

Nicholson School of Communication and Media
School Work Day
Wednesday, August 15, 2018

Start: 8:30 a.m. End: 3:30 p.m.

In Attendance: A. Barcelo, R. Barfield, Z. Becker, D. Blemker, J. Bittner, J. Bowen, A. Brown, T. Brown, R. Brunson, J. Conway, K. Coronado, L. Crittenden, A. Cruz, D. Blemker, L. Carter-Jackson, S. Cater, Chad Collins, Steve Collins, M. Croft, E. Danker, M. Davis, S. Daye, Y. DeBlois, T. Deery, M. Dodd, D. Doyle, M. Dusseau, A. Edwards, J. Fanfarelli, S. Fendley, R. Francies, R. Gamboa, M. Gerstein, R. Grula, T. Gulliford, C. Hanlon, M. Harrington, S. Hastings, E. Heffron, F. Helmi, E. Helsel, S. Hodgson, K. Howard, L. Hudock, R. Hudson, J. Ingalls, L. Ingle, P. Kohl, T. Jackson, E. Johnson, R. Jones, J. Kim, W. Kinnally, R. Kolodziej-Smith, M. Kuchenreuther, J. Kunerth, A. LaMotte, G. LaPage, C. Lewis, B. Lindsley, E. Lohmeyer, K. Lyn, A. Major, J. Matusitz, J. McCafferty, J. McCain, J. McCully, R. McDaniel, A. Miller, L. Mills, R. Morales, S. Morris, M. Mosher, D. Moulett, E. Murnane, J. Murray, G. Musambira, S. Neel, L. Neuberger, B. Noel, D. Novatnak, E. Oxley, A. Parrish, S. Perry, P. Peters, L. Peterson, K. Pursglove, G. Rhodes, S. Rice, T. Ritter, M. Robinson, C. Roda, J. Rotolo, B. Rubenking, S. Salazar, E. Sand, B. Sandler, J. Sandoval, M. Santana, J. Santiago, Andrea Scott, Aaron Scott, D. Sellnow, T. Sellnow, M. Senter, G. Shbeeb, K. Shilton, K. Shults, K. Smith, P. Smith, L. Speere, M. Stanfill, U. Stockl, C. Tavis, L. Taylor, T. Theen, W. Tummons, K. Tuorto, N. Twerdus, N. Underberg-Goode, P. Varcholik, K. Voss, D. Ward, R. Weaver, H. Weger, K. Workman, D. Yonts, D. Young, N. Yu, N. Zuccarallo

Welcome – R. Littlefield

Welcome to the new Nicholson School of Communication and Media (NSCM). The academic year 2018-19 is going to be a very active year. NSCM is in its first-year of transition.

Applause and Accolades

J. McCain – L. Hudock was awarded two President's Awards at the state level from the Florida Public Relations Association – one for her work as Outstanding Chapter President and one for Student Professional Development

K. Coronado - a new Hispanic book written by her and E. Kight is a success

K. Coronado – recently took students to Cuba – *Telemundo* would like to share the film they made

L. Mills – Jason Gregory, graduate student, will have a film released soon

K. Voss – recent book in final proofing stage and will be in press in October

D. Blemker – secured free Adobe licenses for use in Copywriting and PR Publications class

Quick Review – R. Littlefield

- July 1, 2018
 - o An Intercollege School was born!
 - o College of Community Innovation and Education joins NSCM programs downtown
- Three interim departments emerge
- “Interim” is the name of the game
- Faculty leadership structure
 - o Deans (Arts & Humanities, Sciences)
 - o Director (School)
 - o Associate Directors (School)
 - o Assistant Director (School)
 - o Assistant Directors [Chairs] (Departments)
 - o Program Coordinators (Programs in departments)

- Graduate Program Coordinators (M.A., M.S., M.F.A. in departments)

The Memorandum of Understanding

- Interim Provost Dooley, Dean Moore, and Dean Johnson have signed off
- Anticipated States of Transition
 - 2018-2019 – Deans have administrative oversight; school builds capacity
 - 2019-2020 – Deans in partnership with director determine capacity to self-manage; school conducts business with deans having oversight
 - 2020-2021 – Director assumes budget authority provided transition has proceeded on target; school begins trajectory to excellence

Expectations for NSCM (see attachment)

The Role the Department Chair (see attachment)

The Role of the Program Coordinator (see attachment)

The Role of the Director of Graduate Studies (see attachment)

Assistant Director for Academic Programs (see attachment)

Communication and Marketing

- e-Update
- www.communication/ucf.edu
- Nicholson Resource
 - Committee minutes
 - School records
 - Policies and procedures
- Promotion of NSCM events
 - Internal
 - External
- School events versus departmental events

The Mantra (see attachment)

Conversation with the Deans

- Dean Michael Johnson, College of Sciences
- Dean Jeffrey Moore, College of Arts and Humanities

Transition Team Subgroups

- Academic Programs & Student Services – L. Neuberger (see attachment)
- Faculty Success – R. McDaniel (see attachment)
- Staff Success – D. Yonts (see attachment)

Advising Update (see attachment)

Diversity and Inclusion (see attachment)

Senior Associate Director and Budget – B. Lindsley (see attachment)

Discuss and approve NSCM Vision, Mission, and Diversity & Inclusion Statements

Vision (see attachment)

- Motion to approve the statement
 - 0 opposed/0 abstentions
 - Motion carries

Mission (see attachment)

- Motion to approve statement
 - 0 opposed/0 abstentions
 - Motion carries

NSCM Diversity & Inclusion Statement (see attachment)

- Motion to change the first sentence to the last
 - 2 opposed/1 abstention
- Add: Immigration status
- Motion to table the statement and refer it to the Policy and Planning Committee
 - 1 opposed/0 abstentions
 - Motion carries

Respectfully submitted

Debbie Doyle

Expectations for NSCM

National Prominence

- Faculty Success
 - Sedona - COS
 - Existing Paper Submission - CAH
- Program Success
 - Graduate level
 - Undergraduate Level
- Student Success
 - Research/Creative Project Teams
 - Honors in the major
- Staff Success

Enrollment

- Student Credit Hours produce funding for growth
- Graduate Programs
 - Ph.D. in Strategic Communication
 - M.A., M.S., M.F.A.
- Undergraduate Programs
 - FTIC
 - Transfer Students
 - The Downtown Impact with Valencia College



Expectations for NSCM

Increase Research and Creative Activity

- Faculty
 - Publications in highly regarded journals
 - Creative projects
 - Grants and Contracts
- Students
 - Use Independent Research for research projects; not Independent Study
 - Honors in the Major

Diversity and Inclusion

- Searches
 - Faculty
 - Staff
- Positive and Safe Workplace
- Respect for Colleagues across the board (faculty, staff, students)
- Openness, transparency, shared governance
- High level of communication—willingness to listen
- Collective vision

Expectation for NSCM

Achieve Student Success

- Advising and Mentoring
- Retention of At-Risk Students
- Graduation Rates
 - GTAs, GRAs, Graduate Students
 - Undergraduate 2+2
- Transfer Students
- Marchioli Collective Impact Innovation Award

Support the Downtown Campus Initiative

- Collaborative “Joint Ventures”
- United Way
- Your Classroom has a 15 minute radius
- Nicholson is “Bigger than a Building”
- Consider inclusion of other programs that align with NSCM vision and mission



The Role of the Department Chair

- Advocate for Department Programs and Needs
- Budget Control (Travel, Operating, Foundation, Auxiliary)
- Communication and Marketing
- Department Meetings
- Equipment Supervision
- Faculty Assignments (Teaching Load)
- Faculty Evaluation (Annual)
- GTA Management
- Syllabi, Office Hours, Textbook Orders

The Role of the Program Coordinator

- Advocate for Academic Majors, Minors, Certificate Programs
- Curriculum
 - Submission Process
 - Courses and programs
 - Revised courses and programs
 - Review and Approval Process
 - Representation on School Committee
 - Role of the Colleges
- Assessment
 - Plans
 - Reports

The Role of the Director of Graduate Studies

- Advocate for the Graduate Programs of the School
- Coordinates efforts of the Graduate Studies Committee
 - Recruitment
 - Admission
 - Evaluation
- Works with Assistant Directors [Chairs] but does NOT oversee GTAs or GREs assignments.

