

 Chairs and Directors Regular Meeting

 October 21, 2020, 1pm, Zoom

**MINUTES**

**Attendance**

**Dean’s Office:**  R. Caldwell, S. Cruz, E. Del Barco, T. Dorman, T. Dupras, M. Erichsen,

K. Matta, J. Steele, L. von Kalm

**Chairs:**  F. Jentsch, X. Li, E. Mucciolo, L. Mustaine, J. Schultz, G. Worthy, S. Zhang,

C. Yestrebsky,

**Directors**: J. Bacchus, D. Beidel, P. Bohlen, M. Dagley, K. Hamann, R. Littlefield, S. Masyada, M. Sigman

**Associates:** M. Neider, M. Sherod

* **Conflict of Interest Dupras**
* The new policy and form generated many responses, including responses from the Deans.

Met with Faculty Senate leaders and they are in discussion with Rhonda Bishop to talk through various aspects of the policy. Something will be done for COI this fall but not sure what it will be.

* Looking at policies from other SUS institutions. Janet Owen’s office looking into coordinating efforts with other universities to go to Tallahassee about implementation of law.
* Faculty Senate collecting feedback. If any faculty have questions/concerns, please

have them contact Faculty Senate.

* Drs. Del Barco and Klonoff have been working for months and feel the UF policy is the way to go. <https://generalcounsel.ufl.edu/media/generalcounselufledu/documents/COI.pdf>
* **Spring Scheduling Dupras/Dorman**
* Provost sent out email with form for faculty seeking exceptions.
* This has been taken up by Faculty Senate.
* Age no longer listed on CDC as a factor. However, Ben Anderson indicated there are

potentially other conditions with age, and faculty can still put forward a form for consideration. The form did go to adjuncts and graduate student who are going to teach.

* How do they account for household members with vulnerabilities? Some do not have access to a fax. Many issues with this form. Some listed as acceptable on same list as being able to ask for exemption.
* Only faculty who want to change what is on schedule should submit paperwork
* Questions being sent to HR for clarification of the form where there appears to be conflicting information.
* FMLA modified duties for faculty with special needs children. Childcare also removed from guidelines.
* V1 is a new mode.
* Harder to assign modality when not all faculty have been hired for spring.
* Dr. Dorman indicated the Provost wants as many face-to-face sections as possible.
* Percentage of courses face-to-face may be judged. Course with labs or a recitation face-to-face count section wise.
* There are some students who do not understand the different modes. There is a population of students who have never taken web courses.
* Maria is making changes by department. Please communicate changes to students. Maria will provide stock language to include in your communications. Please communicate to students a couple weeks out about what these modes mean.
* Knights email is flooded. Information on registration landing page works better. The volume of parent complaints has to do with modes. Be good to direct to a link.
* Staff levels were discussed. Expect this to be the next issue addressed. This is likely to change also – with distancing rules in place.
* Many staff can function remotely. This is an opportunity to look at all the possibilities.

* **1st Quarter Financial Review**  **Cruz**
* Seresa shared the individual unit presentation.
* This has been distributed to Chairs, Directors, and relevant staff. Questions have been submitted. The plan is moving forward.
* Academic units – reminder that OPS is completely driven by tracking in the workbooks maintained by a staff member. Note that the right side shows what can be seen in PeopleSoft. Please look internally and not at UCF Rising.
* Lab fees – every dollar collected spent on that student in that lab. Not a perfect system

Doing better with this area.

* Overhead returned to department and PI. Authority different. Encourage to make sure PI dollars separate from department. Important for university to see difference.
* Dotted line shows last year’s plan - 75% normal and 25% different because of Covid-19.
* Carlos Baez is helping units with OPS tracking.
* Will continue to monitor non-recurring and carry forward.
* Equipment fees – BOT and F&A currently look at this over two years. Would prefer a five-year span to be realistic. May have to be built up over time to purchase large items.
* Will share the live document.
* Expenses which show in COS Administrative are for licenses and other shared services. Some expenses increased due to working remotely.
* Comment made regarding the small Communications & Marketing budget in COS. There are services offered by the college, but products should be paid for by the individual units. Good to look at a combined/shared service. This is what President Cartwright mean when he referred to an “overlap of services.”
* **Office Hour Requirements von Kalm /Dorman**
* New Policy in COS Faculty Affairs relating to office hours.
* Received a lot of comments/complaints from students about lack of access to faculty.
* Faculty teaching in ANY mode are required to have office hours.
* There has not been any clear direction about this.
* Need to establish College Policy: Dr. von Kalm asked that each unit develop their own guidelines for the different modalities. Consistent with general policy from college.
* Office hours are required. Comes from university syllabus requirement. Specific statement from President’s office. Will circulate.
* Provost said did not expect faculty to hold on campus office hours. Even if teaching face-to-face, they may have virtual office hours. Could combine also. Not using language to lock in face-to-face office hours.
* Some units have this written into their policies bylaws.
* 1.5 hours office for each class taught is the normal minimum.
* Check in with HR liaison with requirements for adjuncts. Graduate students who teach will have to have something separate to inform of policy.
* **Distinguished Speaker Series von Kalm**
* Going to announce series. Promoting Diversity and Inclusion among faculty and students.
* Intention is to have speakers outside from underrepresented backgrounds – able to give presentation and be able to interact with faculty and students. Influence career in sciences
* Dean has set aside budget to help cover travel expenses and honorarium for speaker – up to $1,0000 per unit.
* Begin in spring – each unit would be able to invite one speaker. Some in spring and more in fall - staggered monthly.
* May not be able to travel – encourage virtual. Use travel budget towards honorarium.
* Potential to include UCF faculty down the road.
* Cannot offer honorarium internally – perhaps return Overhead dollars to invest. Different way to compensate.
* Underrepresented groups according to US census. Defining underrepresented could be very different across units.
* **NOTE: New Presidential Executive Order** (issued September 23, into effect on November 20) - meeting with legal to discuss interpretation and implementation of order at UCF.
* **General Discussion**
* Dean thanked Millie Erichsen for her service to the College and wished her well with her new position with the Nature Conservancy.
* Millie reported that $260K has been raised thus far.
* Kathryn Matta will continue the work underway. There are proposals outstanding and should know more by December.
* Anna-Bradley Schoenfeld’s position is under recruitment and Millie’s position should be posted soon.
* Millie expressed what a pleasure it had been to work with everyone in COS.
* The Dean also expressed her thanks to the group for their good work during this roller-coaster ride.

Meeting Adjourned 3:03pm

Respectfully submitted,

Maggie LeClair

**Reminders**

Chair/Director ONLY November 4, 1pm, Zoom

Veteran’s Day University Closed November 11

Classes Not Held – Student Holiday Only November 25

Thanksgiving Holiday November 26-27\*

Chairs/Directors REGULAR November 18, 1pm, Zoom

\*Please Note: UCF will switch to remote instruction following the Thanksgiving holiday to minimize risk associated with a potential virus resurgence. Final exams and assessments will be remote