



UNIVERSITY OF CENTRAL FLORIDA

Chairs and Directors Regular Meeting
June 3, 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, K. Martin, K. Matta, M. Slobodnik, J. Steele, L. von Kalm, M. Williams
Chairs: D. Beidel, F. Jentsch, X. Li, E. Mucciolo, L. Mustaine, J. Schultz, G. Worthy, C. Yestrebsky,
Directors: P. Bohlen, K. Hamann, R. Littlefield, S. Masyada, M. Sigman

- **General Update** Dupras
Dean's Council Meeting
 - Budget – UCF PBF 2020 Cycle Report (attached to these Minutes)
 - There will be a budget cut due to large carry forward balance
 - Performance Funding Metrics were shown. UCF placed 3rd in state behind UF and USF
Discussed benchmarks - what we met and what we missed
Down 1.58M in terms of funding. Impact on COS not yet known
 - Dr. Hamann asked if there would be a new or adjusted set of goals for next year
 - President met with Deans and indicated that there would be a new strategic plan
Metrics will be forthcoming.

- **Reminder – Self Evaluations** Dupras
 - Deadline June 12
 - Send to Maggie when complete

- **Fall Update& Planning** Dupras/Dorman
 - Dr. Dorman sent out email request last night. Plan due back to Provost's Office on Monday
 - Received request yesterday morning and last night received an additional request: re information on faculty teaching in the flexible hybrid delivery mode, i.e., 150 size with 50 meeting Monday; 50 meeting Wednesday and; 50 meeting Friday. If course will be flexible or hybrid delivery, more information will be requested on how that will be handled
 - Please list any fall course where a face-to-face class is preferred. Must adhere to enrollment of 100 or less and must adhere to social distancing guidelines
 - One of the priorities is for classes that enroll large number of FTIC students. Theodorea Berry will reach out to colleges regarding last year's FTIC students with holds who are not yet registered. Large portion not enrolling this year – why? How do we reach out to these students? Some issues are as simple as holds on accounts. Will try to resolve
 - Re-enrollment ongoing campaign. COSAS took lead last 3 years and will continue. Lee Ann provided report. Some students enrolled July but not yet in fall. Communicating with students to find out why. Advisors are familiar and are referring as needed
 - Outreach after Orientation – FTIC students to be enrolled. Orientations all on line. Discovering that students attending orientation but day after, still not enrolled in classes. College directors

discussing campus wide. In combination, hope there are additional nudges coming from departments and schools

