



UCF

UNIVERSITY OF CENTRAL FLORIDA

Nicholson School of Communication and Media

Director's Meeting

Meeting Date: 6/1/20

Start: 9:00am **End:** 11:00am

Attendance:

Robert Littlefield, Boyd Lindsley, Benjamin Noel, Deanna Sellnow, Debbie Doyle, Gideon Shbeeb, Kim Tuorto, Nan Yu, Natalie Underberg-Goode, Rebecca Morales Magsino, William Kinnally, Susan Morris, Timothy Sellnow

Agenda Item	Discussion/Conclusion	Recommendations/Actions	Responsible	Follow-Up
Welcome				
1) Items for Assistant Directors	<ol style="list-style-type: none"> 1. Items for Assistant Directors <ol style="list-style-type: none"> a. End of Year Highlights will replace Department Annual Report – Due June 15 <ol style="list-style-type: none"> i. Kim will compile School Addendum which include statistics for annual record for comparison b. Adjunct Evaluations – Due June 15 <ol style="list-style-type: none"> i. Please turn in evaluations for Fall and Spring. If you have already done an evaluation for the Fall, please turn in the evaluation for the Fall and the Spring or just Spring. c. Completion of Faculty Annual Evaluations – Due June 30 <ol style="list-style-type: none"> i. Kim will be sending out packet and information that she has received from faculty members. Kim will let faculty heads know who is still 	<ol style="list-style-type: none"> a. Please send in end year highlights that identify successes that you have had in your unit throughout the year to Kim. This should include Teaching, Research, Service, and Notable Awards. Send to Kim by June 15, 2020. b. Turn in to Debbie by June 15 (hard deadline). Let Kim know if you want a CV. c. Completion of Faculty Annual Evaluations – Due June 30 	<p>ADs</p> <p>ADs</p> <p>ADs</p>	

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	<p>outstanding. Not expected to review faculty in Sedona. Please note those faculty members who have not completed this administrative task on time.</p> <p>d. 2020-2021 Faculty Assignment of Duties – Due June 30 You can use your evaluations to see percentage of time that faculty is associated with each of these areas</p> <p>i. Please complete faculty assignment of duties in a timely way</p> <p>e. Credentialing for fall – faculty, adjuncts, GTAs</p> <p>i. Every person must have credentialing for fall to use remote instruction. They need to be credentialled before fall begins. There is no grandparenting in anymore. Ben would like to be added to online teaching list. Adjuncts and GTAs need to be included.</p> <p>1. EOT Essentials of Online Teaching. Starting on June 15. Anyone who completes this as a temporary alternative to IDL will be offered \$500 stipend for successful completion. These funds come back to the unit and usually the funds are channeled to the department for things like professional development and travel. Deadline passed on May 31 but we may be able to request faculty member be added to the training.</p> <p>2. Other credentialing is TLC-Z, IDL, ADL. TLC-Z is a weeklong course that starts June 15, 2020. It does not provide credentials needed to teach online W or M but it does provide qualifications to teach face to face or mixed mode. Ben would like to be added to this meeting. ADL may be the only option still available</p>	<p>d. Due June 30</p> <p>e. All faculty need to be credentialled before Fall Semester. EOT Essentials of Online Teaching is an option. To get folks signed-up, please connect with Boyd. Starting on June 15. TLC-Z is a weeklong course that starts June 15, 2020.</p>	<p>ADs</p> <p>ADs</p>	

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	<p>for faculty to sign up for if they are not already certified.</p> <ul style="list-style-type: none"> f. Accountability for Faculty Time <ul style="list-style-type: none"> i. Meeting attendance and minutes (date, place, time, excused absence, unexcused absence). Meeting Minutes will be placed on Nicholson Resource (NR); please send them to nicholsonwebmaster@ucf.edu to be placed on the NR. <ul style="list-style-type: none"> 1. Faculty should reach out to department ADs and let them know if they will not be there so that excused or unexcused absence can be determined. The CBA requires this. 2. Attendance and excused and unexcused absences need to be noted on Meeting Minutes. ii. Archiving minutes with Debbie, Jackie, Carishma for verification <ul style="list-style-type: none"> 1. F&MM will send Meeting Minutes to Debbie. 2. COMM and GAIM will send Meeting Minutes to Carishma. 3. NSCM Meeting Minutes will go to Jackie. Jackie will send attendance for All School Meetings to ADs. iii. LAPER reporting of time <i>The CBA states, "It is the responsibility of the employee to report sick leave when any scheduled time (such as a meeting, office hours, teaching, committee work), or if, due to illness or hospitalization, fewer than eighty hours are worked during the reporting time period. The employee has an obligation to inform their</i> 	<p>f. Talk to faculty informing ADs of their absence if they cannot make mandatory meetings and having their LAPERs reflect this.</p>		

