Nicholson School of Communication and Media

UCF | UNIVERSITY OF CENTRAL FLORIDA

NSCM Leadership Team Meeting

Meeting Date: 06/25/19   **Start:** 9:33 a.m.   **End:** 10:55 a.m.

Attendance: M. Dodd, D. Doyle, W. Kinnally, B. Lindsley, R. Littlefield, R. Morales, B. Noel, D. Sellnow, P. Smith, K. Tuorto, N. Underberg-Goode

Agenda Item	Discussion/Conclusion	Recommendations/Actions	Responsible	Follow-Up
Academic Affairs (M. Dodd)	**Undergraduate Teaching Assistants (UTAs)** • Developing modules on hiring UTAs **Assessment** • Assessment timeline (see attachment) • Working on results; September 1 is deadline for the results, and October 1 for the plans • Who will maintain assessment in each program? **Metrics** • NSCM's retention rate is 91% • NSCM has been averaging 87%	D. Sellnow to provide overview of UTA program at UK Give POC name to K. Tuorto	D. Sellnow Asst. Directors	**Next meeting** **07/15/19**
Advising (R. Morales)	**Relocation of offices** • Advising is moving to NSCM 130 suite • Main campus advisors: Kelly Shilton, Jennifer Galletta, Eve-Lyndssa Oxley, and Adlin Cabrera • Downtown campus advisors: Sierra Cater and D.D. Moullet **Director's Honor Roll** (R. Littlefield) (see attachment) • Must be a NSCM degree seeking undergraduate student • Must earn a minimum 3.6 GPA • Must complete a minimum of 12 credit hours • Must earn no grade less than "B" • Not achieve an "I," "U," "N," "NC," or "WF" grades during a term • Certificates will be available for students at the Downtown campus and Main campus			
Admin Scheduling (R. Littlefield)	• IADs (Chairs) needs to meet every month – Fridays, 9-11 a.m. • Only one school meeting per semester (August, January) • Anticipating end of academic year signature event - celebrate awards, recognitions, hall of fame	Schedule monthly meetings	D. Doyle	

Agenda Item	Discussion/Conclusion	Recommendations/Actions	Responsible	Follow-Up
Faculty Items (R. Littlefield)	**Assignment of Duties for 2019-2020** • Assistant Directors will prepare • Need to change program coordinators to receive one course release per academic year **MOUs for PCs** • Address the revised course load **Monitor promotion and tenure process**			
Staff Items (B. Lindsley)	• Reorgnization has realigned staff to provide support (see attachment)			
Downtown Update (B. Lindsley)	• 95% of faculty and staff are moving Downtown or withing NSCM building • Should have a firm move date by the end of June			
Action Items (R. Littlefield)	• Identify hiring priorities for each department (3-5 year plan, if possible); submit them in priority ranking • IRB process – review the protocol and remind faculty (see attachment) • Identify potential Hall of Fame alumni; ask faculty for names • NSCM Alumni chapter – currently have six members • Each department has Foundation funds; IADs should send out letters to people who donate funds.	Prepare hiring priorities list	Asst. Directors	

Nicholson School of
Communication and Media

Assessment Timeline
2018-19 Results
2019-2020 Plan

> **Step 1:** *December 2018* - Ensure all data was collected from calendar year (**SP 2018, SU 2018 & FA 2018**)

> **Step 2:** *January-February 2019* – Discuss and analyze results with program faculty (i.e., data from **Step 1**)

> **Step 3:** *March 2019* - Submit (online) results of data collected and analyzed (i.e., data analyzed in **Step 2**)*

> **Step 4:** *April 2019* - Discuss necessary changes/program improvements that were identified in **Step 2** and incorporate them into next year's assessment plan (i.e., 'close the loop')

> **Step 5:** *May 1, 2019* - Ensure all edits/feedback/concerns identified by Divisional Review Committee ('DRC') have been addressed (i.e., those submitted in **Step 3**)

> **Step 6:** *August-September 2019:* Present Results to department faculty, submit plan

> **Step 7:** *September 1, 2019* – Submit plan for 2019-20

*This can be a point of confusion when logging into the system online, as the system is setup for academic year, not calendar year. Therefore, for this reporting period, you will select "2018-2019" for results and "2019-20" for the plan.