- Melissa Dagley discussed Excel freshmen. Some students may not be reading all instructions but some of them are confused as to when they actually can register, even though it has been made clear. Please contact Jillian at Jillian.Thompson@ucf.edu as to how to address that issue
- **Q&A**
- Q: Libby Mustaine – Define defining preferred vs essential
- A: Preferred – faculty wishes to teach on campus as long as 6’ distancing is adhered to. This request part of Phase I, more info to come. Identifying courses your faculty prefer to teach on campus. Next step is scheduling – finding the rooms for face-to-face classes to meet. Larger than 300 has to be taught on-line. This frees rooms for 100 enrollment class. Cannot guarantee until we know what is needed/available
- Sociology can offer fully on-line or remotely
- Q: If offered in a face-to-face setting, will the office have to be opened during regular business hours?
- A: Do not have immediate answer. Will have to provide some services if students on campus. Planning department by department, college by college. COSAS is discussing remotely advising or people rotating in office. Have to decide how we want to structure people working in the future
- Q: Kerstin Hamann - What about video recording face-to-face classes for students who cannot attend? Where does the technology come from in these rooms?
- A: Distance Learning working with UCFIT and once rooms identified for face-to-face, they will install technology to record. Xin Li added that it can be done with additional webcam
- Q: Robert Littlefield – Please clarify asking faculty about preference
- A: It is going to be Chair/Director decision - except if it can be demonstrated who may or should not be in classroom. Not sure yet – may need to consider changing faculty assignments. Message – we can meet their preference to the best of our abilities but if class needs to be face-to-face, we need to solve
- Seresa indicated, from information shared at Town Hall meeting, faculty should not be asked about medical reason. Open discussion between employee and chair/director
- Q: Kerstin Hamann – Have faculty who prefer to teach face-to-face. When will we know about availability of rooms?
- A: By Monday, should know who wants to teach face-to-face. Classrooms need to be found
- Meeting pattern should not change since students enrolled. No changes to day/time class meeting. Saturday as a potential day for instruction. Adding onto, as opposed to changing what is already listed
- Q: Florian Jentsch– What is the intent of the university at this point? Would prefer to offer remotely or on-line?
- A: Town Hall meeting indicated no one who wanted to teach remotely would have to teach face-to-face
- Q: Melissa Dagley - Have any idea what housing is available?
- A: Task Force working on this. Downtown 64% capacity dorms: Half from Valencia, half from UCF
- University is looking at all spaces to identify classrooms, including the arena as possible facilities for instruction – after we know what needs to be taught face-to-face
- Robert Littlefield indicated that Honors Public Speaking is better taught face-to-face with 20-22 people in those classes
- Labs were discussed with regard to support staff, cleaning, graduate assistants, TAs, adequate space to comply with distancing requirements, additional equipment, how to pay, etc. Laurie von Kalm suggested looking at recent graduates for qualified staffing
- Eduardo Mucciolo reported that FSU’s guesstimate per student in a lab was 100’ sq. ft. per student. UCF requiring 200 sq. ft. in faculty research labs. Cannot teach labs that way with the current spaces.
- Chemistry could make it work for majors – 12 in a lab and for upper division. Can make directional pathways on each bench so they would not have to cross bench. Cleaning not a problem

- Enrique del Barco indicated faculty are being asked to retake training class, even if they have already taken. Teresa Dorman will pursue direction with regard to instructional labs. There is a link on the Digital Learning site showing guidelines on teaching remotely. They have been significantly updated with new information. Please review
 - Q: Florian Jentsch asked about staff - Campus or not on campus?
 - A: Seresa Crus will summarize guidelines and send to HR liaisons. Suggested waiting until later to take training because guidelines could be different
 - Tosha Dupras indicated that for those engaged in research, the training has a quiz. Back to campus PER training has a diluted version with no quiz. If research training has been completed, faculty/staff/students do not have to take the PER training. University is requiring those who are returning to research in labs to take the new training course – even if they have taken prior EHS training.
- **Reaching out to Students** von Kalm/Dorman
 - Sent out email to undergraduate and graduate coordinators this afternoon, asking them to reach out to all their students to tell them what they know. Please reach out periodically to let them know they have not been forgotten
 - Laurie von Kalm reported that there is a bill in Congress that will limit Chinese students coming into country. Good chance it will pass both houses. Chinese students may be sent home. May need to look at graduate programs. At risk for having visas revoked
 - Millie Erichsen reported that the Day of Giving at the University will be June 18. Funds raised will go towards student emergencies, College scholarship fundraising. Recent Donor Update: COS beat all other colleges with 581 donors. Continuing to stay in touch with donors. If you know of charitable grants available, the COS advancement team can help
 - Cherie Yestrebsky wanted to remind that Covid-19 has not gone away. Remind research students to be careful and to self-isolate as necessary. Students should contact health center and Office of Research handling any reported incidents). PER training contains a slide as to who should be contacted. Teresa Dorman will get clarification for instructors before face-to-face fall classes and will share

Meeting Adjourned 2:38pm

Respectfully submitted,
Maggie LeClair

Reminders

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| Self Evaluations and Annual Reports due | to Maggie by June 12 |
| Chair/Director ONLY | June 17, 1pm, Zoom |
| Chairs/Directors REGULAR | July 1, 1pm, Zoom |