Assistant Director for Academic Programs

- 2-year opportunity for leadership experience
- Flexible assignment based upon areas of expertise or interest
- Associate-level faculty status required
- Deadline for application is Monday, August 20
 - Letter of application
 - Current resume/VITA
 - Send materials to boyd@ucf.edu

The Mantra

- Start the process with a positive perspective.
 - *We want to help you, not hurt you.*
- Be flexible when events or plans change. *We cannot anticipate everything.*
 - *We will communicate with you openly about what is happening.*
- Be willing to tolerate uncertainty and ambiguity.
 - *We are or will work on it.*
- Thank you for everything you do to contribute to NSCM!
 - *Together we will rise to pre-eminence at UCF and beyond!*





Nicholson School of Communication and Media

Academic Programs & Student Services Update

Lindsay Neuberger, Ph.D.
Associate Professor
Associate Director for Academic Programs



Academic Programs & Policies Subgroup

-First, some BIG thank yous -- leadership from Keisha Hoerner and so much hard work and Teresa Dorman, Delia Garcia, Lynn Hepner, Waheeda Illasarie, Lee Anne Kirkpatrick, Rebecca Morales, Lisa Mills, Ben Noel, Anastasia Salter, Kim Tuorto, and others

-Subgroup charge was to identify topics and provide recommendations → this happened between March and July

Listed everything we could think of and sorted into two main areas → Advising related and Curriculum related

-Recommendations forwarded to director and deans in July

-General agreement between director/deans/provost three weeks ago



Academic Programs/Curriculum

-Things are constantly evolving as we are working toward school committees and approvals that function at a “college level” – but that shift will be incremental 😊

-Curriculum pathway for year one

-Faculty/PC to Dept Committee to AD/Chair to School Committee to Both Colleges

-Grade change → Faculty to Assoc Director to Relevant College

-Grade appeal → Faculty to AD/chair & Assoc Director to Relevant College

-Assessment → Program to Department to Director to Relevant College

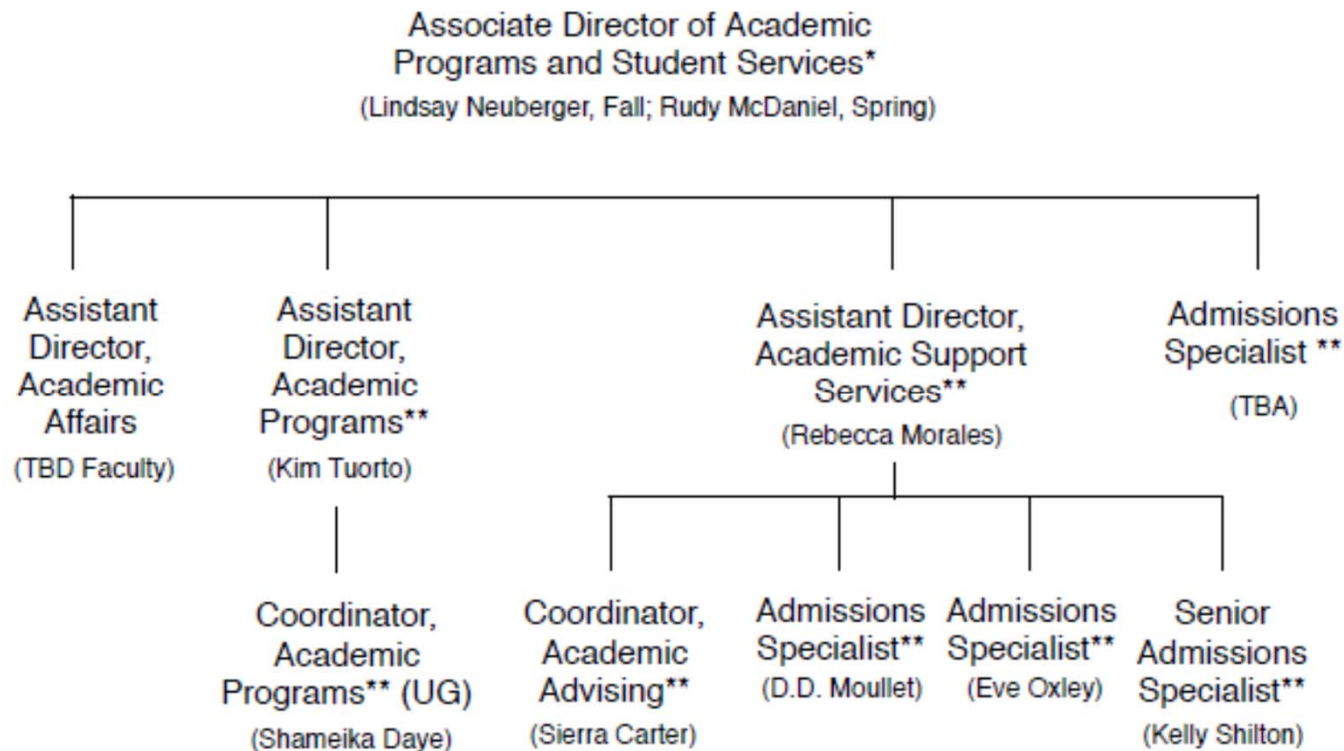




**So...what is an associate director
for academic programs and
student services anyway?!?**

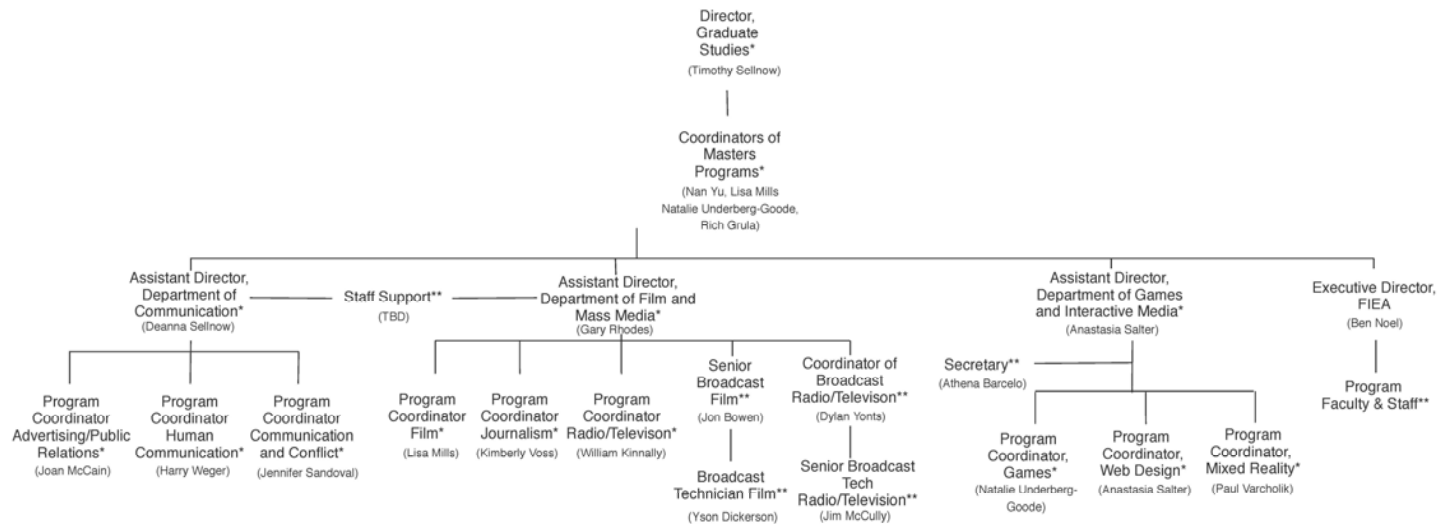


Our squad



But we are even more than that...