Program	Number of Students	Spring Headcount	Percentage
Advertising and Public Relations	62	220	28.18%
Communication and Conflict	16	272	5.88%
Digital Media	158	927	17.04%
Film BFA	22	70	31.43%
Human Communication	96	716	13.41%
Journalism	26	151	17.22%
Film BA	125	483	25.88%
Radio-Television	49	168	29.17%

Nicholson School of Communication and Media

UCF

Chair's Calendar At-a-Glance

Month	
January	Review Assessment data (2018 calendar year) Begin faculty curricular discussions Charge P&T committees (review CPEs, rank letters) Identify candidates moving forward for promotion and tenure; solicit reviewer names
February	Review Prerequisites/Curriculum Facilitate CPE review and draft feedback to Director for director-level CPE review Solicit reviewer names for P&T candidates Ask P&T candidates to prepare external dossiers for review
March	Submit programs' Assessment Results (2018 calendar year) Results may need revised based on reviewers' feedback. Begin contacting external reviewers (letter writers)
April	Use Assessment Results (2018) to discuss program improvements - curriculum/assessment for next academic year (19-20)
April	Collect Spring 2019 Assessment data
May	Summer A, C, D Syllabi Due
May	Dept. Annual Report (due end of May)
May	Faculty Annual Reports/ COS or CAH +AESP (2 weeks after SPIs are received)
June	Summer B Syllabi Due
June	ELP External review letters due for Promotion and Tenure (June 14)
July	Prep for Faculty Workday/ New Hires/Adjunct hires Work with P&T candidates to prepare dossier
August	Faculty Workday - finalize curriculum/program changes – Present assessment results to faculty P&T deadline to upload internal dossier (Aug 15)
August	Fall Syllabi Due
September	Submit Program Assessment Plans (close the loop using 2018 assessment results). Plans may need revised based on reviewers' feedback.
September	Curriculum Changes - Get entered and through system (for 20-21 catalog) Curriculum Committee Meetings Dept. and NSCM
October	Curriculum Committee Meetings College & University level (for 20-21 catalog)
November	Last university curriculum meeting for next year catalog approval 20-21
December	Collect Fall 2019 Assessment Data

Activites related to student success are identified in the following categories:

Category	Description
Advising: Career/Post-Graduation	Efforts to prepare for goals post-graduation, including career, professional, and gradaute school.
Advising: Degree Completion	Check of degree progression at Jr. Standing, prior to 4th year of enrollment, and intent to graduate activities
Advising: Early Warning/ Retention	Efforts and interventions to retain students in the major, outreach to at-risk or "murky middle" students (major or UCF GPA approaching 2.0)
Advising: General	Intentional and organized advising initiative
Advising: Probation	Efforts and interventions for students on probation (UCF GPA < 2.0)
Courses: DFW	High = 30% or more DFW
Courses: Foundational/ Service	Focused on lowe-division courses; meeting demand, course improvements, ensuring retention in major, and reducing time-to-degree
Courses: sHIP, Capstone	Signature and High-Impact Practices that are culminating experience that enables students who have nearly completed their degre to integrate and apply learning from their degree program into a project
Courses: sHIP, Experiential Learning	Signature and High-Impact Practices that are Service learning, internship, co-op, clinical, practicum courses Application of degree and program knowledge to community and/or professional experience
Courses: sHIP, First Year Course/ Seminar	High-Impact Practices that are introductory and/or lower division courses emphasize critical inquiry, writing, information literacy, and collaborative learning for academic and social development
Courses: sHIP, Research	Signature and High-Impact Practices that are Research Intensive Designated or Directed Independent Research courses Guided inquiry and research with deliverables
Courses: sHIP, Study Abroad/ Global Learning	Signature and High-Impact Practices that are Global Learning Designated or Study Abroad courses Broadens persepctive by studying in diverse, local communities or at international institutions
Courses: Upper Division	Focused on upper-division courses; meeting demand, course improvements, and reducing time-to-degree
Prep: Faculty/GTA	Specific training, preparation, or mentoring of those who teach undergraduates
Prep: Orientation/ Welcome Sessions	Efforts and activities to introduce student to and excite students about the major
Prep: Peer/Undergraduate Instructional Support	Peer/student instructional support as learning assistants (LA) or undergraduate teaching assistant (UTA) to improve student learning by increasing student interactions in a class
Prep: Pre-assessment of Discipline/ Course (all students)	Courses, workshops, seminars, or "tests" to assess and inform students about their preparation before major or course enrollment
Prep: Student Integration	Inclusion and integration of undergraduates in preparation for graduation and career development; involvement and sense of community, including learning communities (an HIP)
Prep: Student Outreach (not Direct Connect)	Outreach to local HS, Colleges (not DC), etc.
Prep: Transfer Success Course/Activities	Efforts/activities targeted at transfer students (pre/post admission); Curriculum Alignment

