



UNIVERSITY OF CENTRAL FLORIDA

Chairs and Directors Regular Meeting  
January 15, 2020, 1pm, CSB 221

## MINUTES

### Attendance

**Dean's Office:** R. Caldwell, S. Cruz, M. Dagley, T. Dorman, T. Dupras, M. Erichsen, M. Johnson, J. Steele  
**Chairs:** J. Colwell (for E. Mucciolo), F. Jentsch, K. Hamann, X. Li, L. Mustaine, J. Schultz, G. Worthy, C. Yestrebsky, S. Zhang,  
**Directors:** P. Bohlen, R. Littlefield, Stephen Masyada, M. Sigman

### BOG Carry Forward

Cruz

- Presentation on Workbook
  - Met with unit staff and discussed updates
  - University had to put plan together starting July, 2019
  - Please look over carry forward plans carefully – it is different – should be tied to BOG/University Report
  - Should have template soon but proceed with in-house template for now
  - Category adjustments may still be made – be aware that specific details may be requested
  - This plan is SUS wide
  - Reach out to Seresa to discuss

### UCF Rising Update

Cruz

- Presentation on Changes Attached to these Minutes
  - Salary encumbrances done in PeopleSoft
  - Department overhead default is OPS - primary reason for OPS is because CWSP can pay for salary but not fringe
  - Confirm for 9 month – they do enter short work break May 7 or earlier if charged to grant
  - Hire – charge to grant – prepopulated by system – which could be 5years from now – only 1 year in system – should align – should match with fund end date
  - End dates are now real
  - Office of OIR trying to catch up
  - After GoLive, will meet individual staff so they may assist faculty on what needs to be changed
  - Need time to learn new pieces
  - Anything specific that you do for retention professional development, advancement;
  - Concerns? E&G side - Seresa; C&G side - Venessa

### Curriculog & Curriculum Processes

Dorman

- Undergraduate Side
  - This past academic year – no changes through Curriculog with a few exceptions
  - Curriculog was broken – two systems not talking nor to PeopleSoft
  - Graduate staff fixing behind scenes – had no one on undergraduate side
  - Digarc has indicated they will make it work next year
  - UCF not renewing contract

- Guesstimate – Summer 21 will have a better curriculum system in place. Over next year vetting new products
- Have been unable to make changes to catalog for Academic Year 2020-2021
- Working with Tim Letzring –VP Academic Affairs on curriculum issues
- May be able to get program revisions into the 20-21 catalog:
  - Mid-February College meeting for program revisions and deletions.
  - Program revisions- please look at conservatively before submitting
  - Catalog – program revision – proposals need to be approved by department by **January 30**
  - College meeting is **February 13**
  - Items go to university meeting (UPCC) **March 17**
- Courses – don't think any new course will make it in time for 20/21 catalog – have to be approved at University level, then at State level. State can take up to 6 months
- New/revised Courses - Once approved by UCF, they may be offered or changes enforced (TBD based on the revision, please work with COSAS).
- Teri Fine sharing with committee tomorrow
- Dr. Dorman or Dr. Fine will send out email regarding this

2020-2021 Schedule

Dorman

- Sent information yesterday
- Intended to get to your schedulers – please pass along to program coordinators and schedulers
- Take a look at this if there are tweaks you can make to better address and open up opportunities for new courses
- COS doing a great job fulfilling our service responsibility to the university

Development Update

Erichsen

- Millie wanted to thank everyone for the good philanthropy numbers – with special appreciation to the Chairs/Directors who sent out personal notes, emails, etc. to donors
- The Foundation Office sends out tax receipts but a personal communication goes a long way
- What Chairs/Director/Dean is doing makes a difference. Not necessary to specify amount
- Plan to provide more detail at the next Chair/Director REGULAR meeting
- Millie reminded that she and Kathryn are available and stand ready to assist with private grant writing and application

Meeting adjourned 2:45pm

Respectfully submitted,

Maggie LeClair

**Reminders**

Martin Luther King Day

Chair/Director **ONLY**

Chairs/Directors **REGULAR**

Monday, January 20 – University Closed

January 29, 1pm, CSB 212

February 12, 2020 1pm, CSB 221