

Games and Interactive Media Department Meeting

Friday August 10th, 9:15 AM - 12:00 PM

OTC 500 Conference Room

Please join us from 9 - 9:15 if possible for social time and coffee! The first fall meeting of the Games and Interactive Media Research Group (coordinated by Mel Stanfill) immediately follows this meeting.

Attending: Anastasia, Maria, Natalie, Terrell, Taylor, Eddie, Madeline, Joe, Rudy, Dan, Gideon, Paul, Peter, Matthew, Emily, John, Mel. MC and Eileen are both in other meetings; Joey and Eric are at FDG

9:15: Meeting Convenes

Anastasia Salter

9:20: Introductions and Welcome New Faculty

Anastasia Salter

Edwin Lohmeyer, Assistant Professor
Eric Murnane, Assistant Professor
John Murray, Assistant Professor
Madeline Davis, Instructor
Kenton Taylor Howard, Instructor
Emily Johnson, Visiting Assistant Professor

9:25: Chair Updates and General Reminders

Anastasia Salter

Leadership in the department (Assistant Director and program coordinators) is interim. One of the big things we have to do this year is figure out what our procedures and policies are going to be, including leadership (though one thing we don't choose is that $\frac{2}{3}$ of us have to agree on permanent leadership). We'll do temporary policies today but then the work is to decide in committees this year what we want permanently.

Fall Syllabus: Due to Athena by 8/13 (note the new format and policies!)

New format is one of the ways we are communicating to students that things are changing; many of them will not have paid attention and will not know. For students, not much has changed right now. Their diplomas will still say Digital Media and CAH for now. But over the next few years these things will change potentially including the college affiliation.

Office Hour Policy (see attached, as approved by virtual vote)

Exactly the same as we had with SVAD. Currently says that OH have to be on different days. That can be changed by committee.

GTA Assignments (see attached)

NSCaM Workday: Wednesday 8/15

Fall Meeting Schedule:

School

Friday, October 5, 10-12pm

Friday, November 30, 10-12pm

If you are teaching we know you can't make. If you have IDL that takes precedence

Department (all in OTC 500)

Tuesday, September 18th, 9-10am

Friday, October 26th, 9-10am

Wednesday, November 28th, 9-10am

Spring Class Schedule Updates

We have a lot of holes in the spring schedule due to failed search. If you know people who are adjuncts, send suggestions to Anastasia. We especially need game artists.

Vote: Request emergency spring hire (visiting instructor)

If approved, will need a search committee

Nobody had strong feelings about emergency hire. We'll proceed with adjuncts and focus on permanent hires for next year. Anastasia hopes for 3 lines for next year: instructor, TT, Open Rank

Watch for Conflict of Interest forms!

IRB Requests: list Anastasia as department chair for initial sign-off; Department budget processes and limitations

Also any other form that asks for "Department Chair" goes to Anastasia: travel requests, purchases (Athena has a P-Card but Anastasia has to approve).

A lot of the things SVAD staff used to do are now going to Athena but she does not yet have all the training. Joe is supporting through transition, but please be patient.

If you need something, know that you might be the first person who has asked and we may not have a procedure in place. Ask sooner rather than later. The answer might be "I don't know, let me go ask" and that takes time.

Anastasia gets ridiculous amounts of email now. If you don't get a response, send a follow up and mark it urgent.

Because Nicholson is part of COS it has different procedures as its legacies than we have from CAH legacy. There are places there will be friction so things can happen.

Ask Anastasia first, because people up the chain's inboxes are even worse and it will annoy them if our faculty are in their inbox all the time.

Workload Equity: Currently 2/2 for assistant professors, needs revision

This year it was mandated as 2/2 for TT; we should be keeping that going forward. One of the challenges is that if we don't have more teaching bodies that 2 courses will have the same quantity of students as in 3.

The workload policy we inherited only addresses tenure-line faculty. We want to create one that will also cover teaching-track faculty so that their workload is also sustainable long term.