Dept	Category	Efforts	Specific notes/questions re: Efforts
NSCM	Advising: Career/Post-Graduation	Offer career and goal-oriented advising	
NSCM	Advising: Early Warning/ Retention	Faculty report "at risk/early alert" to NSCM advisor for students who are enrolled in a class but exhibit attendance issues, missed/failed assignments, etc. Engage in NSCM Probation/Retention Program: NSCM efforts include progressive email and phone call campaigns to encourage students to seek one-on-one academic advising prior to the withdrawal deadline and schedule planning for the next academic year. The advisors conducting the sessions practiced intrusive developmental advising techniques and discussed issues such as time management, study skills and proper schedule planning. Engage in Mentorship Program: students and alumni are matched and participated in group and individual professional development activities; student/mentor are matched and receive information about mentorship expectations and best practices	
NSCM	Advising: General	Coordinate annual International Crisis and Risk Communication Conference presentations by practitioner professionals and prominent academics from around the world;	
NSCM	Advising: Probation	NSC Probation/Retention Program: NSC efforts include progressive email and phone call campaigns to encourage students to seek one-on-one academic advising prior to the withdrawal deadline and schedule planning for the next academic year. The advisors conducting the sessions practiced intrusive developmental advising techniques and discussed issues such as time management, study skills and proper schedule planning. Considering peer mentoring of PRB students	
NSCM	Courses: Foundational/ Service	Course redesign (including use of additional online activities and active learning) to improve access to and success in SPC1603, SPC1608, and COM1000	
NSCM	Courses: sHIP, Capstone	MMC4411 planning and managing communication campaigns (Ad/PR) COM4806 applying theory via case studies (Com&Confl) RTV4681 techniques for gathering and producing newscasts, JOU4950 multimedia techniques for gathering and reporting news (Jou);	
NSCM	Courses: sHIP, Experiential Learning	Not required, but many students engage in Intern Pursuit - approximately 100 local companies, agencies and non-profit organizations attend to recruit college interns or employees	Is "Intern Pursuit" still happening?
NSCM	Prep: Faculty/GTA	New faculty requierd to co-teach course in first semester faculty are evaluated according to required/applicable teaching techniques GTAs receive additional instructional training and enroll into a required course prior to serving as GTA GTAs shadow a faculty the semester prior to taking an IR role	
NSCM	Prep: Peer/Undergraduate Instructional Support	considering developing undergradaute teaching assistant program	what is status
NSCM	Prep: Pre-assessment of Discipline/ Course (all students)	Modules in place in all courses to assess student familiarity with preparation for program	

Dept	Category	Efforts	Specific notes/questions re: Efforts
NSCM	Prep: Student Outreach (not Direct Connect)	(from Jan 2017 report) National Debate Coaches Association National Championships – hosted event for high school debate leagues Campus visit by South Miami HS's TV production magnet program that included a studio tour, Q&A, Knightly News observation and Knightly Latino/Hispanic Media presentation Florida Scholastic Press Association – seminar leader, guest speaker, and host of state event for HS journalists Orange County high schools – guest lectures at high school journalism classes Camp Orlando - statewide, weeklong journalism camp Great American Teach-In - sessions on news writing and editing at a local high schools	*still engaging in activities from Jan 2017 report? Include what is ongoing (remove those no longer taking place)*
NSCM	Prep: Transfer Success Course/Activities	Connected with DC partner advising offices to meet with and advise potential majors (regular visits, tabling and major advising) Webcourse for transfer/transition success in NSC programs	

Nicholson School of Communication and Media: IRB Routing Procedure

Student IRB Routing

For NSCM student IRB proposals (both undergraduate and graduate), the only required signature is the faculty supervisor of the submitting student. The chair should be added for ancillary review (review not required), along with the director and appropriate dean (CAH or COS) for read only access.

