



FLORIDA INTERACTIVE ENTERTAINMENT ACADEMY

Bylaws

1.0 Establishment & Foundation

1.1 History

The Florida Interactive Entertainment Academy (FIEA) was established through legislation and partnership with UCF in 2004 as an economic development driver for Florida's high wage digital media and technology industries. The legislative line item for FIEA includes \$4.2 million of non-recurring and \$1 million of recurring funds. Through a partnership with the City of Orlando in 2005, UCF FIEA opened in downtown Orlando in the fall of 2005 in the UCF Center for Emerging Media (CEM). FIEA and CEM has been the anchor education institution in the City and region's vision of the Creative Village, a 60-acre development planned in the heart of downtown Orlando. The village will include education institutions, digital media and communication companies and startups in an inviting neighborhood with mass transit and housing on-site. The success and growth of the FIEA program has enabled the City and UCF to partner on an expanded campus. In 2015-2016, UCF proposed a downtown campus with additional academic and student housing buildings to open in fall 2019. UCF will establish new alignments with education, communication and digital media at the forefront of the new campus, including the College of Community Innovation & Education and the Nicholson School of Communication & Media. FIEA has been regarded as one of the finest programs globally with recognition as a top program by the Princeton Review since inception of the rankings in 2010.

1.2 Program Description

FIEA is a Master of Science graduate degree program (M.S. Interactive Entertainment) within the Nicholson School of Communication & Media (NSCM) since 2018 (previously within the College of Arts & Humanities). It is a unique skills and project-based curriculum. The program has a premium rate tuition that enables the students high contact hours with faculty and staff, and also for state-of-the-art equipment and facilities to support the skills and management development to meet industry standards. The enrollment is limited access with three diverse disciplines in computer science, digital art and production. The students are preparing for employment and entrepreneurship in the interactive technology and publishing industries.

2.0 Vision & Mission

2.1 Vision (Nicholson School of Communication & Media)

The Nicholson School of Communication and Media (NSCM) is an interdisciplinary inter-college entity providing academically rigorous undergraduate and graduate education. Through a range of professional and academic programs, excellence in creative activity, research, and technical production is fostered, guided by the strategic objective to have an impact and to become nationally and globally prominent.

2.2 Mission Statement (Center for Emerging Media)

The Center for Emerging Media is home to a diverse group of teachers, learners and industry professionals collaborating in a creative environment that emphasizes high-production values, cutting-edge technologies and time-tested production techniques. The Center provides tomorrow's knowledge workers an ideal place to learn and play, planting the seeds that will establish Orlando as the next great creative community.

2.3 Diversity & Inclusion (Nicholson School of Communication & Media)

It is the policy of NSCM to observe integrity, scholarship, community, creativity, and excellence as the core values that guide our conduct, performance, and decisions. NSCM does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, parental status, genetic information, sexual orientation, gender identity, gender expression or veteran status. We are committed to encouraging diversity of ideas and points of view, inclusion, and creating an environment unequivocal for excellence.

2.4 Program Strategic Plan

The program operates in accordance with a five (5) year strategic plan as outlined in the Academic Program Review. The program and strategic plan aligns and supports specific UCF Goals.

UCF Goal Alignment: Be America's leading partnership university

UCF Goal Alignment: Achieve international prominence in key programs of graduate studies & research

UCF Goal Alignment: Become more inclusive and diverse

3.0 Faculty & Administration

3.1 Membership and Rank

The applied and project-based curriculum of the graduate program requires faculty with specialized skills and extensive professional experience. The faculty meet Faculty Qualification Management System (FQMS) and Graduate Scholar requirements of the University. Faculty rank may include: instructor, associate instructor, senior instructor, lecturer, associate lecturer, senior lecturer, research associate, professor of practice, professor, associate professor, assistant professor, faculty administrator, assistant in art and other professional instructor/consultant, adjunct, visiting. The University may use other ranks to identify members of the faculty. Faculty member rank will determine if they are eligible for specific awards, recognition, committees and duties as specified by the University policies, procedures and agreements. Voting rights within the unit follow Collective Bargaining Agreement (CBA) rules within the University.

3.2 Administration

The limited access, multiple discipline and premium tuition requires dedicated focus upon marketing, promotion, recruiting and evaluation of applicants. Faculty are expected to support each of these functions depending upon specialization. The programs communication and admission functions operate in aggregate to ensure the highest quality applicants. The network, technology, studio and facilities management requires specialized knowledge and experience to develop an environment that closely represents the professional industries. Faculty may be expected to perform service and administration duties to effectively execute the program curriculum and strategic plan.