-We are here to provide direct support to every department and program in the school



-Spending time with programs to learn more and better understand how we can be helpful

Let us know how we can help with

- Curriculum
- Assessment
- Advising
- Study Abroad
- Grade change/appeals
- Liaising with colleges
- Program review
- And more! 😊

Pillars of Student Learning

- What are the things that make a NSCM graduate?

- Identify these things in partnership with the faculty and structure assessment accordingly

- Five common across NSCM, three distinct to each individual program

- We can be sure all our program are addressing essential learning outcomes and our students will have a better grasp on the core of their work with us



What were the foundational learning outcomes we thought were ESSENTIAL for students across legacy NSC programs?

- W riting**
- I mmersion**
- S peaking**
- E thics**
- R esearch**



So -- what makes a **NSCM** graduate?

What do we have in common and and
what makes our programs unique?

-W riting?

-C ontent
Creation?

-I mmersion?

-P rogramming?

-S peaking?

-E diting?

-E thics?

-C oding?

-A nalysis?

-R esearch?

-P roduction?



High Impact Integrative Learning Liaison

- Funded by the UCF Quality Enhancement Program
- Internships, Service Learning, Study Abroad, Research/Creative, Capstone Courses
- Goal is to catalog existing opportunities, identify priority expansion areas, and work on partner outreach
- Brief application due to me **THIS Friday** August 17th

Open to full-time faculty at any rank and assignment comes with one course buyout

See call or contact ME 😊



Assistant Director for Academic Programs

- Will work with Academic Programs & Student Services team to address areas of personal interest/school need
 - e.g., curriculum & program development, diversity & inclusion, program review, internationalization, assessment
- Course buyout and summer pay available (2 year term)
- All faculty members at associate level are eligible
- Applications due to Robert Monday August 20th



1. Faculty Success Subcommittee Report

- Committee Members
- Overview and Outcomes
- Deliverable 1: Faculty values statement
- Deliverable 2: Promotion and tenure model

2. College Elections Process

Committee Members



- Jana Jasinski (Chair)
- Zack Beckler
- Melissa Dodd
- Lori Ingle
- Rudy McDaniel
- Chris Roda
- Jen Sandoval
- Tim Sellnow
- Peter Smith
- Stella Sung
- Natalie Underberg-Goode
- Lindsay Neuberger (Ex Officio)

Overview and Outcomes

- Charged in April with meetings on 4/30, 5/17, 6/8, 6/15
- Ranks of all levels from all academic units represented on the subcommittee
- Collected legacy documents from both SVAD and NSCM in a common file share
- Main focus: to begin investigating priorities for faculty success and faculty procedures after academic reorganization
- Two main deliverables: (1) faculty values statement and recommendations, and (2) recommendation for P&T process

Faculty Values Statement



The faculty of the Nicholson School of Communication and Media produce a diverse range of scholarly, creative, and instructional materials. As a school, we value all of these unique contributions to our various disciplines and the richness they bring to our classrooms and research.

Based on this value statement the following is critical to faculty success:

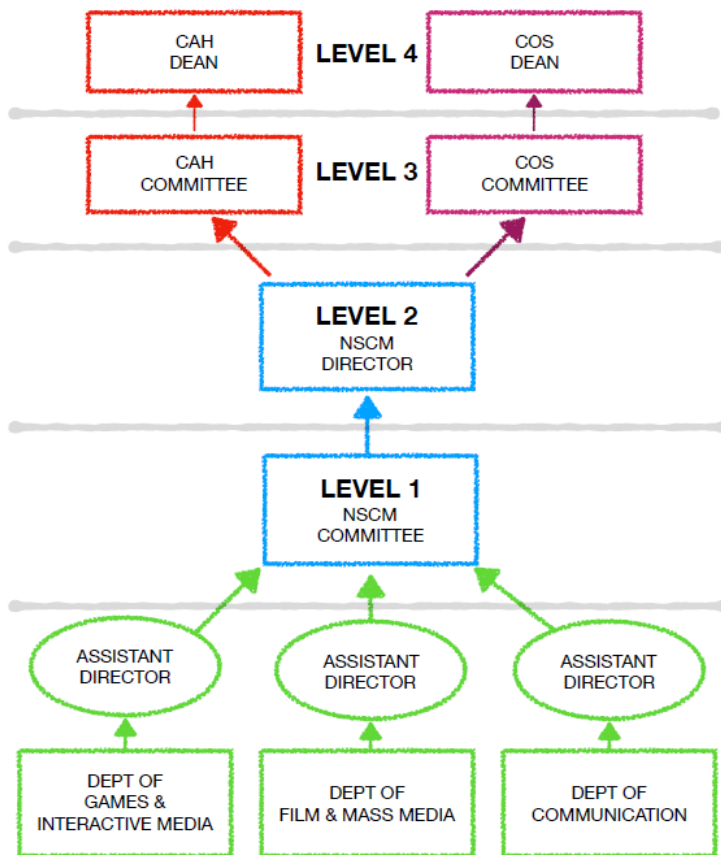
In order to create an integrated culture of respect and foster an environment for success it is necessary to engage faculty in the construction of such a climate. Faculty governance and participation in decision-making shall be essential in this process. The Nicholson School of Communication and Media shall encourage transparent communication and engage in healthy discourse. Faculty success is only achievable in an equitable, safe work environment free from hostility and discrimination. We endorse the principle that all members of our community have an important contribution to our collective wisdom and encourage mechanisms to respect and nurture each perspective offered. All members of the Nicholson School shall engage in collaborative and open dialogue in order to grow together toward excellence.



