



UNIVERSITY OF CENTRAL FLORIDA

College of Sciences  
Chair/Director Meeting  
July 31, 2019, 1-3pm, CSB 221

**MINUTES**

**Attendance**

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

**Chairs:** K. Hamann, E. Mucciolo, J. Schultz, G. Worthy, C. Yestrebsky, S. Zhang, L. Mustaine (represented by Dr. Shannon Carter)

**Directors:** P. Bohlen, R. Littlefield, M. Sigman

- Graduate School Preparation Opportunities Michael Aldarondo-Jeffries  
Director  
UCF Academic Advancement Programs
  - Program prepares underrepresented, low-income, and first-generation college students to pursue advanced degrees.
  - Works in collaboration with faculty, staff, national, and international partners to provide a range of graduate school preparation programs and serves.
  - Students can participate in a variety of initiatives designed to increase their awareness and knowledge of:
    - the graduate school application process
    - graduate school funding,
    - summer research programs
    - fellowship opportunities
  - Programs offered:
    - McNair Scholars Program
    - RAMP – Research and Mentoring Program
    - RAMP-T – Research and Mentoring Program for Transfer Students
    - Graduate School Prep Workshops
    - Graduate School Prep Academy
    - Graduate School Fairs
  - Handouts shared – fall workshops & Graduating Scholars/Summer placements
  - If you have any students who would be good candidates for program, please share information
  - AAP Advisors willing to come to departments to advise
  - AAP Conference – 187 directors from across the country will be here and students can meet and talk with them

- Promotion & Tenure Updates

Dupras

- From Faculty Excellence - updated promotion and tenure regulation 3.015 (May 2019). Major changes:
  - Conflict of Interest (COI)
    - Important to identify potential COI from when the promotion and tenure committee is charged. The Chair will need to address this so that access is not given to the promotion file
    - If a conflict of interest exists, faculty should not render decisions or participate in any reviews of the candidate.
    - A COI should be identified if the candidate is e.g., a family member, business partner, former advisor, etc.
  - Committee members can only vote on dossiers they reviewed, and they must have participated in the discussion (making sure people are participating in the process).
  - No longer abstention votes. Only abstention if have a COI
  - If candidate has received all positive votes all the way up through the Dean, the dossier will go straight to the Provost. Provost can send back to University Committee for review.

Negative votes must be explained.

- Promotion & Tenure checklist will be coming out for Chairs soon.
- External letters – can only submit four. If only have three it is up to the Chair to continue to reach out to get fourth one.
  - Tosha will be reaching out to all Chairs who have not completed Department Bylaws. Would like to have all Bylaws completed in this academic year.
  - If have not done annual faculty reviews yet, please get in ASAP

- UCF IT update

Dupras

- COS was left off catalog for Linux support. It is now fixed.
- When individuals call with issues, UCF IT was not consistent with entering tickets to track all of issues, so data is not supporting the issues. Moving forward, please try to enter a ticket in the system for assistance, here is the link to click for ticket: <https://it.ucf.edu/faculty-and-staff-support/> or dial 3-5117 and UCF IT can enter a ticket for you.
- Eduardo running a focus group across the University on Linux research support
- IT is looking into who needs administrative rights over computers. This is UCF wide not just COS. Will be used when need to add programs for specific research, etc.
- Discussion on how Chairs deal with incoming faculty on buying computers when negotiating start-up packages
- Question regarding other options for on-line video conference besides Skype for Business.
  - CSB221 has been set up to handle other programs for video conferencing if need to use
  - Dr. Dupras to touch base
- Training is being set up for One Drive and Microsoft Teams

- Budget Update

Johnson / Cruz

- University did distribute growth and it will show in budgets
- Reviewed budget
  - Negatives come in a couple of categories
    - Budget cut by the state and university has been distributed to all units
    - Unfunded Fringe
- Going forward plan is for the university to fund at full fringe rate
- \$6,000,000 cut at university level and will be passed down to colleges and divisions. 1.05%cut based on last year's numbers
- No change in 2019-20 budget allocations to departments
- Will need to plan recurring reductions beginning 2020-21 to eliminate deficit. Seresa will work with departments.

- Changes to Faculty Search Process Cruz
  - Seresa, Madeline, and Dr. Dupras will be working to develop a standardized process for recruitment and screening for the faculty search process.
  - This will pilot planned changes to improve searches.
  
- Fund Use Guidelines Cruz
  - **Effective June 11, 2019**, Airbnb is allowable for university travel

Respectfully submitted  
Kerry Knapp  
Hollesha Foster

**Reminders**

Chair/Director <b>ONLY</b>	August 14, 2019, 1pm, CSB 212
Chairs/Directors <b>REGULAR</b>	August 28, 2019, 1pm, CSB 221
Fall Classes Start	August 26, 2019