



UCF

Nicholson School of Communication and Media

UNIVERSITY OF CENTRAL FLORIDA

Department Chairs Meeting

Meeting Date: 10/12/2018

Attendance: D. Dodd, J. Fanfarelli (for A. Salter), R. Littlefield, R. Morales, S. Morris, L. Neuberger, B. Noel, G. Rhodes, J. Sandoval (for D. Sellnow), T. Sellnow,

Agenda Item	Discussion/Conclusion	Recommendations/Actions	Responsible	Follow-Up
Review of Provost Goals for NSC (R. Littlefield)	<ul style="list-style-type: none"> Goals to keep track of and find ways to ask faculty to submit information that speaks to these metrics – need to document (create a spreadsheet, folder, database) Important for policy and planning (mission, vision, etc.) Goals essential to moving to college status – they are in the MOU from the Provost 	Start tracking progress made in the seven goals established by Provost Dooley	Chairs	
Review of NSCM Goals (R. Littlefield)	See attached	Start tracking progress made in the short-term and long-term goals established by Deans	Chairs	
Review of Tasks for Department Chairs (R. Littlefield)	<p>a. Departmental Leadership Succession Planning for 2019-2020; 2020 and beyond</p> <ul style="list-style-type: none"> Everything is interim this year What is the term for program coordinators – are they necessary at the same level under new structure? Plan approved by departments by the end of the semester; admin structure must be in place for spring; impacts teaching loads, etc. Should there be Assistant Chairs instead of program coordinators? If not, then have program leaders on committee for curriculum Talk to program coordinators about what we should do moving forward and create a model to present to the faculty Can have different succession plans for different units Look at existing documents as a starting place 	Submit faculty approved succession plans for 2019-2020 by end of semester	Chairs	12/12/18

Agenda Item	Discussion/Conclusion	Recommendations/Actions	Responsible	Follow-Up
	<ul style="list-style-type: none"> ○ Use legacy policies for assigning summer teaching loads for summer 2019 ○ Each program used to have its own rotation policy; seniority within program is what matters ○ B. Lindsley will assist with questions ○ S. Morris has provided information on summer grants 	teaching rotation policy		
Organizational Coordination (M. Dodd)	<p>a. Department Committees</p> <p>b. School Committees</p> <ul style="list-style-type: none"> ● Working to identify current practices and looking to provided coordination ● Look at committee lists and think about whether department committees map onto school-level committees and whether that matters – where should there be continuity ● Departments are encouraged to have monthly meetings, and the schedule needs to be submitted to D. Doyle <p>c. Honors in the Major (HIM)</p> <ul style="list-style-type: none"> ● HIM need department coordinators ● Chairs will serve in this role in the interim ● Looking for alternative formats for HIM thesis (e.g., some programs take research methods course and use toward their project) ● December 19 is the deadline for materials for directed readings ● Good opportunity for lecturers to be involved; can be part of teaching in AESP 	Submit department monthly meeting schedules for spring 2019	Chairs	12/01/18
Promotion and Evaluations (R. Littlefield)	<p>Please be clear; this is currently NO SCHOOL COMMITTEE for Promotion and Tenure; however, NSCM will be discussing what the committee might look like and function in the future.</p> <p>a. Faculty input of chair performance</p> <ul style="list-style-type: none"> ● Survey for chair evaluation is in the works; will go out to faculty after January 1, 2019 <p>b. CPE Process</p> <ul style="list-style-type: none"> ● Be in communication with faculty about next year’s process – get a list of who is thinking about going up for any promotion ● Encourage associate professors to do a CPE one or two years prior to promotion year ● R. Daniels will be focusing on faculty development and promotion issues 			

Agenda Item	Discussion/Conclusion	Recommendations/Actions	Responsible	Follow-Up
	<ul style="list-style-type: none"> • COS require CPE binders; CAH requires electronic submission • Working on more intentional mentoring of associate professors • M. Dodd will help with assessment and audits as part of her position <p>c. Candidates for Promotion and Tenure in 2019-2020</p> <ul style="list-style-type: none"> • Chairs should go to the university website and seek timeline and information for promotion and tenure process <p>d. Mentoring Program for Associate Professors</p>	<p>Talk with faculty and find out potential candidates for promotion and/or tenure for 2019-2010 and inform Director by deadlines</p>	<p>Chairs</p>	
<p>Other Matters</p>	<ul style="list-style-type: none"> • Scholarship luncheon for COS and CAH is November 1 • School Committees Activity <ul style="list-style-type: none"> ○ Policy and Planning Committee is working on School By Laws ○ Student Success Committee is working on Director's Honor Roll ○ Awards and Recognition Committee is developing a range of awards for faculty and staff 	<p>Plan to attend to congratulate students receiving scholarships</p>	<p>Chairs</p>	

NSCM Committees - Draft

By-laws in progress... Seven standing school committees with representation from two members per department.