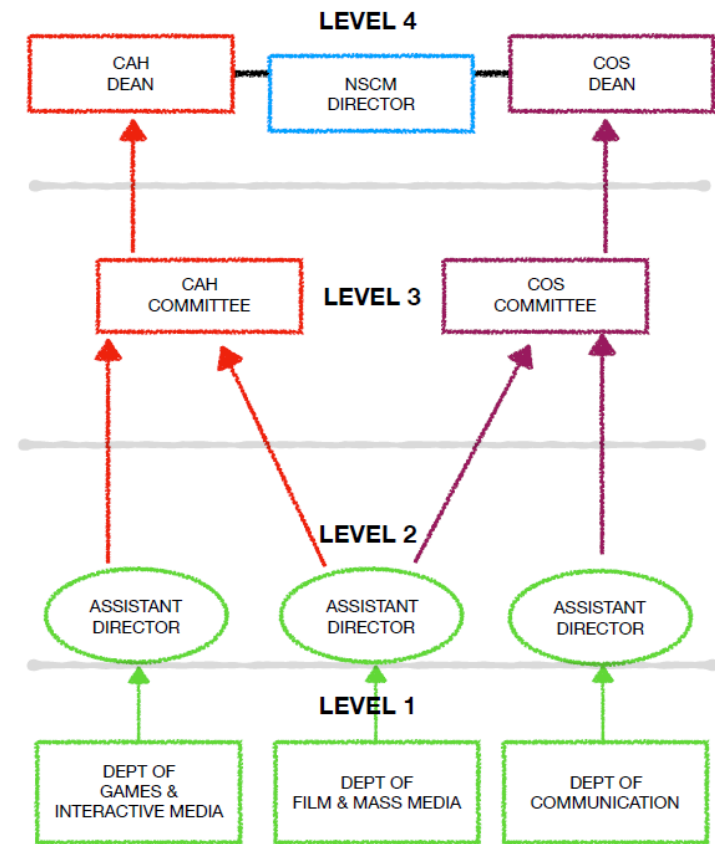
Suggested Operational Guidelines

- We propose the following operational guidelines including, but not limited to:
- Practices that express the faculty success values:
 - School-wide colloquia celebrating the diversity of faculty works
 - Opportunities to share information so all faculty can represent the depth and breadth of the work across the entire school fully
- Practices that promote open communication:
 - Create regular formal and informal opportunities for faculty to communicate and advise the director and deans
 - Regular informational/educational school wide meetings
 - Frequent updates to Nicholson resource files and email communication
 - Accessible executive summaries from committees, working groups, and task forces

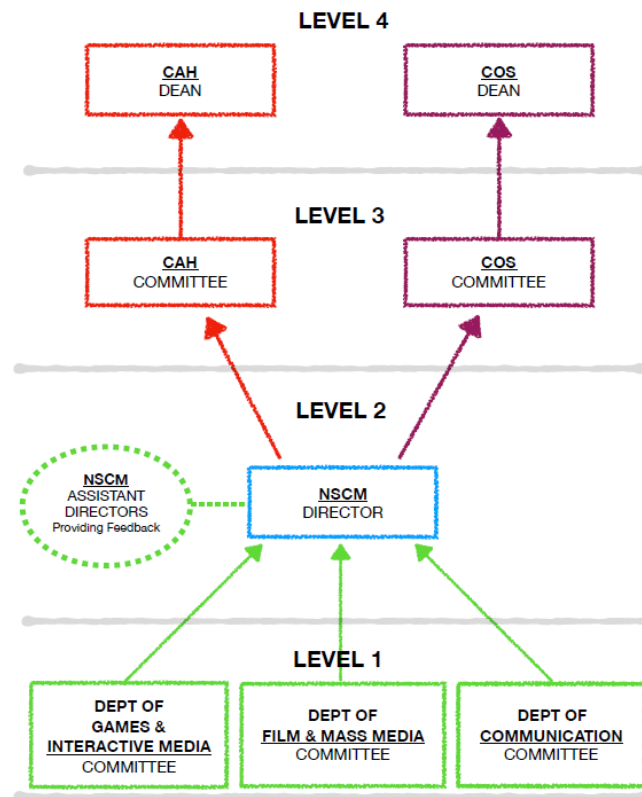
**NSCM
PROMOTION MODEL 1**



**NSCM
PROMOTION MODEL 2**



NSCM
APPROVED
PROMOTION MODEL
2018-2019



Committees (College-level)

- NSCM representation on CAH/COS committees
- NSCM-elected representatives will represent the school on their legacy college committees, lowering the number of committee elections we will need to make for both colleges and assisting with faculty workload. One per school per college committee rather than one per department per committee
- This process will be in place for the next two years (2018-2019 and 2019-2020)

Committee Members Needed

- COS
 - Sabbatical leave committee (tenured, ideally a previous sabbatical award winner)
- CAH
 - Graduate studies and research committee (all ranks; active in graduate studies/research)
 - Instructor/lecturer promotion committee (ideally an Associate I/L rank)
 - Promotion and tenure committee (tenured, ideally a full professor)
 - RIA committee (tenured, experienced research)
 - TIP committee (ideally a previous TIP winner)
 - Sabbatical leave committee (tenured, ideally a previous sabbatical winner)
 - Scholarship and awards committee (all faculty ranks)
 - Undergraduate curriculum committee (all ranks; active in undergraduate studies)

Next Steps

- If you are willing to serve on one of these college committees or would like to nominate a colleague, please send an email to rudu@ucf.edu with the subject “NSCM college committee nomination.”
- I will follow up with nominated individuals to ensure they are willing to serve if elected.
- Electronic ballots will be forthcoming to finalize our college committee elections.



INITIAL CHARGE

Set forth by Dr. Littlefield.

- Identify items that we feel are important and prioritize them.
- By June 1st, have a list of recommendations that can be sent to the Transition Team.
- Focus on working with a 'zero sum', There may not be any budget for additional items.



**Nicholson School of
Communication and Media**

UNIVERSITY OF CENTRAL FLORIDA

MEMBERS

**Athena Barcelo
Jonathan Bowen
Lianna Carter
Sierra Cater
Shameika Daye**

**Yson Dickerson
Debbie Doyle
Rachelle Lehner
Tommiea Jackson**

**D.D. Moullet
Kelly Shilton
Dylan Yonts
Sarah Lovel**



MAY 1, 2018

- Initial charge given by Dr. Littlefield
- The team then identified individual priorities by going around the table with every member suggesting at least 2 priorities. The points were compared, discussed, explained, combined, split up and we came up with the following list.



MAY 1, 2018

- Staff Retention (Salaries)
- Work/Life Balance
- Re-Allocation of Resources
- Procedures and Policies - Navigating differences and Compliance
- Increased Workload/Equitable Workload/Position Descriptions aligned with duties assigned.
- Recruiting Students
- Positive Culture
- Professional Development
- Transition Logistics - How what is being moved to where and when by who.
- Orientation, Tours, and Advising Policies
- Staff Recognition - Faculty are recognized at school level, but not staff.
- Transparency - Communication of changes, Timeline of changes, Org Chart and Structure
- Downtown Workspaces - Staff Input?
-



MAY 10, 2018

- During this meeting we further refined and shaped the previous list with the following aspects in mind
 - A deadline of July 1st on implementation of changes will show the most critical items.
 - Make sure to focus on items that will effect staff success.
 - Many of our initial list concerned student and advising success
 - July 1st (NSCM) and Fall 19 (Phase 1 Downtown) Deadlines
 - How will each area affect entire school, not only a specific area of interest
 - The items are actionable.



MAY 10, 2018

- With those criteria in mind we came up with the following priorities by each member assigning each item with 1, 2, or 3 points of value. 3 is the most important and immediate.



Nicholson School of Communication and Media

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Concern	Notes	Total	Mean	Mode
Immediate Staff Relocations		31	2.818182	3
Transparency>1. Comm-Relocations, 2. Timeline 3. Org Chart/Structure		29	2.636364	3
Increased Workload/Equitable Workload/PD Alignment>Duties	Into SubGroups	26	2.363636	2
Procedures/Policies -Navigating differences/Compliance	Into SubGroups	25	2.272727	2
Proximity to Supervisors, Administrators and Faculty - Access	Post July 1	25	2.272727	2
Re-Allocation of Resources	Into SubGroups	24	2.181818	2
Staff Retention		22	2	3
Downtown Workspaces - Staff Input	Post July 1	21	1.909091	2
Professional Development	Into Staff Retention	20	1.818182	2
Positive Culture		20	1.818182	2
Transition Logistics/Office Spaces	Post July 1	18	1.636364	2
Work Life Balance	Into Staff Retention	17	1.545455	1
Recruiting Students	Post July 1	14	1.272727	1
Staff Recognition	Into Staff Retention	13	1.181818	1
Orientation/Tours/Advising Policies *	To Advising Group	0	0	3

Staff Success Sub Group Overview – August 2018



MAY 18, 2018

- Now that we had our priority list we came up with actionable items for each of our top priorities.



