**Games and Interactive Media Department Meeting**
Friday October 26th, 9 AM – 10 AM
OTC 500 Conference Room

In attendance: Anastasia Salter, Emily Johnson (minutes), Eddie Lohmeyer, Matthew Mosher, Rudy McDaniel, Paul Varcolik, Natalie Underberg-Goode, MC Santanta, Joey Fanfarelli, Peter Smith, Maria Harrington, Eileen Smith, Taylor Howard, Dan Novatnak

9:00: Chair Updates and General Reminders                              Anastasia Salter

Spring Schedule Available: everything is live, if you have a schedule that is in flux you have been alerted. Don't forget to order your textbooks.

Changes and planning in progress for Fall 19 / Spring 20: see attachment for very rough schedule reviewed during meeting. We are using the largest possible rooms that exist in our space. This has allowed some of the more technical courses meet in the lab 2x a week, course caps of 45, with the same faculty rather than a lab instructor who doesn't know the course. E.g. client-side scripting now has 2 40 person courses with the same person teaching both. Workshops also will be capped at 44 or 45. T&T GTAs will be assigned more appropriate courses to take grading pressure off of faculty. Many courses will just have to be at 8:30 am or whatever because of the room scheduling. Times are based on student needs and scheduling and are not flexible.

UCF / VC discussion update: Lots of prior planning, discussion about collaboration with Valencia. They have an AS in web design and an AA pre major in digital media aligned with our first 2 years of content. We were told to have solutions and processes in place by November 1. We were the only group planning UCF and Valencia versions of fundamentals courses. We either need a reason for this or a plan that is more collaborative. Maybe 0-2-4 outlook for Valencia offering our courses in smaller class sizes. Possibly Valencia could cover DIG 2000, but then Valencia AA students could be permitted to take our DIG classes at our typical class sizes. Advising would suggest that Valencia kids take Valencia classes at other campuses at the smaller course sizes, unless they intent to transfer to UCF. We were only going to offer DIG 2000 one section anyway. In the long run, we had a pattern of offering 1 person in person on campus and 1 online for non majors who are taking the course from main campus. Supposedly there will be ways to prioritize our students for the in person sections. In 2 years, we reassess, see if Valencia hired more faculty and propose DIG 2030, we could talk. We want to keep DIG 2500. Drawing is not something Valencia is prepared to cover currently. SVAD may help. We are hoping minimal negative impact on the DIG 2000 plan, hoping to work with the Valencia member. Not voting yet, still in flux. Keep an eye out for a note from Anastasia for a vote possibly before Nov. 1

Downtown / Office Layouts in place: if you failed to send an office layout PLEASE PICK ONE AND SEND IT so Anastasia can stop getting emails. Please choose your terrible furniture. Or Anastasia will submit your selection and you will get 2 bookcases and you will love them.

Princeton Review survey: Natalie will coordinate, all games faculty will give input

Honors in the Major: need project type examples / event Monday @ 2pm. No one is available so will send a PowerPoint.

Search Updates: Instructor and Tenure Track - Instructor went live today, TT has been out for a while

Student Exchange Program possibilities: Jonkoping, San Jorge and Saxion. Nicholson has been able to exchange faculty in the past, if you want to travel to one of these places, let Anastasia know. Otherwise she'll continue to do the program evaluations etc. Dan wants to get away. Maria volunteers to be new liaison.

BA Changes in progress: modality and prerequisite updates. No real new curriculum permitted until at least 3 years out. These are all fixes. Basic prerequisites, adding labs to Web courses, adding lab to game testing, fixing catalog language that had screwed up the track suggestions and confused advisors.

Need representative to replace Matthew on NSCM policy committee, school-level committee.  MC volunteers. Joey motion, Eileen second. all agree. Dan abstains.