Will meet at least once/semester.

1. Policy & Planning*
2. Awards & Recognition
3. Curriculum Standards* (combined or separate grad/undergrad)
4. Graduate Studies
5. Promotion and Tenure*
6. Student Success
7. Staff Success

*Dept. Committees – Draft

By-laws in progress...

1. Policy & Planning
2. Curriculum Standards
3. Promotion and Tenure

Ad-hoc: Comm's AESP/ELP; Film and Mass Media's Recruitment

CAH Committees

Graduate Studies And Research Committee

Natalie Underberg-Goode

Instructor / Lecturer Promotion Committee

Christine Hanlon

Promotion And Tenure Committee

Phil Peters

RIA Committee

MC Santana

TIP Committee

Lisa Peterson

Sabbatical Leave Committee

Barry Sandler

Scholarship And Awards Committee

Rich Gula

Undergraduate Curriculum Committee

Gideon Shbeeb

COS Committees

Representative To COS' Research Committee

Dr. Ann Miller

Sabbatical Leave Committee

Kim Voss

SoTL Nominee

Will be coordinated by Zach Knauer in COS

NSCM Committees

Policy And Planning Committee

Steve Collins
Melissa Dodd
Mark Gerstein
Matt Mosher
Jennifer Sandoval
Mel Stanfill

Awards And Recognition Committee

Doug Blemker
Shari Hodgson
Stephanie Rice
Chris Roda
Barry Sandler
Terrell Theen

Student Success Committee

Rick Brunson
Max Croft
Regina Francies
Jeff Kunerth
Gary LaPage
Gideon Shbeeb

Curriculum Committee

Will Kinnally
Renata Kolodziej-Smith
Joan McCain
Phil Peters
Peter Smith
Natalie Underberg-Goode

Graduate Studies Committee

Rick Gula
Lisa Mills
Tim Sellnow
Natalie Underberg-Goode
Nan Yu

Graduate At-Large Committee

Bridget Rubenking
Joseph Fanfarelli

Communication Committees

Awards And Recognition Committee

Rufus Barfield
Doug Blemker
Lindsay Hudock
Ann Miller
George Musambira
Steve Neel

Curriculum Committee

Joan McCain
Harry Weger
Jennifer Sandoval
Jim McCafferty
Renata Kolodziej-Smith

Policy And Planning Committee

Sierra Cater
Jonathan Conway
Melissa Dodd
Sally Hastings
George Musambira
Adam Parrish
Deanna Sellnow
David Young

Student Success Committee

Michelle Dusseau
Regina Francies
Gary LaPage
Jim McCafferty
Eve Oxley
Adam Parrish

Film and Mass Media Committees

AESP Committee

Tim Brown
Steve Collins
Mark Gerstein
Ula Stoeckl

Curriculum Committee

Zachary Beckler
Rick Brunson
Kevin Smith

Policy And Planning Committee

George Bagley
Jon Bowen
Lori Ingle
Jeff Kunerth
Kevin Smith
Lance Speere

Recruitment Committee

Katie Coronado
Yson DeBlois
Phil Peters
Stephanie Rice
Kate Shults

Games & Interactive Media Committees

Graduate Curriculum Committee

Natalie Underberg-Goode

Eddie Lohmeyer

Matthew Mosher

Eric Murnane

Mel Stanfill

Instructor/Lecturer Promotion Committee

Natalie Underberg-Goode

Joseph Fanfarelli

Rich Gula

Peter Smith

Jason Burrell

Mixed Reality Initiative Exploratory Committee

Paul Varcholik

Emily Johnson

Eddie Lohmeyer

Matthew Mosher

John Murray

Undergraduate Curriculum Committee

Peter Smith

Max Croft

Madeline Davis

Taylor Howard

Gideon Shbeeb

Policy And Planning Committee

Mel Stanfill

Joseph Fanfarelli

Dan Novatnak

MC Santana

Eileen Smith

NSCM GOALS

I. Provost Goals for NSCM

- A. Achieve national prominence
- B. Consider expanding the school to include other programs that align with the vision and mission of the new entity
- C. Grow enrollment
- D. Grow research
- E. Achieve diversity and inclusion goals
- F. Achieve student success metrics
- G. Support the overarching downtown campus