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Concern Area	Item	Proposed Action
Immediate Staff Relocations	Some staff unsure of future	Legacy SVAD/NSC advising meet and discuss changes.
Transparency	Weekly Updates on Transition to NSCM	Expand eUpdate to all and include Staff & Faculty items.
	Communication between Admin and Staff	Establish regular Updates & Discussions at staff meetings with both FIEA/NSC/SVAD Staff.
	Permanent Staff Success Council	Establish permanent council of staff with monthly meetings. 2 leaders to call meetings, all staff are invited. Group can decide what is brought to administration. Administration does not attend meetings.



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Concern Area	Item	Proposed Action
Advising	Communication Between Schools	Administration communicates relocation information and allows future staff to meet with future administration.
	Tours & Orientation	<p>Train ambassadors/staff on script. Multiple messages are going out.</p> <p>After July 1, determine replacement or new ambassador program. (NSC does not have one)</p> <p>Create an outline and script for orientations and tours.</p>



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Concern Area	Item	Proposed Action
Function Subgroups	Subgroups for Areas	Create subgroups for each function area (Ops/Advising/Production/etc) Identify overlaps and gaps of program personnel and policies. Make recommendations to admin to improve efficiencies.
Staff Retention & Development	Professional Development/ Associations/ Training/ Travel	Creation of process for staff to submit requests Allocate funds for staff Professional Development



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Concern Area	Item	Proposed Action
	Work/Life Balance	Establish Overtime Comp / Leave policies across NSCM for both USPS and A&P. Function Subgroups can help to identify areas of overlap which can help with overworked employees.
	Engagement – Involvement in UCF and School Committees / Programs	Make staff aware of items through eUpdate and/or agendas of staff meetings. Add collection and distribution of opportunities to join committees and programs to an Admin Position Description responsibility list.



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Concern Area	Item	Proposed Action
	Salaries	Leadership continues to advocate for additional positions.
	Recognition	Create 3-5 staff level annual awards within NSCM. Leadership advocates and advertises UCF level awards. Anniversary recognition by admin.



Nicholson School of Communication and Media

UNIVERSITY OF CENTRAL FLORIDA

Concern Area	Item	Proposed Action
Post July 1 Concerns	Downtown Workspace	Ensure staff has input on workspaces during the planning of downtown spaces.
	Proximity to supervisors, Administration, and Faculty	Before and After downtown moves, staff needs access to supervisors and administration. Where possible within close proximity.
	Transition Logistics / Office Spaces	Who is moving where, when and how.
	Recruiting Students	Develop plans to recruit new students



MOVING FORWARD

- The items presented to the Transition Team on July 1st.
- Items were also given to NSCM senior administration throughout the process.
- A permanent staff success committee was approved by NSCM Admin.
 - Initial Chair of Dylan Yonts to call the first meeting where a chair and co-chair will be nominated and voted upon. Once the gavel is passed by-laws and procedures will be established.
 - All staff of NSCM will be members of the new committee. (Unless committee changes its mind).

Nicholson School of Communication and Media NASSC Staff



Rebecca Morales
Assistant Director, NASSC
NSC 143C



Kelly Shilton
Academic Advisor
NSC 143



Sierra Cater
Academic Advisor
NSC 143A



D.D. Moullet
Academic Advisor
NSC 143



Eve-Lyndssa Oxley
Academic Advisor
NSC 143



Adlin Cabrera
Program Assistant
NSC 143

NASSC

- ❖ Office: NSCM - Room 143
- ❖ Advising hours vary, but are typically
 - ❖ Appointments: Monday, Tuesday, Thursday: 9:00-12:00 and 2:00-4:00
 - ❖ Walk-ins: Wednesday, 9:00-12:00 and 2:00-4:00
- ❖ Website: <http://communication.ucf.edu>
- ❖ Email: nassc@ucf.edu
- ❖ Phone: (407) 823-2681



NASSC Services

- Major advising
- Enrollment forms
 - Internships
 - Independent Study
 - Directed Research/Honors in the Major
- Course scheduling
- Graduation review
- Course overrides
- Orientation
- Limited access admission
- Study abroad
- Honors in the Major
- Special internship programs – Shark Tank & Legislative Scholars
- Alumni mentorship program
- Probation advising and intervention



Study Abroad

- **Exchange partners**

- Bournemouth University, UK
- IE University, Spain
- Jonkoping University, Sweden
- San Jorge University, Spain
- University of Canberra, Australia

- **Private partnership**

- Salzburg College, Austria

- **Short-term faculty led**

- Summer
- Fall – December break
- Spring – March break

Honors in the Major

- High achieving students interested in undergraduate research
- Junior standing, 12 hour upper level, 3.2 UCF and overall GPAs
- 2-3 semesters of Honors independent research (Readings and Thesis)
- NASSC holds information sessions and refers students to faculty
- Faculty serve as thesis chairs and committee members
- Students and faculty are honored at commencement

Important Reminders

- Financial aid reporting activity
- Office hours to department chairs
- Wait lists cannot be overridden
- Last day to drop/swap is Thursday, last day to add is Friday
- Late add/drop is discouraged unless necessary. Refer to NASSC to determine if it's necessary. Students must petition through CAHSA or COSAS. Must have faculty permission to late add a course.
- Use NASSC email and phone when referring students to advising



Let's be clear.



Abigail Malick, Deputy Title IX Coordinator/Training Specialist

Office of Institutional Equity



Title IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Let's be clear.

UCF
cares

- Sex Discrimination
- Gender Discrimination
- Sexual Orientation
- Parental Status
- Pregnancy
- Sexual Misconduct
- Sexual Harassment
- Gender-Based Harassment
- Sexual Assault
- Relationship Violence
- Sexual Exploitation
- Stalking
- Retaliation



Discrimination and Discrimination Harassment

Sexual or Gender-Based Harassment

- Discriminatory harassment that is so severe or pervasive that it unreasonably interferes with, limits, deprives, or alters the terms or conditions of education (e.g., admission, academic standing, grades, assignment); employment (e.g., hiring, advancement, assignment); or participation in a university program or activity (e.g., campus housing), when viewed from both a subjective and objective perspective.

Harassment

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graph LR; A([Harassment]) --> B([Quid Pro Quo]); A --> C([Hostile Environment]);
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Quid Pro Quo:

Submission to or rejection of unwelcome conduct is used as the basis for employment or academic decisions

Hostile Environment:

Conduct is so severe, persistent or pervasive that it unreasonably interferes with, limits, deprives, or alters the conditions of education, employment, or participation in a University program or activity.

Sexual or Gender-Based Harassment

- Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, nonverbal, graphic, physical, or otherwise, when the conditions for Hostile Environment Harassment or Quid Pro Quo Harassment, as defined above, are present.
- Sexual harassment may include:
 - inappropriate touching, acts of sexual violence, suggestive comments and public display of pornographic or suggestive calendars, posters, or signs where such images are not connected to any academic purpose. A single incident of sexual assault may be sufficiently severe to constitute a hostile environment.

Discriminatory Practices Includes:

Third Parties

Third parties who overhear comments or witness discriminatory harassment may also file complaints.

Male employees can file claims against other male employees who were overheard making derogatory remarks about women (hostile work environment) and vice versa.

