



UNIVERSITY OF CENTRAL FLORIDA

Chairs and Directors Regular Meeting  
February 13, 2019, 1pm, CSB 221

## MINUTES

### Attendance

**Dean's Office:** R. Caldwell, S. Cruz, M. Dagley, E. del Barco, J. Green, T. Dorman, T. Dupras, M. Johnson, K. Matta, A-B. Lozier

**Chairs:** F. Jentsch, K. Hamann, X. Li, L. Mustaine, J. Schultz, S. Zhang, A. Kara (for E. Mucciolo),

**Directors:** P. Bohlen, R. Morales (for R. Littlefield)

**Guests:** Dr. Saiful Khondaker, Susan Johnson, Paul Edlen

### **Introduction**

del Barco

Dr. Enrique del Barco introduced Dr. Saiful Khondaker, Office of Research Faculty Fellow and Professor, Nanoscience Technology Center, Department of Physics and Department of Electrical & Computer Engineering

### **NSF Career Proposals**

Dr. Saiful Khondaker

- Dr. Khondaker presented on ways he and his office could assist faculty with NSF Career Proposals
  - Mentoring Plan PowerPoint presentation attached to these Minutes
  - He shared the following:  
His role:
    1. Email junior faculty about the plan and interest in helping them, schedule one-on-one meeting, idea discussion, Q&A, development of a pitch (Stage 1)
    2. Identify past NSF CAREER faculty in the department. Contact them to be part of the mentoring plan and help their junior colleagues. If there is not enough NSF CAREER faculty in the program, ask for Chairs help in identifying successful NSF funded senior faculty and mail them to be a part of the plan. (Stage 2)
    3. Schedule meetings through doodle poll and arrange a pitch by junior PI to be presented to all the committee members. Arrange verbal written feedback on each of the ideas. (Stage 2)
    4. Discuss these feedbacks with the PI and help to fine tune the pitch and one page summary. Help identify NSF PM, and encourage to arrange meeting with PM (Stage 4)
    5. Pair the PI with two reviewers for multiple reviews (at least two) of the proposal. (Stage 5 and 6)

How Chairs/Directors can assist:

1. Chair can help identify junior faculty who should submit the CAREER proposal and encourage them to participate in this mentoring.
2. Chair can nominate/encourage senior faculty (NSF CAREER awardee or successful NSF faculty) to be a part of the NSF CAREER mentoring committee.

**Introduction**

T. Dorman

Dr. Teresa Dorman introduced Susan Johnson and Paul Edlen from the College of Undergraduate Studies

**Pegasus Path Update**

Handout

S. Johnson & P. Edlen

- Presentation on Pegasus Path
  - 4 year at a glance – get in, get out – complete degree
  - Can see Intent to Graduate filed
  - Able to see if requirements met
  - Ability to move courses around in semesters and dynamically Update 4-Year Plan
  - Pre-requisites are set up so cannot do out of synch
  - If hours toward Minor are allowed to overlap – system will check – combinations continue to be built in
  - Challenge course combos will be flagged
  - Anti-co-requisites – built in to combat taking courses together
  - Built in sequencing (per prerequisites or preferences)
  - For a demonstration in department, contact Lee Ann, Teresa or Susan
  - 2017-18 plans should be done
  - 18-19 catalogs are underway now
  - Goal fall 2019 published 17-18 18-19 and 19020 year planned

**Introduction**

K. Matta

Kathryn Matta Introduced new member of COS Advancement team Anna-Bradley Lozier as the new Assistant Director of Alumni Engagement. Anna-Bradley will be handling the Alumni area. Millie Erichsen and Kathryn Matta handle major gifts.

