



UNIVERSITY OF CENTRAL FLORIDA

Chairs and Directors Regular Meeting  
January 17, 2018, 1pm, CSB 221

## MINUTES

### Attendance

**Dean's Office:** R. Caldwell, S. Cruz, M. Dagley, E. del Barco, T. Dorman, L. Grauerholz, J. Jasinski, M. Johnson  
**Chairs:** T. Dupras, F. Jentsch, K. Hamann, X. Li, E. Mucciolo, L. Mustaine, G. Worthy, S. Zhang  
**Directors:** P. Bohlen, R. Littlefield  
**Guests:** Dr. Cyndia Muniz, Dr. Delaine Priest, Dr. Susan Chase

Hispanic Serving Institutions Consultation

C. Muniz

- Presentation by HIS Attached to these Minutes
  - Invitation made to serve on the HIS Task Force Committee
    - ✓ Please contact Dr. Muniz if interested – [Cyndia.muniz@ucf.edu](mailto:Cyndia.muniz@ucf.edu)
    - ✓ Invitation applies to faculty, staff, and students
  - Charts showed countries represented by students and Faculty/Staff Hispanic employees
  - All efforts tied to UCF Goals and Collective Impact
  - Question regarding employees declaring ethnicity and the possibility of revisiting for employees hired before options listed
  - January 31 is kick-off day. Dr. Dorman shared flyer with Chairs/Directors
  - Available to give presentation in departments/school

myKnight STAR Faculty-Facing Tool

D. Priest & S. Chase

- Presentation on myKnight STAR Attached to these Minutes
  - Formerly EAB
  - Tool to help meet UCF Goals and Collective Impact
    - ✓ This is a powerful communication tool for faculty. Please share with faculty
  - Advising management platform that works with faculty input to help advisors identify students who need assistance to be successful and graduate
  - 400 advisors across campus trained to use this tool; will ultimately be used by all advisors
  - Progress Reports discussed – handout
    - ✓ Advisor/Administrator initiates progress request
    - ✓ Faculty asked to complete progress report
    - ✓ College advisor receives email and will follow up with student, and triage with other colleges/offices as needed
  - This system gives an opportunity for early intervention before student fails
    - ✓ Hopefully this will become part of the culture on campus
    - ✓ Can report at any time – usually wait until about 6 weeks into the semester, but ideal time will be determined by course
    - ✓ Faculty can send report themselves or link can be sent
    - ✓ May not work well in large classes
  - Canvas not integrated at this time – in discussion

- Starts a conversation with the advisor
- Helped at Georgia State
- Works for outreach students at risk and with high GPAs (i.e. refer to Honors)
- Will pilot with select departments/course this spring
  - ✓ Intended for faculty who want to participate spring/ summer
  - ✓ Will begin to bring students into platform summer/fall. Students can only schedule appointments – email reminder
- Dr. Dorman will reach out to help identify courses

#### COS Budget Timeline - Update

S. Cruz

- COS Discussion Session this Friday will go over with all staff
  - Start afresh
  - Begin summer planning – released this Friday. Due back **Feb 19**– teaching only; research later
  - Materials Supplies & Lab Fees– released yesterday – due back **Feb 9**
  - Reports and templates to be released today. Should look familiar. Due back **Feb 15**
  - No format changes

#### Foundation Account Clean-Up

M. Johnson

- Dean reminded Chairs/Directors to please spend-out small amount in Foundation accounts
  - Add to existing scholarship
  - Reimburse applicable expenses

#### General Discussion

- Raises
  - ADI authority under new contract – closes **August 31** – BOT voting tomorrow
  - College is given permission to give raises out of unit budgets
  - Could give raises (if approved) of up to 1.5% total salary budget if funds could come from other parts of budget
  - Ratifying article today
  - 2.25% ATB
  - Based on past, these were university funded. Once known, college will send out information
  - Promotion raise rates increasing **March 16**
    - ✓ 10% next year for Associate to full Professor

#### Provost Council Meeting

- 20% new tenure track hired from underrepresented groups. Up from 4% last year
- COS was up
- The textbook rule – 95% of textbooks 45 days before semester starts
- If not ordered by Professor, Chair/Director must decide
- This spring enrollment, 209 new students came from Puerto Rico or Virgin Islands
  - 1,000 started; 500 did not complete; some as transient; some as regular admission
  - Enrollment up – SCH increase is not due to head count – completely due to returning students taking more SCH
  - Improved retention
- UCF Apps has been approved. Jenny Steele will send out letters. Should be good for another 4 years
- Discussion took place on proposed new travel policies
  - Driver's License check every year, etc.

- Dr. Hamann on committee and would welcome feedback

Meeting adjourned 2:20 pm

Respectfully submitted,  
Maggie LeClair

**Reminders**

COS Retreat for COS Chairs/Directors ONLY

& Associate Deans

Chair/Director ONLY

Chairs/Directors REGULAR

January 22, 2018, 8:30am-5pm, Live Oak Center

January 31, 2018, 1pm, CSB 212

February 14, 2018, 1pm, CSB 221