Workspace available on main campus: NSCM 218 (see Debbie Doyle)

Since we're all going to be sharing space in CEM starting 2019, meeting those people and starting to collaborate is a good idea so consider it as a place you can work instead of the coffee shop. They are going to be strong-arming some community but if we do it on our own more the better.

9:45: Graduate/Game Design Program Coordinator Updates Natalie Underberg-Goode

Graduate Program Status and Curriculum Revision Goals
Fall Graduate Orientation: August 14th, 1-3 PM CREATE Lab (CEM)
Annual Grad Fair: September 12th, 4:30 - 7:30 PM Student Union
Graduate Student Mentor Program Updates

Overview: what the grad program is and what we do: we have a graduate degree 36 hours/2 years; some do thesis some take exam; curriculum slightly different but mostly the same classes; very few thesis students; have revised the exam to be more rigorous, need to set a policy on how many times they can take it

Historically we have had a critique, but largely because of SVAD. One thing to think about this year is what should our mid-semester and end-of-semester check-in with the students look like. Might think about professional/portfolio track vs. PhD/research presentation track, etc.

We need to provide more opportunities for MA students like internships and funding, partnerships with Atlanta media industry collaborating with film.

The last 2 years the priority has been recruitment; we are on the 3 year watch list for being cut because of low enrollment. We have improved enrollment. We have people now so we need to create a new curriculum that's what it should look like in 2018. At minimum, re-title the courses and change content so that they are more legible--be more like other programs but also maintain what makes us unique.

Mentoring: Natalie is de facto mentor for all students who aren't in thesis. But she'd like people to volunteer to mentor those students.

Sub-sub committee: ways to have specific focus for 2-3 people. Recruitment (includes wooing); Mentoring/Internships (how do get them out the door successful); Curriculum/Exams/Theses (exams need a bit more refining, but mainly curriculum revision); Admission (there is a new online system; user-friendly but you have to do the training)

Longer-term, we should think about a PhD that we control the pathway. We have an opportunity to capitalize on downtown move excitement to do something new.

10:00: Proposed GaIM Travel Policy

Anastasia Salter

NSCaM / GaIM Initial Travel Allotment:

\$1000 per tenure line faculty member

\$500 per instructor

Vote: Proposed Travel Policy (See attached)

New travel form (TAR):

<http://sciences.ucf.edu/communication/nicholsonresource/wp-content/uploads/sites/173/2018/08/Travel-Authorization-Request-Form-3.xlsx>

TARs should be submitted for approval to Anastasia Salter (AD)

*If you do not plan on using your travel allotment, please tell Anastasia!

We've never had our own travel policy- draft attached. Policy asks for immediate notice of intent to use travel. You don't have to say what you're using it FOR just **email Anastasia** that you plan to use it by **8/15**. If you don't get this to Anastasia by 8/15 she will assume you do not plan to travel. Suggested policy change: startup funds must be used before travel funds are approved. After notices of intent and notices of requests for additional funding, remainder will be split evenly among additional funding requests. There is NSCM money we can be put into a pool for, but if it's not a national or international conference you won't be competitive. Future travel policy may include more complexity, this is just to get us through the next few months.

School-level travel funding is available- competitive funding requests due September 1. These go through Anastasia first (\$10,000 to be divided among the entire school, she has to select the most competitive travel).

Motion to accept travel policy: Natalie, Seconded by Peter.

Interim travel policy passes unanimously except for one abstention.

10:15: Committee Assignment Discussion

Anastasia Salter

Committee membership will be appointed based on preferences and need: each faculty member will generally be asked to serve on no more than 3 department / NSCaM committees per year. Instructors will not be asked to serve on school-level committees without talking about it with Anastasia first.

Self-nominations go directly to Robert and Debbie.

