



UNIVERSITY OF CENTRAL FLORIDA

Chairs and Directors Regular Meeting
September 27, 2017, 1pm, CSB 221

Attendance

Dean's Office: Richard Caldwell, S. Cruz, M. Dagley, T. Dorman, J. Jasinski, M. Johnson, Jennifer Steele

Chairs: T. Dupras, F. Jentsch, K. Hamann, X. Li, E. Mucciolo, L. Mustaine, G. Worthy, C. Yestrebsky, S. Zhang

Directors: R. Littlefield, M. Sigman

- Facilities Johnson
 - University is seeking to make the process for capital projects more transparent
 - Dean Johnson has been asked to give a half-hour presentation on what COS will need for space: labs, classrooms, offices, etc. This is for capital projects, not minor renovations
 - Will depend on faculty, staff, and student growth; will base on UCF 2020 goals and projected 2%/year student growth
 - Dean will try to give a more structured request in a few days
 - Room utilization, assignment, size, and potential swapping was discussed
 - Please let Maria know the minute you have a classroom assignment which is unsuitable

- UCF Collective Impact Community Challenge Johnson
 - University is interested in funding projects which involve tackling and solving a community problem
 - ✓ Activity around working on best understanding to potentially solve a problem impacting community but should be able to positively impact that problem and duplicate it nationally or internationally
 - An expanded email (with applications) was sent out from Lisa Jones
 - Link for the Community Challenge:
 - ✓ https://ucf.qualtrics.com/jfe/form/SV_5oOKUYH9y3llvPL
 - Suggested: Interdisciplinary Research that is not already tied to a cluster but might evolve into cluster
 - The plan is to pick one for the University

- Multi-Factor authentication in myUCF Littlefield
 - The issue of authentication was discussed. May have to go in 12-14 times daily and this becomes a productivity issue
 - On versus off campus system also discussed
 - Purchasing USB sticks at a cost of \$17 was suggested.
 - ✓ Dr. Graham Worthy provided the following link:
This is the link to the multi-factor authentication key that can be used

https://www.amazon.com/Yubico-Y-123-FIDO-U2FSecurity/dp/B00NLKA0D8/ref=sr_1_1s=electronics&ie=UTF8&qid=1506024302&sr=1-1&keywords=yubikey+blue

Once you have the token you can follow the directions attached to add it as a device with which to authenticate

- Mobile redirect is student and non-functional
 - ✓ **UPDATE:** Richard Caldwell suggested using www.my.UCF.edu
- Security Discussed : World has changed – have to accept less convenience because of hackers
- Updated FA17 Syllabi Dorman
 - Dr. Dorman reiterated the importance of request for revised syllabi if needed
 - Sent note last Monday to chairs if faculty are changing expectations from original – deadlines, etc., they need to produce/share (so COS can have on file) that new syllabus.
 - ✓ Please submit to college (Donna) no later than next Friday, October 6
 - This is an unusual circumstance (Hurricane Irma) and faculty do not normally file a syllabi with COS
 - The syllabus policy is up for review (Faculty Senate)
 - Students should have been informed as of last Friday if anything changed
 - This is to make sure we do not have grade appeals, etc.
 - Reference materials:
 - ✓ UCF Course Syllabi Policy (UCF 4-403) – attached to these Minutes
 - ✓ FCTL Resource/Websites:
 - ✓ Syllabus Information Website: <http://www.fctl.ucf.edu/TeachingAndLearningResources/CourseDesign/Syllabus/>
 - ✓ Syllabus Design Checklist – attached to these Minutes
- Administrative Leave for Hurricane Irma and Other Instances
 - Administrative Leave for faculty was discussed.
 - ✓ If faculty worked during that time, they do not need to file their leave
 - Submitting LAPERs can be used as a Reporting mechanism: FEMA costs associated with shutting down
 - Sick leave discussed.
 - Have been asked to create college policy – will bring it back for more discussion
- SCH Budget Model Data Cruz
 - Presentation given. This is the source the university will use to calculate growth dollars
 - Shared new dashboard Institutional Knowledge Management
 - Auxiliary, E&G funded and Non Funded: all in report
 - Undergraduate or graduate can be looked at separately
 - Can look at joint appointments – Nanoscience 50-75% but Nano is not getting paid: counted in department where teaching takes place
 - Summer/Fall being compared
 - Questioned if this is useful for units or would they prefer the College to facilitate the reports
Seresa gave last year
- Announcements
 - Academic Affairs Office will not have an HR representative October 6-20.
 - ✓ Have to submit PVAs by **October 3 at noon**
 - ✓ Please submit ads at the same time
 - ✓ Inside Higher Education used to be free – it is no longer free
 - ✓ Chronicle of Higher Education is free and COS will facilitate
 - ✓ Higher Education is also covered by COS
 - Please encourage faculty to attend not only the meeting with the President & Provost on **Friday, September 29, 1:30-3pm** but to stay for Dr. Liz Klonoff's 3pm meeting in same room (**NSC 110**) where she will discuss the reorganization of ORC

- Graduate Fair **October 9** – notice went out to Graduate Program Coordinators
 - ✓ Pegasus Ballroom
- Dissertation Completion Fellowship application due **November 9**
- Please remove references to COSIT: now UCFIT
- Dr. Dorman indicated that there was no feedback on the draft of the Student Conduct College Statement
 - ✓ Dr. Dorman will formalize but if there are any changes, it could wait until Friday

Meeting adjourned 2:50 pm

Respectfully submitted,
Maggie LeClair

Reminders

COS Faculty Meet with President & Provost	September 29, 2017, 1:30-3pm, NSC 110
COS Faculty Meet with Dr. Liz Klonoff	September 29, 2017, 3pm-4pm, NSC 110
Chair/Director ONLY	October 11, 2017, Noon-1:45pm, CSB 212 (Lunch provided)
COS Fall COS Faculty Assembly	October 20, 2017, 1:30-3pm, PSY 106
Chairs/Directors REGULAR	October 25, 1-3pm, CSB 221