

GalM Faculty Meeting
1/10/20
CMB 201

GalM faculty and staff present: Dan C., Dan N., Maria H., Madeline D., Taylor H., Natalie U-G., Emily J., Eddie L., Devin M., Matthew M., Eric M., John M. (virtual), Matin M., Gideon S., Peter S., Mel S., Terrell T., Jordan L.

Agenda:

I. Updates (Natalie)

Natalie shared various updates, including efforts to increase the research support for and productivity of the unit. She noted there were currently three searches underway: open rank, instructor and visiting instructor.

II. Assessment Plans (Taylor)

Taylor presented summaries of the BA and MA assessment plans, and showed the form he's using to gather the information. He'll be reaching out to some of the faculty for information so he can complete the next assessment cycle soon.

III. Assessment and Curriculum Planning (Gideon)

Gideon and Natalie briefly noted assessment and curriculum planning issues, including the fact that we should be ready with curriculum items for whenever we are allowed to move those forward.

IV. Student Complaint Process (Natalie)

Natalie clarified the protocol for student complaints. The first step is for the student to meet face-to-face with the student to try to resolve the concern. If the student is not satisfied after that, the student can meet with the chair. After that, if still not satisfied, the student can appeal to the NSCM level which is Nan Yu. From that it goes up to the Dean's and then ultimately university office if not resolved. It is important to meet face-to-face and to document the outcome of that meeting before the chair meets with the student. Taylor made and will share with faculty when needed a form that allows you to document the outcome of your face-to-face meeting. This is needed to give us information in preparation for a possible appeal to the next level.

V. Maker Space Scheduling Procedures (Natalie)

Natalie shared that Jordan had completed a procedures manual for the lab, which Natalie will share with the Policy and Planning committee for review. Jordan briefly presented its contents, and showed the blueprint of the lab that demarcates the different use areas. You should refer to a specific area within the lab diagram when making a reservation request. Jordan is still using Outlook for this but we are

looking into using another system. It's important to note that no one should/can schedule a class exclusively to meet in this room. The room can be used for the particular class periods you need it for your class, but another room needs to be designated as the formal classroom area in the UCF schedule. UCF Downtown entities are currently trying to monetize use of some of these spaces, including the Maker Lab, and so Natalie shared the proposed fee schedule and procedures with the policy and planning group to review and respond with recommendations on appropriate fees and fee scales for different entities.

IV. Other

Meeting adjourned.