II. Dean and Director Goals for NSCM

A. Short-term (2018-2019)

1. Continue to establish high morale, cohesiveness, and positive culture about NSCM
2. Identify Collective Impact and university strategic goals that NSCM can influence and develop strategies for reaching benchmarks of excellence (e.g., increasing highly qualified graduates ready to meet the demands of the workforce; attract highly qualified and diverse faculty and staff; identify sources of external funding; gain national and international visibility and prominence; maximize impact by ongoing review of research, teaching, and engagement).
3. Engage in extensive leadership and staff training to prepare for future management responsibilities (and completing all of the 'Year 1' items outlined below).
4. Address personnel needs (e.g., reclassification: Director of Student Academic Services; appointment of Assistant Director for Academic Programs; Course Scheduler; 12-month Chairs)
5. Create and populate academic infrastructure necessary to function (Policy and Planning, Student Progress, Curriculum, Awards and Recognition, Promotion-Tenure-Evaluation, Staff)
6. Secure faculty approval of School By-Laws and Operating Procedures

7. Communicate structure, expectations, reporting processes
8. Sort out roadmap and shared MOUs for coverage/staffing/scheduling of courses still shared with other units; particularly, for doctoral programs with supporting faculty who cross departments/schools/colleges (e.g., Text & Technology; Strategic Communication).
9. Hire Development Director and develop a three-year strategic fundraising plan for NSCM; update MOUs to NSCM.
10. Successfully manage the transition of two departments to CEM building on downtown campus and the reorganization of faculty in NSC building.

B. Long-Term Goals (2019-2020; 2020-2021)

1. Continue creation of sustainable, autonomous school/college in the process of separating from COS/CAH.
2. Consider accreditation for selected programs in Department of Communication and Department of Film and Mass Media
3. Pursue strategies to strengthen enrollment in viable graduate programs at master's and doctoral levels
4. Increase synergy of academic programs (e.g., Mixed Reality) within and between other university academic units (e.g., CAH)
5. Develop strong strategic hiring plans/priorities to retain and attract additional outstanding faculty
6. In Year 2, begin active fundraising with a first-year goal of \$1M; Year 3 goal of \$1.1M (e.g., Endowed Chair for each Department)
7. Prepare for the second phase of Downtown move, reuniting NSCM.
8. Increase appropriate administrative support for faculty seeking and managing external funding.
9. Increase academic colloquia for faculty development and prominence.
10. Develop coordinated, community engagement programs to enhance and save or increase the quality of life using serving-learning, internship, and research
11. Expand multidisciplinary work groups, learning groups, and research clusters to increase research outcomes in the school.

12. Develop sustainable Media Lab producing applied outcomes that bridge academic scholars and practitioners
13. Maintain and create cutting-edge facilities for students pursuing degrees in NSCM programs.

CAH Relevant Undergraduate Curriculum and Standards Meetings
Fall 2018

NSCM Submission Deadline	NSCM Meeting	Dept. Submission Deadline	CAH C&S Meeting	University Submission Deadlines	University Meeting
		N/A	Friday, September 14, 2018 2:00pm – 3:30pm <i>(note later time)</i> TR 541	UCRC: 9/18/18 UPCC: 9/25/18	UCRC: 10/2/18 UPCC: 10/9/18
	9/19 2-3pm NSC 254	Friday, October 5, 2018 <i>(M&S and E&F Fees deadline)</i>	Friday, October 19, 2018* 11:00am – 12:30pm CAH 192	UCRC: 10/23/18 UPCC: 10/23/18	UCRC: 11/6/18 UPCC: 11/13/18
10/3	10/10 11-noon NSC 254	Friday, October 19, 2018	Friday, November 2, 2018 11:00am – 12:30pm TR 541	UCRC: 11/6/18 UPCC: 11/6/18	UCRC: 11/20/18 UPCC: 11/27/18
		Friday, November 2, 2018	Friday, November 16, 2018 11:00am – 12:30pm CAH 192	UCRC: 11/20/18 UPCC: 11/27/18	UCRC: 12/4/18 UPCC: 12/11/18
11/7	11/14 11-noon NSC 213	Wednesday, November 21, 2018 <i>(Programs and Courses deadline)</i> <i>(note the different day)</i>	Friday, December 7, 2018** 11:00am – 12:30pm TR 541	UCRC: 12/18/18 UPCC: 1/8/19	UCRC: 1/8/19 UPCC: 1/15/19
		Wednesday, December 19, 2018 <i>(note the different day)</i>	Friday, January 11, 2019 11:00am – 12:30pm CAH 192	UCRC: 1/22/19 UPCC: 1/29/19	UCRC: 2/5/18 UPCC: 2/12/19

* Last meeting to submit Materials and Supplies (M&S) and Equipment & Facilities (E&F) Fee requests.