3.3 Administrators

3.3.1 Faculty Administrator/Executive Director

The faculty administrator and executive director is appointed through a search committee and

recommendation to the University. The executive director serves as the lead faculty member and chief educational officer in the program; and is charged with providing vision, strategic direction, partnership management and coordination with the School and University. The director serves as the supervisor for all program faculty and delegates authority, as appropriate.

3.3.2 Program Coordinator

The program coordinator is appointed by the executive director and may be assigned specific duties to support the program operations and coordination with the School and University. These duties could include chairing search committees, assignment of classroom schedules, faculty assignment reports, assessment procedures and other program reviews and coordination.

3.3.3 Communication & Admission Director

The communication and admission director is appointed through a search committee and recommendation to the University. The communication and admission director is responsible to ensure a diverse pool of qualified applicants. These duties include coordinating with the executive director and faculty to effectively promote, recruit and evaluate candidates and applicants.

3.3.4 Network & Facilities Director

The network and facilities director is appointed by the executive director or selected through a search process. The duties include implementing and maintaining the technology, software and equipment necessary for all students, faculty, staff, researchers and other partners to efficiently operate in the required high production environment.

3.3.5 Studio Director

The studio director is appointed by the executive director with primary duties to support the soundstage, motion capture stage and audio facilities. These duties include scheduling shoots, coordinating with other University partners, maintaining stage lights and equipment and coordinating equipment procurement and technical fee proposals.

3.4 Staff

The program shall have staff to support the administrative duties. These staff are organized by function and include: admissions, multimedia, recruiting, industry relations, IT support, office management and other student and faculty support functions as required. The duties and responsibilities of the administrative staff are specified in job descriptions established by the program and University.

4.0 Program Structure

4.1 Degree Requirements

The graduate M.S. degree consists of thirty (30) credit hours to be fulfilled in a lock-step cohort program over four (4) continuous semesters beginning each fall semester. Students may specialize in a specific discipline. Each graduate receives the same diploma degree and designation. Students are expected to follow policies and procedures associated with the University, UCF Graduate Studies and any additional policies or requirements as designated by the program.

4.2 Admissions

The program is limited access. Applicants are required to meet the required qualification of UCF Graduate Studies. Applicants are required to submit transcripts, standardize scores (GRE) and a TOEFL score, where applicable. In addition, applicants may be asked to provide portfolio, game design, game analysis or code samples to support the application. The program reviews applicants by discipline

during portfolio reviews (PRD), which occurs four (4) times in the preceding academic calendar to the cohort enrollment.

4.3 Faculty Structure

Faculty are required to instruct in the high-production studio and project environment across specific disciplines of project management, technical design, game design, level design, game programming, network architecture, computer graphics, 2d/3d art, technical art, motion capture and animation. This requires extensive collaboration and coordination amongst faculty. Faculty are expected to communicate and collaborate in an effective production environment. Faculty are assigned duties by the executive director based on program need and in accordance with the Faculty Activity System (FAS) utilizing acceptable contact hours.

4.4 Curriculum Review

Each semester faculty meet to review the recently completed program courses. A committee of faculty may be appointed to review each course; all faculty are invited to participate. The results will be reviewed and utilized to improve future courses where appropriate. This may include new technologies, processes, software and applications based on industry and professional trends.

4.5 Performance Reviews

Faculty will be reviewed under the guidance of UCF-3.010 Faculty Evaluation & Improvement and UCF Faculty Excellence. USPS and A&P employees will be reviewed via performance appraisals, probationary and annual reviews as designated by UCF Human Resources Performance Appraisals. OPS employees will be reviewed and communicated with periodically as appropriate.

4.6 Faculty Meetings

The collaborative environment of the programs requires continuous meeting and review among faculty to support workload, scheduling, studio, partner and project development. The faculty will meet as a unit at least one (1) time during each semester to review administrative and institution requirements of the University. Each faculty may request a meeting to discuss or clarify University, school or program requirements and procedures. Meeting minutes or notes will be distributed.

4.7 Committees

Committees may provide recommendations to the faculty regarding policies, procedures, and operational aspects of the program and may address specified topics relating to academic and operational matters of the program. Committees shall bring resolutions for action to the faculty for consideration and subsequent deliberation for approval at faculty meetings. Committee members may be appointed by the executive director and will adhere to any collective bargaining or University policy where applicable.

4.8 Advisors & Consultants

The program relies heavily upon industry and professional feedback of graduates and the curriculum. The program will utilize advisors, consultants, guest lecturers and speakers as appropriate for portfolio, technology and curriculum reviews.

Note: The program, faculty, staff and students are expected to adhere to University policies and procedures. The bylaws are intended as operationally specific to the program and provide more detail of the unique nature of the limited access, premium tuition graduate program.