Members of the Same Class

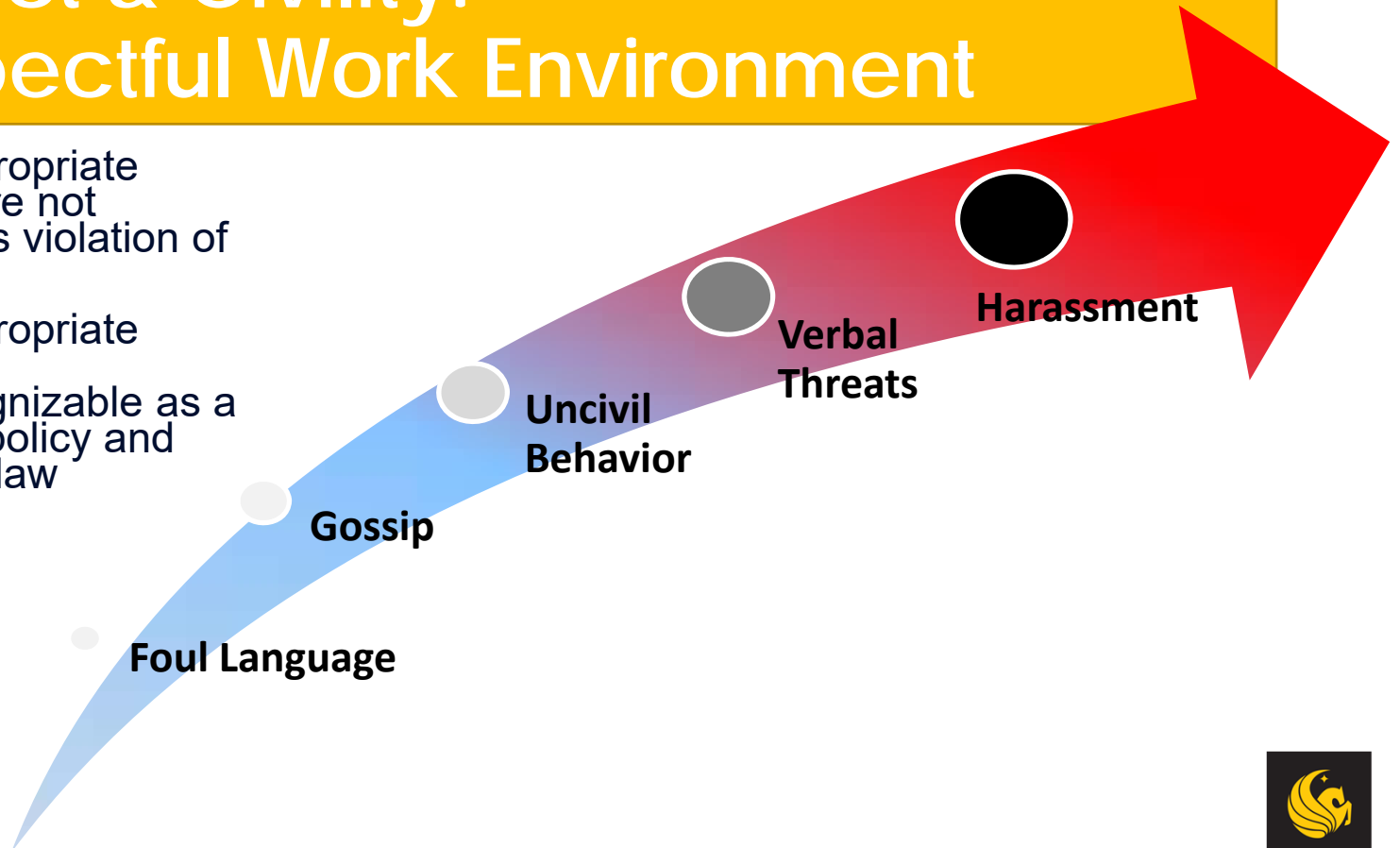
Victims and Harassers can belong to the same protected class.

Individuals of the same gender or sexual orientation can engage in sexual harassment of each other.

Conduct & Civility: A Respectful Work Environment

- Some inappropriate behaviors are not construed as violation of policy
- Some inappropriate behavior is clearly recognizable as a violation of policy and may violate law

Small ongoing inappropriate behaviors can escalate over time



Sexual Misconduct

Sexual Assault consists of sexual contact that occurs without consent.

Relationship Violence includes any act of violence or threatened act of violence that occurs between individuals who are involved or have been involved in a sexual, dating, spousal, domestic, or other intimate relationship.

Stalking occurs when a person engages in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear for the person's safety or the safety of others, or to experience substantial emotional distress.

Sexual Exploitation includes recording, photographing, disseminating, posting private sexual activity, allowing third parties to watch sexual act, exposing someone to an STI, as well as human trafficking.

Amorous Relationships

Inappropriate Amorous Relationships

Amorous Relationship is any intimate, sexual, and/or any other type of amorous encounter or relationship, whether casual or serious, short-term or long-term.

- Undergraduate Students

- All employees are prohibited from **pursuing or engaging** in an amorous relationship with any undergraduate student.



- Graduate Students

- All employees are prohibited from pursuing or engaging in an amorous relationship with a graduate student under that individual's authority.
- Authority includes:
 - Teaching
 - Formal mentoring/advising
 - Supervision of research
 - Employment as assistant
 - Responsibility over grades/degrees

Existence of Inappropriate Amorous Relationship

- Where there is a pre-existing relationship or a relationship develops despite these warnings, the relationship must be disclosed to OIE by the employee in position of authority.
- Appropriate offices (HR, Office of Provost, Applicable Dean or Vice President) will explore steps to eliminate any potential conflict of interest.
- Failure to disclose is a violation of University policy.

Retaliation



Retaliation

- Retaliation means any adverse action taken against a person for making a good faith report of Prohibited Conduct or participating in or being a party to any proceeding under this Policy.
- Retaliation can include, but is not limited to, actions taken by the university, actions taken by one student against another student, actions taken by an employee against another employee or student, or actions taken by a third-party against a student or employee. See the university's Reporting Misconduct and Protection from Retaliation Policy.

Retaliation

- Retaliation includes:
 - threatening
 - Intimidating
 - Harassing
 - coercing
 - and any other conduct that would discourage a reasonable person from engaging in activity protected under this Policy
- Retaliation may be present even where there is a finding of “no responsibility” on the allegations of Prohibited Conduct. Also, an individual may be found to have engaged in retaliation when they were not a party to the initial report of discrimination. Retaliation does not include good faith actions lawfully pursued in response to a report of Prohibited Conduct.

Retaliation for Protected Activity

An individual may not be fired, demoted, harassed or otherwise “retaliated” against for:

reporting or filing a charge of discrimination

or participating in a discrimination proceeding

“Any conduct that would dissuade a reasonable worker from making or supporting a charge of discrimination.”

Burlington Northern v. White



Reporting Duties

Employee Reporting Responsibilities

Title IX Reporting Obligations

- An employee's responsibility to report under this Policy is governed by her/his role at the university. Confidential employees are not required to report Prohibited Conduct to the university when the disclosure is made while serving in the role that entitles them under state law to have privileged communications.
- Responsible employees are required to immediately report to the University's Office of Institutional Equity all relevant details (obtained directly or indirectly) about an incident of sex/gender-based discrimination or harassment, sexual harassment, sexual assault, sexual exploitation, relationship violence, and/or stalking (as defined herein) that involves any student as a complainant, respondent, and/or witness, including dates, times, locations, and names of parties and witnesses.

Who is a Responsible Employee?

- University employees and DSO employees who is not a confidential employee
- Responsible employees include
 - Faculty (full-time and part-time)
 - Staff (full-time and part-time)
 - Graduate Student Employees
 - Resident Assistants
 - Campus Security Authorities (CSAs)
- Responsible Employees must report information concerning sexual discrimination and sexual misconduct to the Title IX Coordinator even if a complainant asks the employee not to do so or the information is from a third party rather than the complainant.