** Last meeting to submit any curricular items to be approved for the *2019-2020* catalog.

**CAH Graduate Studies and Research Committee Meetings
Fall 2018**

NSCM Deadline	NSCM Meeting	Dept. Submission Deadline	CAH GS&R Meeting	University Submission Deadlines	University Meeting
		N/A	Friday, September 21, 2018 12:30pm – 1:30pm TCH 106	Wednesday, September 26, 2018	Wednesday, October 10, 2018 College of Sciences, 221
		Friday, September 21, 2018	Friday, October 5, 2018 12:30pm – 1:30pm CAH 192	Wednesday, October 10, 2018	Wednesday, October 24, 2018 Millican Hall, 395E
	9/26 11am NSC 228	Friday, October 5, 2018 <i>(5-year reviews, M&S Fees, and E&F Fees deadline)</i>	Friday, October 19, 2018* 12:30pm – 1:30pm CAH 192	Wednesday, October 24, 2018	Wednesday, November 7, 2018 Millican Hall, 395E
10/17	10/24 3pm NSC 254	Friday, October 26, 2018	Friday, November 9, 2018 12:30pm – 1:30pm CAH 192	Wednesday, November 14, 2018	Wednesday, November 21, 2018 Millican Hall, 395E
11/21	11/28 Noon NSC 254	Friday, November 30, 2018 <i>(Programs and Courses)</i>	Friday, December 14, 2018** 12:30pm – 1:30pm CAH 192	Friday, December 21, 2018	Wednesday, January 9, 2019 Millican Hall, 395E
11/21	11/28 Noon NSC 254	Friday, January 4, 2019 <i>(Graduate Student Awards)</i>	Friday, January 18, 2019 10:30am – 12:00pm <i>(note the earlier time)</i> TR 541	Wednesday, January 23, 2019	Wednesday, February 6, 2019 Millican Hall, 395E

* Last meeting to submit Materials and Supplies (M&S) and Equipment & Facilities (E&F) Fee requests.

**Last meeting to submit any curricular items to be approved for the *2019-2020* catalog.

NSCM - COS Undergraduate Curriculum and Standards Meetings Fall 2018

Submission for NSCM Meeting	NSCM Meeting	Dept Reminder	Dept Approval Deadline	Agenda to Committee	Committee Reminder	COS Meeting	Univ. Submit Deadline	University Meeting
		N / A	N / A	N / A	N / A	N / A	UCRC: 08/31/18 UPCC: 08/31/18	UCRC: 09/04/18 UPCC: 09/11/18
		28-Aug	4-Sep	10-Sep	13-Sep	<i>M 9/17 10:00 - 11:30AM CSB 221</i>	UCRC: 09/18/18 UPCC: 09/25/18	UCRC: 10/02/18 UPCC: 10/09/18
	9/19 2-3pm NSC 254	24-Sep	1-Oct	8-Oct	11-Oct	<i>M 10/15 10:00 - 11:30AM CSB 221</i>	UCRC: 10/23/18 UPCC: 10/30/18	UCRC: 11/06/18 UPCC: 11/13/18
10/3	10/10 11-noon NSC 254	8-Oct	15-Oct	22-Oct	25-Oct	<i>M 10/29 10:00 - 11:30AM CSB 221*</i>	UCRC: 11/06/18 UPCC: 11/06/18	UCRC: 11/20/18 UPCC: 11/27/18
		17-Oct	23-Oct	31-Oct	5-Nov	<i>W 11/07 2:00 - 3:30PM CSB 221</i>	UCRC: 11/20/18 UPCC: 11/27/18	UCRC: 12/04/18 UPCC: 12/11/18
11/7	11/14 11-noon NSC 213	19-Nov	26-Nov	3-Dec	6-Dec	<i>M 12/10 9:00 - 10:30AM CSB 221**</i>	UCRC: 12/18/18 UPCC: 01/08/19	UCRC: 01/08/19 UPCC: 01/15/19

*Last meeting to submit Materials & Supplied (M&S) and Equipment and Facilities (E&F) Fees requests.

**Last meeting to submit any curricular items to be approved for the 2019/2020 catalog

COS Graduate Curriculum & Standards Meetings Fall 2018

NSCM Submission Deadline	NSCM Meeting	COS Submission Deadline	COS Meeting	Univ. Submit Deadline	University Meeting
-	-	-	-	09/12/18	09/26/18
-	-	W 09/12	F 09/21/18 9:00-10:30AM CSB 212	09/26/18	10/10/18
	09/26 11am NSC 228	W 09/26	F 10/05/18 9:00-10:30AM CSB 221	10/10/18	10/24/18
		W 10/10	F 10/19/18 9:00-10:30AM CSB 221	10/24/18	11/07/18
10/17	10/24 3pm NSC 254	W 10/10 [think this date is incorrect]	F 11/9/18 9:00-10:30AM CSB 221	11/14/18	11/21/18
11/21	11/28 noon NSC 254	W 12/05	F 12/14/18 9:00-10:30AM CSB 221	12/21/18	01/09/19