Title	Person	Ancillary Review Required Review	Ancillary Review – Review Not Required	Read Only Access
Dean	Mr. Jeff Moore	No	No	Yes
Dean	Dr. Mike Johnson	No	No	Yes
Director	Dr. Robert Littlefield	No	No	Yes
Faculty Supervisor	Varies	Yes	No	No
Asst. Director (Games and Interactive Media)	Dr. Anastasia Salter	No	Yes	No
Asst. Director (Film and Mass Media)	Dr. Gary Rhodes	No	Yes	No
Asst. Director (Communication)	Dr. Deanna Sellnow	No	Yes	No

Table 1: Student IRB Proposal Routing Permissions

Faculty IRB Routing

For NSCM faculty IRB proposals, the chair will not be required to sign off on the protocol, but will have the ability to stop any problematic proposals down the line through their ancillary review. The director and appropriate dean (CAH or COS) should have read only access.

Title	Person	Ancillary Review Required Review	Ancillary Review – Review Not Required	Read Only Access
Dean	Mr. Jeff Moore	No	No	Yes
Dean	Dr. Mike Johnson	No	No	Yes
Director	Dr. Robert Littlefield	No	No	Yes
Asst. Director (Games and Interactive Media)	Dr. Anastasia Salter	No	Yes	No
Asst. Director (Film and Mass Media)	Dr. Gary Rhodes	No	Yes	No
Asst. Director (Communication)	Dr. Deanna Sellnow	No	Yes	No

Table 2: Faculty IRB Proposal Routing Permissions

Nicholson School of Communication and Media

Administrative Support Duties & Roles

Athena's Responsibilities:

Department of Communication
- Purchases- business cards, nametags, other supplies, etc.
- Work orders
- Book orders
- Copiers
- Phones

Department of Games and Interactive Media
- Pcard Reconciliation
- Travel
- Purchases - business cards, nametags, other supplies, etc.
- Work orders
- Book orders
- Copiers
- Phones

Florida Interactive Entertainment Academy
- Work orders
- Book orders
- Copiers
- Phones

Debbie's Responsibilities:

Department of Film and Mass Media
- Pcard Reconciliation
- Travel
- Property
- Purchasing - business cards, nametags, other supplies, etc.
- Foundation
- Hiring - ePAF
    - Federal Work Study Employee
- Work orders
- Book orders
- Meeting Support
- Search Manager
- Faculty Qualification Management System - SACS
- Keys
- IT
- Copier
- Phones
- Payroll - Administration
- Assignment of Duties
- NSCM Parking Passes

Nicholson Academic Student Services Center
- Hiring - ePAF
- Federal Work Study Employee

School Administration
- Travel
- Purchasing - business cards, nametags, other supplies, etc.
- Hiring - ePAF
    - Federal Work Study Employee
- Search Manager
- Payroll
- Assignment of Duties
- Faculty Qualification Management System - SACS

Jane's Responsibilities:

Administration
- Purchasing - business cards, nametags, other supplies, etc.
- Minutes
- Meeting support
- Work orders
- IT
- Copiers
- Phones
- Keys
- Correspondence

Department of Communication
- Property
- Work orders
- Keys
- Meeting Support

Department of Games and Interactive Media
- Property
- Keys
- Phones

Florida Interactive Entertainment Academy
- Property
- Purchasing - business cards, nametags, other supplies, etc.
- Keys

Rock's Responsibilities:

Administration
- Payroll
- Federal Work Study Employee - HR

Department of Communication
- Search Manager
- Assignment of Duties
- Hiring - ePAF
    - Federal Work Study Employees
- Payroll
- Faculty Activity System
- Faculty Qualification Management System - SACS

Department of Games and Interactive Media
- Faculty Qualification Management System - SACS
- Search Manager
- Assignment of Duties
- Hiring - ePAF
    - Federal Work Study Employee
- Payroll
- Faculty Activity System
- Foundation

Florida Interactive Entertainment Academy
- Faculty Qualification Management System - SACS
- Search Manager
- Assignment of Duties
- Hiring - ePAF
    - Federal Work Study Employee
- Payroll
- Assignment of Duties
- Travel
- Foundation
- PCard Reconciliation
- Faculty Activity System

<u>Wanda's Responsibilities:</u>

Florida Interactive Entertainment Academy, Department of Communication, School Administration
- Travel

Florida Interactive Entertainment Academy, Department of Games and Interactive Media, Department of Communication, School Administration
- Foundation

Florida Interactive Entertainment Academy, Department of Communication
- Pcard reconciliation