comeau

- Presentation by Counseling and Psychological Services
  - Role-play simulations for faculty and staff to identify students having problems and correctly refer them to resources
  - LGBTQ on campus, role-play video shown; also available for student veteran
  - Handouts shared
  - Suicide rates/graph shown
  - For more information, go to: <http://caps.sdes.ucf.edu/>
  - Bring to attention of faculty – would be glad to come to units to share
  - CAPS outreach request: <https://ucf.qualtrics.com/jfe/form/SV>
  - GTA training was suggested

Outreach to Non-Enrolled Students - Lessons Learned

Kirkpatrick

- Lee Ann shared a set of efforts by COSAS geared toward helping student retention and degree completion
  - By summer, some students had their appointments for 3 months and had not enrolled for fall
  - Personalized emails (1,963) sent July 10 to these students, which included advising information. Asked if help needed
    - ✓ 566 had enrolled by July 25
    - ✓ Followed up with text – 314 enrolled
    - ✓ 681 students had some kind of hold
    - ✓ Students appreciated the reach out
    - ✓ Plan to continue this effort
    - ✓ Qualtrics survey included to complete if not planning to enroll
  - Broader communication; plan to have more contact; let students know who their advisor is

#### COS Overhead Budget

del Barco

- Presentation attached to these Minutes
  - FY 16-17 figures shared
    - ✓ 45% goes back to units
    - ✓ Corrections – money which should not have spent and had to be returned to Agencies. This issue can be solved
    - ✓ COS Annual Incentive Programs discussed
    - ✓ New model will be more efficient
    - ✓ Showed projection for 2017-2018
  - Fall back for possible budget shortfalls

#### Assessment

Grauerholz

- Update/Reminder
  - Two reports due each cycle
  - Front Page shows results from 16-17
    - ✓ Marked in green – well done – results are complete
    - ✓ Orange/Yellow – no concerns – in progress
    - ✓ Red – concern. Have no results submitted for review
    - ✓ Please help move along
  - Create plan for current year
  - Concerted effort to finish results before moving into plans
  - Coordinators should go ahead and create plan to show they are working on it
  - Due date for results was **August 18**

#### Gem Worksheets

Jasinski

- Each program has received the Graduate Enrollment Management (GEM) worksheets. Please pay particular attention to planning enrollments and the amount of financial resources you are able to devote to graduate student assistantships. Completed worksheets are due to Jana on **November 3rd**

#### Reminder

- Program nominations for the Dissertation completion fellowship are due 11/9 to Jana. See (<https://funding.graduate.ucf.edu/fellowships/>) for information on all UCF graduate fellowships.

#### General Discussion

- Discussion was held on UCF Campus Police action and reaction to several incidents
- Safety Tips and possible workshops also discussed

Meeting adjourned 2:54 pm

Respectfully submitted,  
Maggie LeClair

#### Reminders

Chair/Director **ONLY**

Veteran's Day

Chairs/Directors **REGULAR**

Thanksgiving

November 8, 2017, Noon-1:45pm, CSB 212

November 10, 2017

CANCELLED, November 22, 2017

November 23, 24, 2017