

## Department of Film and Mass Media Meeting

**Meeting Date:** 04.20.20

**Attendance:** M. Ajdinovic, G. Bagley, Z. Beckler, J. Bowen, T. Brown, R. Brunson, S. Collins, K. Coronado, Y. DeBlois, D. Doyle, W. Kinnally, P. Kohl, L. Kritzer, J. McCully, L. Mills, P. Peters, L. Peterson, R. Rice, T. Ritter, B. Rubenking, B. Sandler, K. Shults, K. Smith, L. Speere, U. Stoeckl, N. Twardus, K. Voss, D. Yonts

**Excused:** L. Ingle, E. Kight, J. Kunerth

**Unexcused:** M. Gerstein, B. Jones, G. Rhodes

**Guest:** R. Littlefield

### What's been going on:

- **Congratulations –**
  - \* **Lisa Kritzer**, promoted to Associate Professor
  - \* **Rick Brunson**, promoted to Senior Instructor
  - \* **Phil Peters**, earning sabbatical for the academic year 2020-2021
  - \* **Tim Brown**, earning sabbatical for spring 2021

### Meeting Minutes

Meeting minutes from March 27 were unanimously approved.

### Updates – Robert Littlefield

- An email will be sent within the week with instructions on requesting access to your campus office. There will be opportunities available April 27 through May 1. Faculty and staff who sign up will be allocated 15 minutes in the building to gather materials needed for grading, preparing your Faculty Activity Reports, preparing for summer classes, and completing textbook orders, etc. This opportunity is being coordinated with VP Klonoff, Dr. Nany Stanlick (CAH), Dr. Laurie VonKalm (COS), both Deans, as well as UCF Police department.
- Options are being looked at for covering courses in our challenging economy
  - Canceling low enrollment courses
  - Increasing class sizes
  - Temporarily adjusting the equitable load policies
  - Administrative releases
- Faculty have the opportunity to get Zoom training during the summer through CDL. To enroll, visit <https://cdl.ucf.edu/teach/professional-development/zoom-essentials/>

### Topics of Interest

- a. Updated Syllabi
- b. Access to the NSCM building – See above
- c. S/U option – Ensure grades are up-to-date in Webcourses before April 27
- d. Fall textbook orders deadline is May 1
- e. Summer Assignment of Duties forms are due
- f. New Hires – all hires are frozen
- g. “Kognito At-Risk” training deadline is May 7

- h. Annual Evaluation – deadline is May 7
  - A 21-day extension may be requested; the request must be submitted before May 7
- i. Evaluations – Office hours discussion time, Thursday, April 22, 12:30 PM – 1:30 PM

### **Department Committees Activity**

#### AESP – Steve Collins

A draft was sent out; please review; would like to have a vote before the end of the semester

#### Curriculum – Kevin Smith

Nothing to report

#### Policy & Planning – Kevin Smith

See attachment.

#### Promotion/Recruitment – Kate Schults

Recommendations for the website will be sent to the assistant director

### **Graduate Program –Phil Peters**

- Film Graduate meeting is scheduled for April 30
- MFA Spring 2020 Critiques is scheduled for April 24, 10 AM – 6 PM, via Zoom
- Two Provost fellows coming in fall 2020

### **Brief Facility Updates**

#### Jon Bowen & Yson DeBlois

- Nothing to report

#### Jim McCully and Dylan Yonts

- Nothing to report

### **Breakout Session**

- Share five best things to happen this academic year

Minutes submitted by D. Doyle