Who is a Confidential Employee?

- Any employee who is entitled under state law to have privileged communications. Confidential employees will not disclose information about prohibited conduct to the university without the permission of the student or employee (subject to the exceptions set forth in the confidentiality section of this policy). Confidential employees and resources at the University of Central Florida are the following:
 - Health Services employees
 - Counseling and Mental Health Services employees
 - Employee Assistance Program employees
 - Ombuds Office employees
 - Victim Services employees
 - Student Legal Services employees
 - Volunteer chaplains

What Does Private Communications Mean?

- Privacy means that information related to a report of Prohibited Conduct will be shared with a limited number of university employees who “need to know” in order to assist in support of the complainant and in the assessment, investigation, and resolution of the report. All employees who are involved in the university’s response to reports of Prohibited Conduct receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law.
- The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act (“FERPA”), as outlined at <http://registrar.ucf.edu/ferpa>. The privacy of an individual’s medical and related records generally is protected by the Health Insurance Portability and Accountability Act (“HIPAA”) and/or state laws governing protection of medical records. Access to an employee’s personnel records may be restricted in accordance with Florida law and applicable collective bargaining agreements.

Employee Reporting Responsibilities

Dean, Director, Department Head, and Supervisor Reporting Obligations

Deans, directors, department heads, and supervisors are required to report to the Office of Institutional Equity all relevant details about an incident of Prohibited Conduct where either the complainant or the respondent is an employee or DSO. Reporting is required when such deans, directors, department heads and supervisors know (by reason of direct or indirect disclosure) or should have known of such Prohibited Conduct. If a dean, director, department head or supervisor is uncertain if specific conduct constitutes conduct that must be reported, the Office of Institutional Equity should nevertheless be contacted for assistance with making this determination.



All university employees are strongly encouraged to report to law enforcement any conduct that could potentially present a danger to the community or may be a crime under Florida law.



LET'S BE CLEAR

[GET HELP NOW](#)[FILE A REPORT](#)[EXIT PAGE](#)[GET HELP](#)[REPORTING](#)[OFFER SUPPORT](#)[TITLE IX AT UCF](#)[PROGRAMS AND PREVENTION](#)[MORE INFORMATION](#)[CONTACT](#)

Let's Be Clear...

You can find help and support here for sexual harassment, sexual assault, relationship violence and stalking.



Commonly Asked Questions:

- To be reportable, does the sexual misconduct or discrimination have to occur:
 - On the UCF Campus? [It does not matter where the incident occurred.](#)
 - While the student was attending UCF? [The incident could have occurred while attending another institution or on leave.](#)
 - At the hands of someone associated to UCF? [Report regardless of who the respondent might be.](#)
 - What if I know this type of behavior has happened to a fellow employee? [Deans, Chairs and Department Heads have a duty to report.](#)
 - What happens after I report this information? [The Title IX Remedial Specialist will contact the student/employee to notify them of their reporting and resource options.](#)



Three Exceptions to Duty to Report for Responsible Employees

1. Public Awareness Events
 - Light Up the Night, Clothesline Project, Survivor Speak-Outs
 2. Participation as a subject in IRB- Approved research
 3. Coursework submitted to an instructor in connection with a course assignment.
-
- Even in the absence of such obligation, all employees are encouraged to contact the Title IX coordinator if they become aware of information that suggests a safety risk to the university community or any member thereof.

Child Abuse Reporting Obligations

All university employees and DSOs are mandated reporters of child abuse, neglect or abandonment as defined by Florida Statutes. These laws require any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected to report such knowledge or suspicion to the Department of Children and Families (DCF), regardless of where it occurs. The age of the person at the time of the incident of child abuse, neglect, or abandonment (not the time when the employee is made aware or has reasonable cause to suspect the abuse) triggers the reporting duty. In addition, Florida Statutes and Board of Governors Regulation require the UCF Police Department and certain administrators upon receiving information from faculty, staff, or other institutional employees of known or suspected child abuse, abandonment, or neglect committed on university property, or during a university-sponsored event or function to report such knowledge or suspicion to the DCF. The law further prohibits UCF administrators from knowingly and willfully preventing another person from reporting such activity.

How To Report Child Abuse Allegations

Child Abuse Reporting Obligations

- Report to the DCF by:
- Fax: 1-800-914-0004 (Form available at <http://www.dcf.state.fl.us/programs/abuse/docs/faxreport.pdf>)
- Web: <https://reportabuse.dcf.state.fl.us/>
- Florida Abuse Hotline: 1-800-96ABUSE (1-800-962-2873) (Or TDD: 1- 800-453-5145)
- If a child is in imminent danger, dial 911 first and then report to DCF.

UCF EEO and Title IX Team

OIE Director

- Nancy Myers, J.D.

OIE Assistant Director

Title IX Coordinator

- Matt Ricke, M.S.

Deputy Title IX Coordinator of Students

- Dana Juntunen, M.Ed.

Deputy Title IX Coordinator of Athletics

- Brandi Stuart, M.S.

Deputy Title IX Coordinator/Training Specialist

- Abigail Malick, Ph.D.

OIE Coordinator

- Marsha Kernica

Title IX Investigator

- Reem Elkhaldi, J.D

EEO Investigator

- Terri Herrmann, J.D.

Violence Prevention and Remedial Measures Specialist

- Sarah Laake, M.A
- Mary Zuchovicki, M.A.





Contact Information:

Office of Institutional Equity
(407) 823-1336
oie@ucf.edu





**Nicholson School of
Communication and Media**

Introduction & Overview

**Dr. Boyd Lindsley, Senior Associate Director of
Finance, Human Resources, Operations and
Communication at the University of Central Florida's
Nicholson School of Communication and Media**





Nicholson School of Communication and Media

**Ms. Tommiea Jackson, NSCM's Coordinator of
Communication, Marketing and Events**

Appreciation





- **NSCM eUpdate**
- **Nicholson News: Newsletter**
 - nicholsonnews@ucf.edu
- **School's Website**
- **Nicholson Resource (www.nicholsonresource.com)**
- **Headshots**
 - **Monday, August 20, from 12-2 p.m. – Faculty
Multimedia Center, CB1 202**



**Nicholson School of
Communication and Media**

Introduction & Overview

- **Efficient, effective and fun**
 - **Support faculty**
- **Faculty Union**
 - **Both letter & spirit**





Volume

- **Ask for your patience**
 - **Doubling the number**
 - **Staff limits**



**Nicholson School of
Communication and Media**

Backed-Up

Please try:

- **Call: 407-THX-NOPE**
- **Text: 407-LOL-ROFL**
- **Email: boyd@gooddamnluck.com**





**Nicholson School of
Communication and Media**

Backed-Up

Your message is important to me





**Nicholson School of
Communication and Media**

Advancement/Development

Director of Advancement





Nicholson School of Communication and Media

Our Tenets: Diversity, Equity & Inclusion

- NSCM Sponsors:





Nicholson School of Communication and Media

Our Tenets: Diversity, Equity & Inclusion



**Greater Orlando Gala:
November 2, 2018**





Nicholson School of Communication and Media

Allocation

Recurring Allocation:

- Education & General (E&G)
 - Allocated to recurring salaries:
\$10.7M
 - Allocated to non-recurring salaries and other functions: \$1.8M

Non-Recurring Allocation:

