



Department Chairs Meeting

Meeting Date: 09/14/18

Start: 10:05 a.m. **End:** 12:00 p.m.

Attendance: D. Dodd, D. Doyle, R. Littlefield, R. McDaniel, R. Morales, L. Neuberger, B. Noel, G. Rhodes, A. Salter, D. Sellnow, T. Sellnow, K. Tuorto

Excused: B. Lindsley

Agenda Item	Discussion/Conclusion	Recommendations/Actions	Responsible	Follow-Up
Welcome (R. Littlefield)	<ul style="list-style-type: none"> Since this meeting is for assistant directors (chairs), and other key personnel, the meeting name is being changed to 'Department Chairs Meeting' instead of NSCM Leadership meeting. 			
Discussion of Chair Responsibilities	<p>a. Develop Mission and Vision Statement, Bylaws and Diversity & Inclusion Statements</p> <ul style="list-style-type: none"> Departments must develop their own mission and vision statement, they can. <p>b. Develop Departmental Policies and Procedures</p> <ul style="list-style-type: none"> The departments/faculty may modify the existing policies and procedures; however, all modifications must be voted and approved by a majority. Until revised policies and procedures are developed/approved, the existing legacy policies from CAH/COS/NSC/SVAD are to be used. <ol style="list-style-type: none"> Annual Evaluation Standards Procedure (AESP) <ul style="list-style-type: none"> Review and prepare an AESP document for the department. For 2018-19, use the AESP that has been approved. Elect AESP committee. The committee must have four tenured faculty plus department chair. If any changes are to be made, the deans want decisions by December. Equitable Load policy <ul style="list-style-type: none"> Legacy NSC has a policy; however, legacy SVAD does 	<p>Submit policy and procedure recommendations to the School Policy and Planning Committee</p> <p>Proposed department AESPs due to Director</p> <p>Recommend a lecturer / instructor as the 6th member</p> <p>Recommendations</p>	<p>Chairs</p> <p>Chairs</p> <p>Chairs</p> <p>Chairs</p>	<p>12/14/2018</p> <p>12/01/2018</p> <p>ASAP</p> <p>12/01/2018</p>

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	not; departments need to develop a policy			
	iii. Travel policy <ul style="list-style-type: none"> o Departments have travel money; make sure to keep track 	Proposal to B. Lindsley	Chairs	
	iv. Summer teaching rotation policy <ul style="list-style-type: none"> o Use existing policies or suggest revisions 			
	v. Succession planning <ul style="list-style-type: none"> o Would like to extend assistant director's (chairs) position through the next academic year. o Need a plan on how each department works o Think about program coordinators o Prepare a plan for next week o There is no budget to change chairs from a 9-month to 12-month contract o Search for program coordinators will be internal 	Submit succession plan	Chairs	10/09/2018
	vi. GTA and UGTA assignments <ul style="list-style-type: none"> o Games and Interactive Media have GTAs from Text and Technology. Recommend development of an agreement 	Develop MOU with other programs and departments, and review policy	A. Salter	12/14/2018
	c. Schedule of Classes <ul style="list-style-type: none"> • Chairs should schedule classes – not the PCs • Spring 2019 schedule is 'live' • General enrollment opens in October 	Meet with R. Morales to finalize upcoming schedules	Chairs	ASAP
	d. Oversee Conflict of Interest (COI) <ul style="list-style-type: none"> • 2018-19 COI reporting has been approved • Future submittals will go to department chairs to approve 	Transition oversight Serve as resource/backup	R. Littlefield	12/14/2018
	e. Approve IRB Proposals <ul style="list-style-type: none"> • Department chairs will receive proposals 	Route IRBs to department chairs	Chairs	12/14/2018
	f. Hire Adjuncts <ul style="list-style-type: none"> • Chairs will hire adjuncts; not the PCs 	Finalize hiring for spring 19	Chairs	11/09/2018
	g. Elect of Library Liaisons <ul style="list-style-type: none"> • Each department and FIEA need to elect a library liaison 	Identify library liaisons Submit MOUs for PCs	Chairs Chairs	10/09/2018 ASAP
	h. Complete and File MOUs for Program Coordinators	Submit minutes to T. Jackson	Chairs	ASAP
	i. Complete and File Minutes of Meetings on the Website			
	j. Deliberately Communicate Assignments			
	k. Meet with Faculty in Preparation for Annual Evaluations	Meet with faculty	Chairs	

