



UNIVERSITY OF CENTRAL FLORIDA

Chairs and Directors Regular Meeting
April 8, 2020, 1pm, Zoom

MINUTES

Attendance

Dean's Office: R. Caldwell, S. Cruz, M. Dagley, E. Del Barco, T. Dorman, T. Dupras, M. Erichsen, J. Froehlich, J. Hendricker, K. Martin, M. Slobodnik, J. Steele, J. Sweet, L. von Kalm,
Chairs: D. Beidel, F. Jentsch, X. Li, E. Mucciolo, L. Mustaine, J. Schultz, G. Worthy, C. Yestrebsky, S. Zhang
Directors: K. Hamann, R. Littlefield, Stephen Masyada, M. Sigman
Guest: Saiful Khondaker

Update on 2020 CAREER mentoring (COS) Saiful Khondaker

- Presentation Attached to these Minutes
 - Dr. Khondaker indicated that there would again be an effort to help prepare junior faculty write and submit proposals
 - He was pleased with the effort put forth by COS in 2019 and hoped for the same in 2020
 - Intervening early was the key to success
 - He asked that the chairs/directors encourage junior faculty to participate in the process and also encourage senior faculty to mentor faculty and review proposals
 - Dr. Mucciolo affirmed that the writing training had been helpful
 - Dr. Dupras thanked Dr. Khondaker for his efforts on this project

Access to Faculty Courses Dupras

- Follow Up
 - Chairs/Directors may have access to faculty on-line courses in order to monitor, according to CBA rules (2 days notification necessary unless issues identified)
Should know by Monday regarding access
 - If aware of any faculty/student issues, and need to access on-line courses, please email CDL – Linda.Futch@ucf.edu - please share with Maggie and cc Dr. Dupras for the record
Linda can authorize access to the course

Covid-19 MOU currently being negotiated by UFF and UCF Dupras

- Concerns
 - Potential interruption to faculty productivity discussed
 - How will this be handled in faculty evaluations, etc.?
 - Document currently being negotiated between UCF and UFF to address some of the concerns. Will be distributed when negotiations complete. May be revisited in fall if conditions continue.

Hiring/Purchasing/Travel Freeze

Cruz

- Hiring Exceptions
 - Academic Affairs will move forward with hiring offers made prior to April 1
 - Hiring freeze effects all E&G and Auxiliary funded Faculty, Staff, A&P, and OPS positions
 - C&G funded positions are excluded
 - Graduate Assistants and Postdoctoral hires are exempt from the hiring freeze at this time
 - Submit exception form requests to cosadmin@ucf.edu
- Purchasing/Travel Exceptions
 - Questions regarding purchasing and travel may be answered at the FAQs area on Finance & Accounting website: <https://fa.ucf.edu/coronavirus-faq/>
 - Seresa indicated ongoing purchases – such as software – exceptions are not needed
 - Working with Provost's Office on exception form
 - Any questions? Please contact Seresa
 - Tech fee proposals are moving forward
 - IT Business Center will handle exceptions
 - Equipment fee has to go through exception process
- Extension of Visiting Lines
 - Seresa indicated that there is no timeline yet to request exceptions
 - Trying to get adjunct hires through
 - Suggested waiting to see if hires will go through before requesting extensions
 - Question regarding exceptions for Dual Comps
 - Seresa indicated an exception was needed if different from faculty overload

Cruz

Adobe Renewal

Cruz/von Kalm

- Adobe renewal cost has doubled. Payment due in next 60 days
- Dr. von Kalm working on options
- NSC is backing out – would need for 200 users
- Discussion on what level of Adobe is needed
 - Adobe Reader is free. Includes digital signing
 - 560 licenses covered by COS
 - Creative Cloud and other apps
 - Will circulate possibilities

Budget Situation Discussed

- Revenue loss sustained due to refunds for meal plans and housing
- Possible 20% cut
- Dr. Dupras indicated that more information should be forthcoming by next week
- College needs to prepared detailed plan
- Difficult to translate into actual dollars at this time

Remote Instruction Guidelines for Faculty for Summer 2020

Dorman

- Additional Information Attached to these Minutes
 - University guidelines: <https://digitallearning.ucf.edu/newsroom/keepeteaching/guidelines-for-faculty-teaching-remotely-during-summer-2020/>
 - Questions regarding faculty trained in ADL and IDL – do they need TLC training?
 - Dr. Dorman indicated that the TLC-z and Zoom Essentials would complement ADL and IDL training
 - Please submit names of faculty who need training to Robert Reed in CDL and copy Dr. Dorman

Summer B

Dorman

- The university has not yet decided about Summer B format (**UPDATE 4/9/20** – the university will move to remote instruction Summer B – official announcement forthcoming)
- Sessions A, C, D will be taught remotely
- Please be prepared for B to be taught remotely just in case
- Please share with your faculty that this could be a possibility
- A, C, D, will remain remote. Whatever is decided for B, the format will remain

S/U Advising Guide and Advising in General

Dorman

- University updating S/U Guidelines
- College, supplemental guidelines will be shared Thursday and are attached
- Advising concerned about student information overload
 - Please ask faculty to share relevant information on their class discussion boards

Textbooks

Dorman

- Board of Governors is auditing textbook ordering
- The deadline to order textbooks for Fall 2020 is **May 1, 2020**. Will send reminder
- Audit watching for late orders. Any changes will have to be accompanied by a good rationale
- New courses are, of course, an exception
- Changes being routed through Dr. Dupras for her signature

International Students

von Kalm

- Dr. von Kalm working with College of Engineering, Global Studies, and College Of Graduate Studies regarding international students
- Policies for admission of international students are being developed Late in the admission process
- Graduate Studies asking students to take on line courses or defer to Spring
- May not be able to get visas on time
- Possibility of offering in-state tuition if courses taken remotely
- Orientation needs to be available in some form if not able to be on campus
- Will impact some programs in College of Sciences

Thesis/Dissertation paperwork signatures

Dupras

- Dr. von Kalm and Tonya Walker working on process for signatures
- Pdf signature acceptable
 - Please route through COS Grad (cosgrad@ucf.edu) (and cc' Tonya Walker). Tonya will secure the dean's signature, and record.
- HelloSign acceptable – student will need to initiate – fill and send.
- If student uses HelloSign, please do not route to Dr. Klonoff after COS dean signs. Students will have to upload as instructed.

Meeting Adjourned 2:35pm

Respectfully submitted,
Maggie LeClair

Reminders

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| Chair/Director | ONLY | April 22, 1pm, Zoom |
| Chairs/Directors | REGULAR | May 6, 1pm, Zoom? |
| Memorial Day | | May 25 |