- Foundation & Auxiliary
 - Non-Spendable:
\$3.2M
 - Spendable:
\$2.6M





Nicholson School of Communication and Media

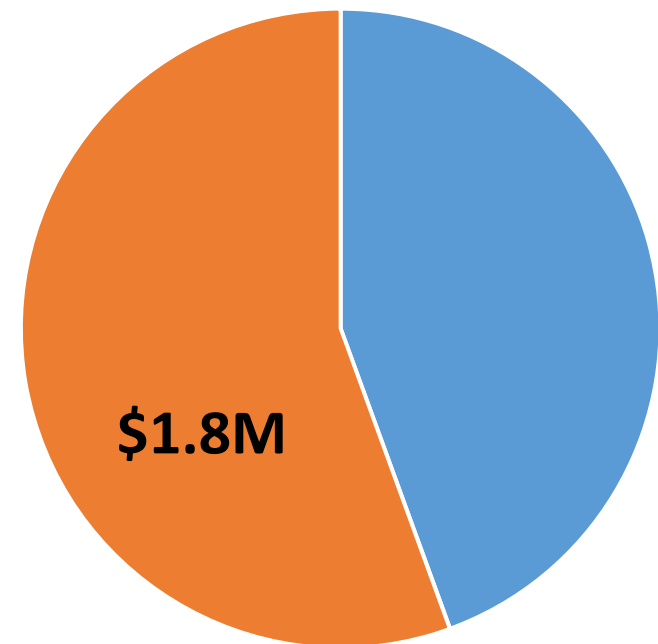
How is the \$1.8M Allocated?

Allocation:

OPS (Temp. Employees): \$800K

Operating Expenses: \$1M

Total:



■ OPS (Temp. Employees) ■ Operating Expenses





Nicholson School of Communication and Media

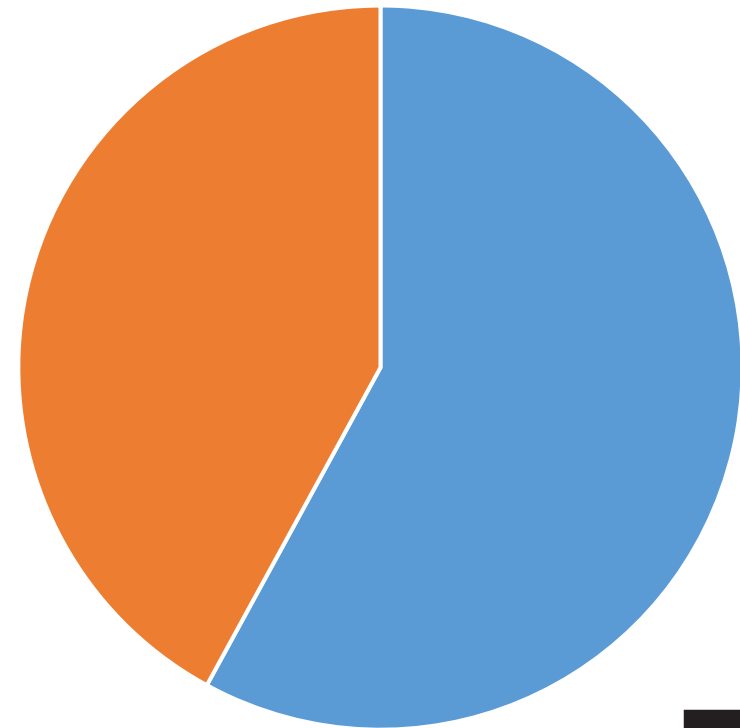
How is the \$800K Allocated?

OPS (Temp. Employees):

Graduate Students: \$295K

Adjunct Faculty/Hourly Staff: \$505K

Total:



■ Graduate Students

■ Adjunct Faculty/Hourly Staff





Nicholson School of Communication and Media

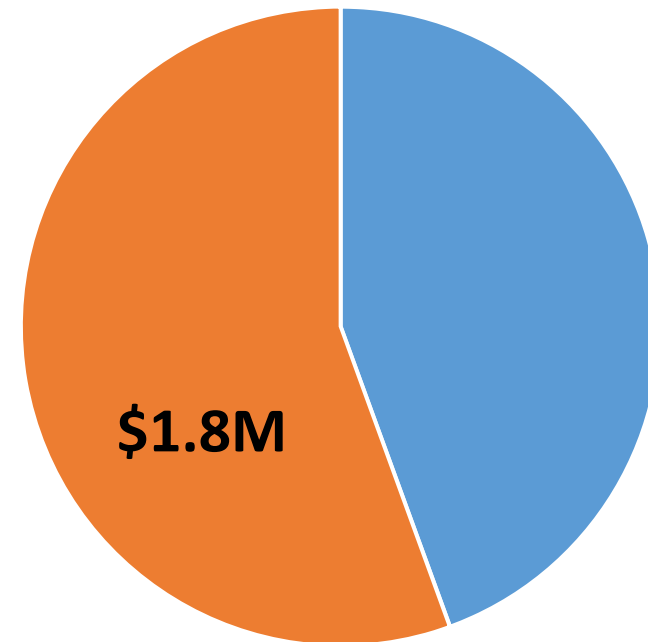
How is the \$1.8M Allocated?

Allocation:

OPS (Temp. Employees): \$800K

Operating Expenses: \$1M

Total:



■ OPS (Temp. Employees) ■ Operating Expenses





Nicholson School of Communication and Media

How is the \$1M Allocated?

Operating Expenses:

Travel:

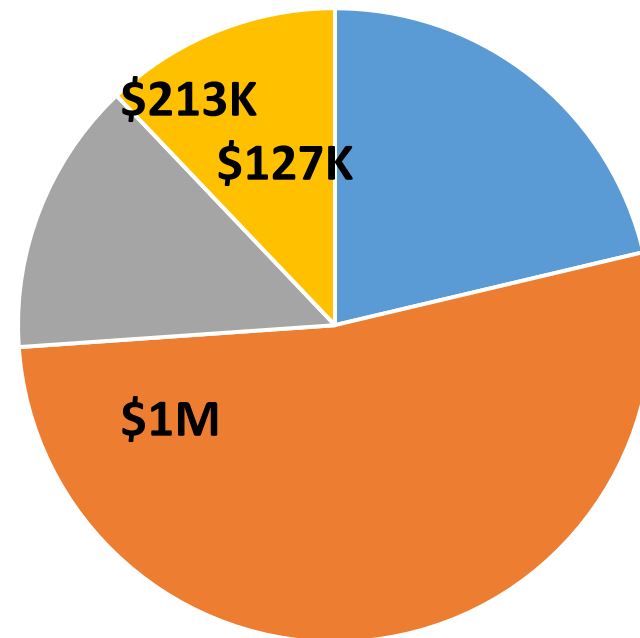
Startups:

IT, Equipment & Furniture: \$423K

Supplies, Copier, Services, etc.: \$140K

Maint., Const. & Utilities: \$97K

Total:



■ Travel

■ Supplies, Copier, Svcs.

■ IT, Equipment & Furniture

■ Maintenance & Utilities





**Nicholson School of
Communication and Media**

Your Feedback

NSCM School Workday Survey



VISION

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.



MISSION

NSCM holds as its mission the promotion of:

- * Free inquiry, free speech, and the free flow of information and ideas in a diverse, contemporary society;
- * A creative, collaborative, and ethical environment for research and for the production of high-quality games, interactive media, film, and mass communication;
- * Rigorous, relevant, and stimulating undergraduate and graduate curricular and co-curricular programs that are research-based, preparing students for professional careers or advanced graduate study; and
- * Engagement, collaboration, and research with community partners to serve the university, communication and media industries, and our broadly defined service are in Central Florida and beyond.



DIVERSITY & INCLUSION

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.