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Academic Issues	<p>a. Honors in the Major</p> <ul style="list-style-type: none"> • M. Dodd will be the POC <p>b. Assessment Pathways</p> <ul style="list-style-type: none"> • Done differently in COS and CAH • Program Coordinators are responsible <p>c. Study Abroad Articulation</p> <ul style="list-style-type: none"> • Study abroad articulation will be sent to the chairs <p>d. Grade Change Process</p> <ul style="list-style-type: none"> • All grade changes are to be done on paper • NASSC will maintain control of the forms, and will obtain all signatures • Need detailed specifics of why the change is being requested <p>e. Syllabi</p> <ul style="list-style-type: none"> • Deadline for syllabi submission has past • Still have faculty who have not submitted syllabi <p>f. Curriculog Process</p> <ul style="list-style-type: none"> • Curriculum process – faculty discuss→faculty curriculum committee→departmental committee • Each department will have a committee chair • Faculty can only enter into the Curriculog system; curriculum is completely driven by faculty • A faculty member who submits a change/addition in the Curriculog system must attend the college curriculum committee <p>g. Declining Enrollment in Limited Access Majors and Strategy for Growth</p> <ul style="list-style-type: none"> • What can NSCM do to increase SCH? • NSCM has to focus on retention • R. Morales will hold Open House on the first Friday of every month in the Film Screening room. Encourage faculty to attend. <p>h. Deans' Lists</p> <ul style="list-style-type: none"> • R. Morales will watch for Deans' list distribution announcements from CAH/COS 	<p>Constitute an assessment review committee for Film and Games and Interactive Media</p> <p>Work with Chairs</p> <p>Processing responsibility</p> <p>List of missing syllabi to chairs</p> <p>Attend department meetings to stress faculty role</p>	<p>L. Neuberger R. McDaniel M. Dodd K. Tuorto L. Neuberger</p> <p>L. Neuberger</p> <p>S. Daye</p> <p>L. Neuberger</p>	<p>11/09/2018</p> <p>ASAP</p> <p>11/09/2018</p>
Budget Matters	<p>a. Director's Travel Grants</p> <ul style="list-style-type: none"> • There will be an announcement regarding travel stipends for fall • Maximum stipend - \$1,000 • Faculty must request and go through department chairs 	<p>Send out email</p>	<p>R. Littlefield</p>	<p>10/01/2018</p>

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	<p>b. Foundation Discretion Fund</p> <ul style="list-style-type: none"> • Should be used for priorities in unit <p>c. Overhead</p> <p>d. Relations with Honors College</p> <p>e. Tech Fee Proposals</p> <p>f. Materials and Supplies Fee Proposals</p> <ul style="list-style-type: none"> • All fee proposals must be uploaded by faculty • Chairs should build in extra time in the process due to newness of the system 	<p>Send out report</p> <p>Communicate with B. Lindsley</p> <p>Check deadlines and plan for difficulty submitting in new system</p>	<p>S. Morris</p> <p>B. Lindsley</p> <p>Chairs</p>	<p>10/01/2018</p>
Faculty and Staff Issues	<p>a. Promotion Process for 2018-2019; 2019-2020</p> <ul style="list-style-type: none"> • Promotion timeline is out on the university's website • All assistant professors must submit CPEs (not 1st year) <p>b. School Committees</p> <p>c. Departmental Committee</p>	<p>Send department committee list to R. Littlefield</p> <p>Send chairs list of college committees</p>	<p>Chairs</p> <p>R. McDaniel</p>	<p>ASAP</p> <p>10/01/2018</p>
Other Matters	<p>a. Relationship of Departments to Respective Colleges</p> <p>b. UCF Celebrates the Art Event and Committee</p> <ul style="list-style-type: none"> • The event is held in April • Highly encourage departments to participate • Questions can be referred to R. McDaniel • If a department needs some budget, there may be some allocation • Hope to get one proposal from each department 	<p>Discuss options with faculty about proposals</p>	<p>Chairs</p>	<p>09/20/2018</p>