



UNIVERSITY OF CENTRAL FLORIDA

Chairs and Directors Regular Meeting  
June 5, 2019, 1pm, CSB 221

## MINUTES

### Attendance

**Dean's Office:** R. Caldwell, S. Cruz, M. Dagley, E. del Barco, T. Dorman, T. Dupras, M. Erichsen, M. Johnson, J. Steele

**Chairs:** K. Hamann, X. Li, E. Mucciolo, L. Mustaine, J. Schultz, G. Worthy, C. Yestrebky, S. Zhang,

**Directors:** D. Beidel, P. Bohlen, R. Littlefield

- **Hanover Research**

- **Foundations & Research Accounts**

del Barco

- Distributed Hanover Research report, "Peer Benchmarking and Regional Foundation Scan" report. The report identifies a list of foundations accessible to COS faculty for research support
- Chairs/Directors were asked to identify potential projects/faculty who would be a good fit with the foundations listed in the report
- Introduced the new section of COS research webpage dedicated to the partnership between the college and Hanover Research. The webpage includes information about the services offered to our faculty and lists the foundations of potential interest to the research performed in the college
- Showed the current schedule of proposal reviews/revisions on the queue. Will be sending an email to all COS faculty to remind them about the availability of this service for proposal submissions in the remainder of the year
- Announced a new reporting of the status of research accounts that will be sent to faculty on a quarterly basis, starting **July 1st**. An example of this reporting form will be distributed to Chairs/Directors next week for feedback
- Announced the resignation of Monica Gripp from the pre-award team. A search for her replacement is underway

- **New Syllabus Policy**

Dorman

- Dr. Dorman gave presentation (*Attached to these Minutes*)
- Policy effective **fall 2019**
- Please share with all your faculty
- Faculty teaching in all modalities must also post their syllabi within Webcourses
- CDL Resources (tutorial) (*Attached to these Minutes*)
- Only include knights.ucf.edu email address if student (GTA) acknowledges and permits (in writing – FERPA); otherwise, include Webcourses contact or ucf.edu email address
- Discussion on the implications on the Student Academic Appeals process (*Policy attached to these Minutes*)

- **Provost Updates**

Johnson

- On behalf of Faculty Excellence, Dr. Kent Butler met with faculty focus groups to study the climate for underrepresented groups
- There were many concerns that indicated little progress over time: extra service work, research viewed as less significant, viewed as not fully vetted hires, etc.
- Dean Johnson suggested that chairs should assume their underrepresented faculty need more support
- Dr. Butler will discuss this at the June 25 Faculty Excellence meeting for chairs and directors
  - Need to change the approach to hiring faculty in COS, and will begin this fall

- **UCF Rising**

- A collection of software upgrade (in research and HR) that will require changes to business processes
- The approach is better managed than typical UCF IT projects – for example, meeting with departmental administrators and faculty
- Some potential changes include credit

- **Budget Model Distributions & Financial Updates**

Cruz

- Please go over numbers – information in shared folder; added Chair/Director on academic side to join Microsoft team
- College budget model. Dean gave permission to move forward
  - There are reports available via Microsoft team to look at SCH data at the unit level, including course by course
- Financial updates – email with absolute musts. Have significant unknowns
- Final university cut - \$6.1M; Do not know plan of how university is going to address. It should not be too large a number for us if they spread
- Comp & Class Phase III – Will not be funded centrally
  - What will this mean to COS? HR will be working with COS this summer
- Discussed Composite fringe rates for upcoming raises
  - Will cost better part of 1M – if the rates are not fully funded
  - College is holding until more information is available. Will Update after Budget meeting
- After a raise for in-unit faculty, never funded for summer – all percentage based; Therefore, this will stay as COS cost to continue item
- Budget notifications came with a list of things that need to be considered when determining how the distributions can be spent – can discuss if needed
- Concerned about wait-list initiative – half million – hire GTAs
- If no recurring money for that – students won't get classes. Today have growth money to put behind
- Headed to time with different budget model

- **Distinguished Alumni Awards**

Erichsen

- Formed a number of new relationships over the past year
- Distinguished Alumni Awards event to be held **September 26 at Fairwinds**  
Full weekend – activities over weekend – home football; hosting awardees in Cabana
- Chairs/Directors will receive criteria for evaluating: professional achievement; investment in college or university. Please suggest potential recipients
- Met with people before event and followed up – one joining Dean’s Advisory Board – one has made gift – one at endowed level
- Board members should donate
- Looking across the nation/world – not just locally
- COS/CAH Scholarship Luncheon: **Wednesday, Oct 30, noon at Doubletree**  
Will send calendar invites. Will have video (thanks Patrick)
- Donor Stewardship Matrix - will roll out soon – post Ignite Campaign
- In reviewing Gift Transaction Logs – what are you doing to interact?
- Events Intern being added – Rosen College student Work Study
- Focusing on activities that further fundraising

- **Chairs Message to Alumni**

Erichsen

- Anna-Bradley will reach out
- Dean’s Message – Welcome and appeal to get involved
- Anna-Bradley plans to work with chairs/directors to help engage alumni
- Should engage at least once a year with Alumni – NSCM does a good job
- Day of Giving showed a 30% increase in donors; 79% increase in dollars  
Millie thanked everyone for their support

- **Chair Meeting with COS Advancement**

Erichsen

- Kathryn and Millie will conduct standard onboarding
- Asking for visit late summer/late fall with all units to help:
  - Understand greater donor opportunities
  - Who would be helpful – faculty engaged in community
  - Start with a good list of needs and what is being done to connect with companies, etc.
  - Build sustained development
  - Laying foundation for long term success – discovery
  - Real work of development twofold understanding opportunities and then discovery
- Millie, Anna-Bradley, and Kathryn – key parts help us identify someone to pay attention to

Respectfully submitted,

Maggie LeClair

**Reminders**

Chair/Director **ONLY**

June 19, 2019, 1pm, CSB 212

Chairs/Directors **REGULAR**

July 3, 2019, 1pm, CSB 221

Independence Day

July 4, 2019