DM Assessment Plan revision: Natalie & Anastasia taking lead on this mid-November deadline. Master's assessment plan not a big priority since the program is changing. If you're involved in one of the courses that questions are pulled from, you will be getting an email from Anastasia. Eddie volunteers to help with the assessment plan.

Charge from Robert by the end of the semester and volunteers:
- Annual Evaluation and Standards Procedures (AESP)
- Department bylaws, Rudy
- Program coordinator succession planning, Eileen
- Strategic plan for the department (it should work to align with the university's Collective Impact): Borrowing heavily from SVADs: MC, Maria
- Values (i.e., vision, mission and diversity and inclusivity statement): Matthew
- CERP (should the department desire to continue this effort) Eileen, Emily
- Equitable load policy: Matthew, Dan
- Office hours policy: Emily,
- Office space policy: Emily
- Summer teaching rotation policy: Dan
- Travel funding allocation policy: Eileen


9:15: Graduate/Game Design Program Coordinator Updates        Natalie Underberg-Goode

BA-easier. Trying to fix the issue of being compelled to offer all 9 of the upper level courses because of staffing. Going Monday to sit with Kim (academic programs person) to try and fix in curricululog Not sure we can fix CPP issue (common program prerequisite) to match with statewide policy. Trying to make game design more efficient

New MA Curriculum Proposals (see links to distributed materials): Eddie, Matthew, John, I missed someone, trying to give students more time to create good work to

allow them the option of going to a professional creative track. Trying to replace exam with studio production track. Some streamlining of curriculum (trend in different similar programs), for a more clear progression from Year 1 to Year 2. Added a programming course to help students coming in with nothing. Scalable for their incoming skills. Adding something studio. Adding procedural generation (machine learning but we can't use that name), can't step on CS toes. Lots of revision to make the course about humanities side of that topic. Hopeful that if we keep dropping 'humanities' they will agree that we need it. Keeping our students as theorists and practitioners. Narrative and Experience design focus. Downtown potential - social impact perhaps. Professional scholarly outcomes - graduating with strong portfolio or good thesis. Partially judged on those outcomes. Going to vote soon. If you have input for Natalie about classes you've taught or may want to type, let her know. We still haven't heard back from the state. No plans for the CS course to be taught downtown. Not online. CS either gonna have to send us people to teach it or let us make these updates?

It's recruiting season! Responding to inquiries based on our emails. Honors in the major info session - secret plan to grow that program. FIEA has been helpful with the PR and making the ads. Maria & Joey advising on wording, etc. Archive of good pictures in the works. Hopeful this will help recruiting. 99% of students find us online. Many of them are attracted here because we're in Florida. Research inclined students do pop up in our undergrad classes, could be good to recruit.

9:30: Proposed AESP Guideline Discussion                                    Anastasia Salter

Highlighted changes- added inclusivity wording, explained textbook (book made to be used in a course - "programming unity" etc.).
Question: The question of remote teaching, should it be specifically worded in there. Future thing for SPOI. No motion made!! Exhibitions etc. had been reintroduced without specification of film, or any particular field. There is no deliberate break down in identifying research as outstanding/above/at/below. But. if that is desired we would need to draft.
Question: Concern about how much more specific Nicholson's document is. Since we can change this later, Rudy suggested let this go on with the idea that we can revise it more carefully and take more time to put something more detailed forward if needed.
Question: Is this a place for the equitable load policy to make it equitable? No, that feeds into this. This doc just says 'whatever your assignment %s are, this is the thing" Legacy versions included 'if your section is over 50, x is satisfactory'. In tenure evaluation guidelines. We would like to talk to Robert about this concern. These things need to be resolved in order for AESP to be truly evaluative. Policy & Planning committee has made no progress.
Proposal: remove completely the breakdown of FTE and put in wording "refer to the course load equity policy." AESP tabled. Should we look at student-to-teacher ratio Currently teaching hours comparison 47 to 22

9:50: Committee Updates and Other Announcements

Tabled due to time, please send committee reports virtually in response to the minutes.