School-Level Committees: Self-nominations due today (8/10)

Policy and Planning- not allowed for new faculty, more intense especially in Fall. This will include AESP and workload equity and other policies that can define our direction and evaluation standards. Scheduled recurring time commitment

Awards and Recognitions

Curriculum and Standards- intensive Fall time commitment, meet a few times a month

Graduate Studies- Natalie

Promotion and Evaluation- asked based on needs

Student Success- not very clearly defined yet

Staff- Joe

(School level service is not recommended for first year faculty)

Department Committee (Descriptions attached)

Self-nominate and indicate your willingness to serve as chair by 8/13

Please list committee preferences: 1, 2, 3

Note in the email if you self-nominated for a school committee

Search committee members will be appointed as needed

Vote: Instructor Promotion Committee Members:

Chair: Natalie Underberg-Goode

Joseph Fanfarelli

Peter Smith

Richard Gula

(fifth name forthcoming)

Motion to approve: Rudy Seconded Matthew. Motion passes with one abstention.

10:30: Downtown Updates and Office Assignments

Anastasia Salter

See attached for map of office space, lecture halls, and computer labs (45 capacity)

Third computer lab has been approved (probably 3rd floor)

Primary GaIM teaching space is on 1st floor CEM. We are in the long hallway on the left. Office numbers 173 collective. Send office selections to Athena. Rank and seniority if contest office.

Vote: Policy for Office Space Assignment (see attached)

Gideon Motioned, John seconded. **Motion passes.** Dan abstained.

Timeline:

8/31: Assignments submitted

9/10: Office model selection begins (samples downtown)

10/12: All office selections submitted (if you don't choose, I will)

12/15: Move packet will be delivered with timeline spring / fall

After office models are viewed, please let me know what equipment / research needs you have that might not be filled by that space - there is other space in the building that might work

Open Spaces

Possibilities:

Student waiting areas - do we want seats outside offices?

benches with power?

whiteboards outside offices?

faculty storage lockers?

16 person conference room (shared with Comm)

Maker Space

Natalie: Game Research lab discussions are ongoing

Potential game testing section (5 consoles - need to know Xbox or Playstation?) that can be reserved ← PC and Xbox please says everyone. In addition to other testing space. (Existing consoles in Games Research Lab will not disappear)

Virtual reality section, potential for lockers for faculty equipment

Drawing studio: do we still need it? - Committee to decide, depends on Drawing 1 offering.

Potential to reserve maker lab for class use (physical computing, multimodal, etc) and to send students to check out equipment

Power for classrooms being discussed. Discussion of details pending actual drawings/proposals.

11:00: Curriculum Updates, Advising Changes, and Guides

Send students to NASSC email address, NSC 143 for advising questions

Web Curriculum Overview

Anastasia Salter

See attached materials

All fundamentals of interactive design (DIG 2500) will have some HTML (this is prereq for Front End, Client-Side).

Games Curriculum Overview

Natalie Underberg-Goode

See attached materials

Advising: Refer students to nassc@ucf.edu

Redesigns addressed critiques from program review, updating it, and intended to eliminate confusion. Not every student would have pre-reqs yet, but will over time.

Committee details likely available during work day. Waheeda is out for 6 weeks starting August 29th, if there are curricular things needed to discuss, do so before then. Rebecca will be the person going forward after this year.

We really appreciate the support of SVAD in this transition.

11:30: General Updates and Social Announcements

Games and Interactive Media Research Group

Mel Stanfill

- Changed from GRG. Focused on professionalization and research check ins, collaborations emerge among participants.

Lunch Presentation Series

Maria Harrington

- Overlap with GaIMRG, merging

Games Research Lab

Emily Johnson

- Here for now. Emily overseeing new manager. TNT Student has 10 hours a week. Supervise work study students. Help with play testing.

Eclectic Knights

Peter Smith

- Exhibit that happens on first thursday in September. UCF Alumni + Faculty can be in that show. At the museum. Orlando Museum of Art. Contact info for Azela from Peter

Other Announcements

- Rudy: Rep for Celebrate the Arts committee. Anyone can submit an event.
- Dan shot a short film over summer. Film Noir.

