



## Director's Meeting

**Meeting Date:** 1/10/19

**Start:** 9am **End:** 11:00am

**Attendance:** Robert Littlefield, Boyd Lindsley, Benjamin Noel, Deanna Sellnow, Debbie Doyle, Gideon Shbeeb, Kim Tuorto, Nan Yu, Natalie Underberg-Goode, Rebecca Morales Magsino, William Kinnally, Susan Morris, Timothy Sellnow

Agenda Item	Discussion/Conclusion	Recommendations/Actions	Responsible	Follow-Up
Welcome				
1) Academic Affairs (Nan Yu and Kim Tuorto)	<ul style="list-style-type: none"> <li>a. Curriculum submission for special topics - due January 21<sup>st</sup></li> <li>b. Update on UTAs - All UTA courses have been launched and are working their way through the approval system in Curriculog</li> <li>c. Update on notification about ELP teaching loads for 20-21- Course loads have been distributed to ADs</li> <li>d. Use of independent studies (IS), independent research - Faculty to ensure that IS is only deployed when a student cannot complete a required course; IS should be used judiciously to help ensure faculty are not being overburdened in this manner and students are enrolling in required courses.</li> <li>e. Assessment plans – FIL</li> <li>f. Transfer course evaluation process - Funding will be provided for this process. Faculty will receive travel funding as remuneration for their work on this effort.;</li> </ul>	<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c. Please let Kim Tuorto know if there are any errors. Please CC Kim T. on notice to faculty, for the school's records.</li> <li>d. Check to make sure there are no errors on the forms prior to submission, as NASSC staff do not have the capacity/bandwidth to fix mistakes</li> <li>e. DM to resubmit plans for MA and BA; film needs to submit MFA, BFA and BA plan</li> <li>f.</li> </ul>		

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	<p>COS is providing funding, however, CAH is not; but NSCM will provide funds to ensure everyone who participates is treated equitably.</p> <p>g. Scheduling for 2020-2021</p> <p>h. Discussion about tracking progress toward metrics - Discussion took place re: school reports i.e. tracking is instrumental for the school's annual report. Distributed updated retention grad metrics. See attached.</p>	<p>g. Prepare summer teaching schedule; identify the critical courses needed for students to matriculate through the programs. The budget for summer has not yet been distributed by the colleges.</p> <p>h. For Assistant Directors: Keep Kim T. updated with items that can go into an annual report including, events, partnerships, awards, accomplishments, etc. Form will be created.</p>		
<b>2) Faculty Affairs</b> (Robert L., Nan Yu)	<p>a. CPE – 2/3 COS deadline for CPE submission to the colleges– Deadline for CAH will be March 6, 2020</p> <p>b. Incentive Policy for supervision of theses, dissertations, honors in the major – Still in Process; faculty input being compiled</p> <p>c. External funding priority – changing the culture</p> <p>d. GaIM is utilizing an external contractor called Hanover to help pursue external funding. Josh Roney can train department on looking for external funding – get with Susan for this. However, NSCM needs to enhance its culture around the pursuit of external funding and pursue more funding, whether it's small foundations or large grantors – either is needed</p>	<p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p>		
<b>3) Facilities and Technology</b> (Boyd L., Natalie U.-G., Ben N., & Deanna S.)	<p>a. Plan for research space on 3<sup>rd</sup> floor CMB -Planning is underway. We are looking at a focus group space and large meeting space</p> <p>b. Downtown network transition – UCF Downtown is</p>	<p>a. If you have research space needs, please bring them to Robert/Boyd's attention, so they can be included in plan.</p> <p>b.</p>		

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	<p>migrating the entire campus to an updated network; They are still working out the kinks. FIEA is still in the works. UCF Downtown Rental Rates – discussion took place</p> <p>c. Website/ Nicholson Resource Updates – It is imperative that we update our pages and information. Thien Tran (JT) will be the webmaster for Nicholson and will be working for Nicholson 8 hours a week and will be supporting FIEA for 32 hours. JT can turn requests around quickly. Work with Boyd on requests he will help manage the tasks w/JT. JT will also be helping complete the viewbook – a collateral piece that provides an overview of school; he will also create other collateral pieces for the school and departments.</p>	<p>c. Go over proposed rental fees (attached) for UCF Downtown and see what works best for each individual department and get back to Dr. Littlefield by February 10.</p>		
<b>4) Advancement</b>		<p>Patrick S. had a family emergency but will meet with ADs individually to discuss advancement</p>		
<b>5) School Transition</b> (Robert L.)	<p>a. Dr. Littlefield plans to meet with provost Dooley on Jan 22 to get updates.</p> <p>b. Policies and Procedures – need to update and confirm – It is very important to have all departmental/program policies updated and posted on the Nicholson Resource website.</p>	<p>a.</p> <p>b.</p>		
<b>6) Announcements and Upcoming Calendar Items</b> (Robert L.)	<p>a. Wednesday, January 22 – 9:00-10:30 “Conversation with the Provost” DPAC 106A</p> <p>b. Friday, January 31 – 2:00-4:00 CMB 182 (large room) – All School Meeting</p>	<p>a.</p> <p>b.</p>		
<b>7) Admin Items</b> (Robert L., Boyd L., Deanna S.)	<p>a. Annual elections are underway</p> <p>b. Faculty must be responsive to you as ADs</p> <p>c. Letter of Instruction is not discipline, it is now- per the CBA – a coaching tool</p> <p>d. Please (and ask faculty to) update Outlook Calendars with events, so meetings can be more easily scheduled</p> <p>e. DT Leadership Counsel – Opportunity for UCF Downtown departmental/school/college leadership to attend presentations/ workshops once a month, to foster</p>	<p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p> <p>e.</p>		

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	<p>collaboration</p> <p>f. LAPERS -only those who accrue annual leave can submit a LAPER with AL listed.</p> <p>g. CBA Updates</p> <p>    i. there is now only a 2 Day Notice for visiting a faculty member's course (reduced from 2 weeks)</p> <p>    ii. Fac. Reports due 5/2 unless a written request from faculty is submitted</p> <p>h. Lisa Danker is now Lisa Kritzer</p> <p>i. All of the school's scholarships will now be listed through Financial Aid's A2O system, which should make the application process easier for students and easier for faculty to review applicants</p> <p>j. Doctoral students:</p> <p>    i. 25 applicants</p> <p>    ii. 6 students to be accepted and funded</p> <p>    iii. Other students will be self-funded</p> <p>    iv. Quality of apps is going up and they are going through the selection process currently</p> <p>k. Considering developing an additional NSCM Assistant/Associate Director role to support Faculty Affairs and Research</p>	<p>f.</p> <p>g.</p> <p>h.</p> <p>i.</p> <p>j</p> <p>k.</p>		