**UCF Day of Giving**

A-B. Lozier

- Alumni who want to be more engaged may connect with Anna-Bradley
- Happy to meet with units re alumni engagement
- Faculty/Staff Campaign – is now UCF Day of Giving
  - ❖ More details coming soon
  - ❖ Donor promised match – if we reach 3,000 donors
  - ❖ Engagement and participation is the key
  - ❖ Any amount welcome
  - ❖ Volunteers – Please send Maggie volunteer name
  - ❖ Any event coming up? Need support? Let Anna-Bradley know

## Overhead Budget and Future Plans

del Barco

- Quick overview of Current Overhead Budget
  - Showed report from Office of Research
    - ❖ Corresponds to first half of fiscal year
    - ❖ Doing well - 97% more than same period last year
    - ❖ Most proposals submitted – with Engineering
    - ❖ Largest numbers of PIs
    - ❖ Junior faculty involved which shows we are hiring well
    - ❖ One of best colleges with regard to adherence
    - ❖ COS structure will be a pilot example for other colleges
    - ❖ Pre-screening faculty proposals in the departments?
    - ❖ Seed programs to accelerate the university's success
    - ❖ Research Center needed in this institution – link to industry
    - ❖ Need to be inclusive
    - ❖ Write up on documentation/instrument requests
    - ❖ Built up a \$2M balance – used for start-up in hiring
    - ❖ Some will get some extra funding
    - ❖ Faculty research day in Faculty research week
    - ❖ Maybe ORC will help fund some
    - ❖ Faculty issues to be addressed
    - ❖ Help retain good faculty

## College Waitlist Program

Handout

Dorman

- Proposed new college policy regarding wait lists discussed
  - Meet high demand course needs: General education in particular
  - Undergraduate driven but graduate could be built in
  - Waitlisting the course, not a particular section
  - Documentation attached to these Minutes
  - Please share feedback with Dr. Dorman before next Chair/Director meeting  
March 13, 2019

## Faculty Participation in Committees

Dupras

- Issues with committee members participation
  - Committee members showing up really late; not showing up; not letting anyone know
  - Have to have quorum to move on items – curriculum committee in particular
  - Graduate awards meeting did not have a quorum at the beginning of meeting – have someone call in
  - Certain decisions due next day to university
  - Taking attendance may help
  - Set schedules for once a month and if committee member can't make it, should let Chair know there is a time conflict and may need replacement
  - May be contacting chairs where this is an issue
  - Please send list of who shows and who does not – include in evaluation?
  - Dr. Dupras will follow up

## Phones

Dupras/Cruz

- Skype for Business discussed
  - Eventually be required to change to new system
  - Please reach out to Seresa, Richard, Tosha
  - May do a survey

## Compensation and Classification Update

Cruz

- Campus wide notice was recently sent out
- Supervisors will not be handing out info this week
- Not deviating from COS plan
- Once Seresa gets memo, will meet with chairs and directors to discuss
- Acknowledge that funds are not available at this time but a plan will be put together to address

## Amazon Business Account

Cruz

- Must sign up for an amazon business account if purchasing (for business purposes) from amazon with individual PCard
- Do not use personal card and expect reimbursement
- Amazon prime – auto set up for tax exempt
- The email will walk you through UCF related account
- Will share for staff

## Announcements

Dupras

- **Assessment**
  - Dr. Dupras thanked the chairs/directors for encouraging coordinators
  - Have all assessment results and plans submitted
  - Some need revisions and some reports still under review
  - COS presentation (with Zack Knauer) to university next week
- **IT Meeting Update**
  - Dr. Dupras and Richard met with all units to discuss IT needs
  - Composing report
  - Common themes in terms of issues
  - Will discuss at next chairs meeting
  - Technology Advisory Committee meeting in April once report distributed
  - Will decide what needs to go to Strategic Planning Committee
- **Tuition Waivers & Program Meetings**
  - Tonya Walker and Dr. Dupras met with program coordinators for grad programs
  - Continuing over next month
  - Thank you for meeting with us to help with graduate programs
  - Tuition waiver needs will be explored

- Union & Weingarten Rule
  - Discussed when appropriate for union representative to be at certain meetings  
What those meetings are
  - Should observe Weingarten rule
  - Any questions – reach out to Dr. Dupras or Charlie Piper
  - Will make presentation at Future Chairs' meeting

Meeting adjourned 3:17pm

Respectfully submitted,

Maggie LeClair

COS Faculty Assembly  
Chair/Director **ONLY**  
Chairs/Directors **REGULAR**

February 22, 2019, 2:30pm, PSY 105  
February 27, 2019, 1pm, CSB 212  
March 13, 2019, 1pm, CSB 221