

Department of Film and Mass Media Meeting

Meeting Date: 08/12/20

Start: 2:28 p.m.

End: 4:03 p.m.

Attendance: M. Ajdinovic, Z. Beckler, J. Bowen, T. Brown, R. Brunson, S. Collins, K. Coronado, D. Doyle, R. Jones, W. Kinnally, P. Kohl, L. Kritzer, J. Kunerth, J. McCully, L. Mills, L. Peterson, G. Powers, T. Ritter, B. Rubenking, B. Sandler, K. Shults, K. Smith, L. Speere, N. Twardus, U. Stoeckl, K. Voss, A. Watson, D. Yonts

Absent: G. Bagley (unexcused), E. Kight (excused), P. Peters (excused), G. Rhodes (excused)

What's been going on:

- **Thanks to** -

- * **Tim Brown, Lance Speere and Tim Ritter** for being program coordinators
- * **Lisa Mills and Phil Peters** for being MFA program coordinators
- * **Jon Bowen, Yson DeBlois, Jim McCully and Dylan Yonts** for their support as facility coordinators
- * **Debbie Doyle** for her continued support

General Topics

- a. Quotes
 - New quotes in NSCM building (see attachment)

Department Committees

Curriculum

Zach Beckler
Patrice Kohl
Kevin Smith
Lance Speere
Ula Stoeckl

Policy & Planning

George Bagley
Jon Bowen
Jeff Kunerth
Lisa Peterson
Kevin Smith

Promotion/Recruitment

Milos Ajdinovic
Katie Coronado
Kate Shults (chair)
Phil Peters
Nick Twardus

Academic and General Office Topics

- a. Syllabi
 - Must include the required COVID-19 statement on your syllabi
<https://fctl.ucf.edu/teaching-resources/course-design/syllabus-statements/>
 - Submit syllabi via OneDrive

- NSCM soft deadline: 8/21
 - NSCM hard deadline: 8/28
 - University hard deadline: 09/04
- b. Production areas
- UCF will switch to remote instruction following the Thanksgiving holiday to minimize the risk associated with a potential virus resurgence. However, university operations will be normal and will remain open for students. Kate Shults made a motion to adopt the university's policy for the production areas and labs be closed after the Thanksgiving holiday. All agreed.
- c. Office Hours
- All office hours should be remote (open hours or by appointment)
 - Must include days/times of office hours on your syllabi
 - NSCM soft deadline: 8/21
 - NSCM hard deadline: 8/28
 - Enter your hours on Qualtrics survey that will be sent out
- d. FCTL Information
- FCTL has developed a faculty toolkit for teaching in the classroom, remotely and online during the COVID pandemic
 - <https://www.ucf.edu/coronavirus/faculty-toolkit/>
- e. Faculty Partners
- With the possibility faculty may get sick, it is being encouraged to have faculty partners
 - Faculty partners can be added to webcourses so they can assist with your classes in case you are out a few days
- f. General Items
- The hiring freeze is still in effect. F&MM currently has four faculty positions that need filling
 - All travel has been canceled; however, you may still attend virtual conferences/webinars while the travel freeze is in place. Pay for webinars/virtual conferences using Debbie's PCard.
 - Events Policy Change – clubs should only meet via Zoom
- g. Office Supplies
- If you need office supplies, email Debbie. She will be on-campus every Wednesday and can place the items in your mailbox. If you are not coming on-campus, the supplies can be mailed to your house.
- h. LAPERS
- LAPERS are to be completed and turned-in whenever you miss class(es), committee, department, or school meetings.
- i. Fall Academic Topics
- Absence/Attendance policies – easing the requirements in grading
 - Remote plan – build-in consideration for the potential shift to all remote learning
 - Communicate with your students next week
 - Be prepared to offer lecture/activities for students who are sick/quarantined
 - Production-oriented courses
 - i. Reduce facility needs in your courses
 - ii. Plan for slower facility checkout and limited access

Brief Facility Updates (Dylan, Jim, Jon)

- a. Classroom seating has been reduced
- b. Floor decals have been placed
- c. Mobile sanitizing wipe and hand-sanitizing stations have been placed in classrooms and offices