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	<i>chair/supervisor as far in advance as possible to mitigate disruption to the department/college.”</i>			
2) Academic Affairs (Nan/Gideon/Kim)	1. Academic Affairs – Nan/Gideon/Kim <ul style="list-style-type: none"> a. Completion of Assessment Reports <ul style="list-style-type: none"> i. Outstanding Assessment Report from F&MM was kicked back with no comments and Nancy Stanlick is looking into that. Other than this, assessment is in order. b. Feedback on Sedona <ul style="list-style-type: none"> i. A link in the eUpdate was sent out on 6/1/20 and a link was also in the Directors update last Friday. Kim and Gideon will work together in the future on this. c. Other <ul style="list-style-type: none"> i. Board of Governors and Film Program ii. Nan received grade appeals from Spring semester, and she needs to review some syllabi. Some students have had issues because of the Covid-19 transition. Kim has revised syllabi for all those that were submitted. iii. Change will occur in P&T process. The changed policy was put out in the Directors update that went out 2 weeks ago. People have been elected or selected to be on various committees. Before first meeting we will need to have confirmatory vote that that person will be a representative or we need to have an election. Votes will have to happen before August 8. 	c. Boyd and Kim will follow up on what was published regarding the Board of Governors and Film Program	Boyd and Kim	
3) Advising and Student Support (Nan Yu/Rebecca M.)	1. Advising and Student Support – Nan/Rebecca <ul style="list-style-type: none"> a. Status of summer enrollment b. Status of fall enrollment <ul style="list-style-type: none"> i. Rebecca sent lower enrollment classes email 			

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	<p>(those that have 10 or fewer students) this morning and she sent an update where she broke it down by department</p> <ul style="list-style-type: none"> ii. 950 undergrad students that were enrolled in Spring have not graduated and are not enrolled in fall. Advisors are reaching out to them and actively trying to get them enrolled. iii. GAA academy status is unknown for Fall. iv. 1st honors FTIC orientation is this week v. 24 more orientations left vi. Questions for ADs to Consider <ul style="list-style-type: none"> 1. Internship enrollment for the fall needs clarity. We need to start thinking about creating/ expanding Webcourse internships for student that require an internship. 2. Clarity needed on office and syllabus policies vii. On June 18 Board of Trustees will meet and once they have a plan in place than we will be able to move ahead on many items. A group can possibly draft statements that we think will be important so faculty can include in their syllabus. Please start thinking about this. <p>c.</p> <ul style="list-style-type: none"> i. Tim will work with Kelsey to enroll in Fall classes as soon as possible so that we will not lose any courses for low enrollment. During the month of June, they can get this message out. Adlin can help assist with outreach. 	c. Enroll students in Fall Classes	Tim S., Kelsey and Adlin	
4) Finance – Susan/Boyd (Boyd L., Susan)	<ul style="list-style-type: none"> 1. Finance – Susan/Boyd <ul style="list-style-type: none"> a. End-of-year deadlines – Susan will meet with ADs and Ben in the next two days to review budgets 	<ul style="list-style-type: none"> a. June 16 – Foundation June 17 – P-Charges (Travel or anything that you want to 	All meeting attendees	

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	<ul style="list-style-type: none"> i. June 16 – Foundation ii. June 17 – P-Charges (Travel or anything that you want to purchase) iii. June 15 - P-Card Reconciliation (finalized receipts) Do not charge on next fiscal year yet. iv. Susan will be sending out budget estimates for next year based on the numbers from last year. The new budget is not out yet so this will at least give you an idea and the things that do not change are plugged in. Budget needs to be back by the middle of next week v. Carry-forward funds are being reconciled b. Updates <ul style="list-style-type: none"> i. Regarding transition – Seresa Cruz from COS has been meeting with Boyd to review and track all money to ensure that every dollar that is allocated to NSCM’s Arts and Humanities’ programs - including faculty that are assigned to other spaces - is accounted for. Will be finalized soon. 	<p>purchase) June 15 - P-Card Reconciliation (finalized receipts) Do not charge on next fiscal year yet.</p>		
5) Intra-NSCM Topics (Debbie)	<ul style="list-style-type: none"> 1. Intra-NSCM Topics – Debbie <ul style="list-style-type: none"> a. When communicating across the school, please use UCFDG-NSCM distribution list to capture everyone in NSCM. b. No updates on adjunct hiring for the fall. 			
6) Director’s Report (Robert)	<ul style="list-style-type: none"> 1. Director’s Report – Robert <ul style="list-style-type: none"> a. An Assistant Director will be added in the school effective July 1. A call will be put out for applications. This person will be focused on equity, inclusivity, diversity and justice. This person will lead equity inclusion and justice committee and will support the program directors. b. Organizational Transition <ul style="list-style-type: none"> i. Organizational Tree Draft (proposed-some 			

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	<p>changes need to be made)</p> <ol style="list-style-type: none"> 1. Please look at the attached draft and give feedback. This is not finalized. Nothing will happen without discussion. 2. We are trying to keep the structure and unity of models intact. This will maintain current organizational structure that we have right now. The only thing that would change would be the name. 3. Robert is working to get ADs to become 12-month faculty. 4. Discussion of NSCM “departments” took place. <p>c. Adaptation to COS Expectations</p> <ol style="list-style-type: none"> i. Some change in substructure of limited access programs may have to be made and number of coordinators may have to be reduced. <p>d. Proposal Highlights</p> <ol style="list-style-type: none"> i. Within the school, you will have elected committees and representation of directors. FIEA and GAIM have been combined because of numbers of faculty involved. ii. On the Staff Steering Committee, Dr. Littlefield is proposing that two representatives from DT campus and two representatives from main campus who are staff be elected by their peers to serve. iii. Dr. Littlefield is prepared to modify expectation for teaching and research for ADs or coordinators if they take on more administrative responsibilities. AESP exists for ADs but he would further lessen teaching and responsibility loads. iv. The new term for this group (in the meeting) would be the Directors Cabinet. <p>e. Leadership on School-wide Committees – Curriculum, Student Success</p>			

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7)Other	<ul style="list-style-type: none"> a. Discussion and thoughts on proposal. b. ADs will meet with faculty for input. 			