- Joe: Whole bunch of GoPros. How to best use video cameras. Some may already have moved back to SVAD.
- Matt has a bunch of equipment available for demos. Working with Joe + Athena. Equipment check out in media/maker space. Talk to him about stuff in there.
- Joe: Furniture in boxes will be built by Tuesday. Older bookshelves floating around.

11:45: Questions and Wrap-Up

Motion to adjourn carries.

ACTION ITEMS:

Tell Anastasia if you plan to use your travel allotment by 8/15

Send Anastasia your committee ranking preferences, include whether you volunteered for school level

Send Athena your preferred offices downtown by 8/15

Proposed Games and Interactive Media Department Committees

Policy and Planning Committee

Chair: TBD

This committee will be responsible for reviewing our current policies (adapted from legacy SVAD and Nicholson as needed) and proposing policies for going forward, including AESP, workload equity, office hours, travel policies, and leadership processes. This committee might be intensive due to the range of policies likely to arise for review.

Requirements: Due to the potential intensive nature of this committee, it is not recommended for first year faculty.

Foundations Curriculum and Planning Committee

Chair: TBD

This committee will continue the work of the previous foundations curriculum committee, focusing on opportunities and challenges created by the downtown move, possible additions of adaptive learning modules to foundations courses, and potential modality changes in foundations in the future.

Requirements: Ideally, members will have taught or currently be involved in the teaching of foundations courses.

Graduate Curriculum Committee

Chair: Natalie Underberg-Goode

Given the move from SVAD, the MA curriculum needs significant revision and clarification that should ideally be completed before we move downtown to assist with future recruitment. This committee will also review potential future program development, with an emphasis on a future PhD program in Games and Interactive Media.

Requirements: Graduate faculty status or teaching graduate courses.

Mixed Reality Initiative Exploratory Committee

Chair: Paul Varcholik

This committee will consider potential future undergraduate curriculum emphasizing virtual and augmented reality. Members will also review plans for the downtown Media Lab / Maker Lab spaces and be involved in planning opportunities for the new space.

Instructor/Lecturer Promotion Committee

Need to elect at this meeting

For the review of one application to associate instructor: must include 3 tenure-track or tenured faculty and 2 associate level instructors/lecturers.

Other committees will be formed on an as-needed basis.

Proposed Games and Interactive Media Department Travel Policy

1. All faculty should submit notice of their intent to use their individual travel allocation (\$1000 for tenure line faculty, \$500 for instructors / lecturers) by **8/15**, along with anticipated requests for additional funding.
2. Faculty with start-up funds are not eligible for travel funding until their start-up funding has been exhausted. All travel requests for presentations or exhibits using start-up funds will be approved.
3. Any remaining department funds will be split among the faculty who have requested additional funding.
4. Any requests that exceed available funds where the faculty member is presenting a paper or exhibit will be evaluated based on conference status and submitted for consideration for any available additional school funding. Requests for school-level discretionary funding are due by **9/1**.
5. This policy will remain in place only until the GaIM Policy and Planning Committee has a chance to review and propose a system for travel fund allocation moving forward.

Initial Games and Interactive Media Department Office Hours Policy

Fall and Spring

Full-time faculty who have (normal) assigned duties that require **more than thirteen** scheduled face-to-face in-class contact hours with students are expected to hold **no less than three (3)** office hours per week at varied times during the normal work week that are convenient for students.

Full-time faculty who have (normal) assigned duties that require **thirteen or fewer** scheduled face-to-face in-class contact hours with students (which includes assigned mixed mode and online courses) are expected to hold **no less than six (6)** office hours per week at varied times during the normal work week that are convenient for students.

Summer

Faculty with summer teaching assignments should hold 2 hours per week of office hours in a modality appropriate to their course

Proposed Games and Interactive Media Policy for Assigning Office Space

Downtown office selection will proceed as follows:

1. Send your top three office locations to Athena via email by 8/15
2. Disputed offices will be awarded based on rank and seniority
3. If you have no preference, you will be assigned on office based on availability
4. Office assignments will be sent for review by 8/25