



UNIVERSITY OF CENTRAL FLORIDA

Chairs and Directors Regular Meeting
November 18, 2020, 1pm, Zoom

MINUTES

Attendance

Dean's Office: R. Caldwell, S. Cruz, E. Del Barco, T. Dorman, T. Dupras, K. Matta, J. Steele, L. von Kalm

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

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

Associates: M. Neider

Interim Dean Dupras thanked the group for their cooperation and consideration during Promotion & Tenure Reviews and expressed relief that there were no emergencies.

- **Spring 2021 Staffing and Office Openings** **Dupras**
 - Everyone should have received the message which came from Maureen Binder in Human Resources regarding staff coming back to campus in spring semester.
 - The focus will be on areas offering student-facing services.
 - A 50% capacity was listed – with masks and social distancing in place.
 - Seresa indicated that she was awaiting updated guidelines and would share as they became available.
 - Staff who feel they cannot return safely to campus may seek an exception to be able to continue to work from home.
 - Dean advised to think about the exceptions and then work around as best as possible.
 - Dean, Dr. Dorman and Lee Anne meeting Friday to discuss COSAS opening.
 - The COS front desk will be “manned” as it has been the entire semester.
 - If there are any questions, please communicate with Dean and/or Seresa.
 - Dr. Hamann inquired if the offices had to be open full-time. Decisions should be made Based on what best suit each area.

- **Unit Office Hour Policies** **von Kalm**
 - College Faculty Affairs Office Hour Policy is official.
 - Please try to develop office hour policy an implement in Spring 2020.
 - The exceptions discussed seem reasonable. Please discuss with faculty before they head off on break.

- **Assessment in Spring Classes** **von Kalm**
 - Provost asks that faculty show some leniency to students during the pandemic.
 - Please ask faculty to consider shifting some assessment away from testing during the pandemic.
 - Issues with Proctorhub, Honorlock and webcams have resulted in severe grading penalties in some cases.

- Proctorhub and Honorlock are tools to be used in the classroom and their reliability has not been properly demonstrated.
 - If Proctorhub, Honorlock etc. are used for testing, please provide in the syllabus clear directions on what students should do if they experience issues during a test.
- **Unit Instructor/Lecturer Promotion Criteria** **Dupras**
 - Faculty Excellence shared email regarding developing Instructor/Lecturer criteria.
 - Zack provided an update, and we should hold off for now because college is developing criteria
 - College criteria was sent to Faculty Excellence and sent back with questions.
 - Zack will follow up with committee who are finishing work on applicants going up for promotion. Should be completed in week.
 - Some units have already developed criteria. Draft can be shared with the caveat that there may be changes based on the Faculty Excellence feedback.
- **Budget** **Dupras**
 - Perhaps a non-update at this point.
 - Some are anxious about what is happening, given the press coverage nationwide.
 - Had short discussion at Provost Council meeting. Janet Owen and team had no news from Tallahassee. There are currently no special sessions planned to discuss budget.
 - There is currently a 6% hold-back from institutional budget. To make this a permanent cut, it would require a special session. Have dealt with 6% cut with reallocation of funds from academic and administrative units.
 - Seresa had no other updates.
 - University of South Florida is phasing out undergraduate programs in its College of Education.
 - University of Florida has furlough policy in place in case cuts are needed.
 - With budget transparency can now see what services cost. Step in the right direction.
 - Word from Huron is that colleges should continue as they have for 3-5 years. Do budgets as they have been done.
 - Each college handles differently. COS units have more autonomy over their budgets. Plan to operate essentially the same way.
- **Update on COS Undergraduate Performance Metrics** **Dorman**
 - Dr. Dorman shared a presentation on the Undergraduate Student Success Performance Metrics for the College of Sciences. This presentation is attached to these Minutes.
 - Undergraduate Student Success metrics are similar to those from a year ago.
 - The metrics are set for us by the Board of Governors and COS Dean's Challenge for performance goals.
 - Also attached to these Minutes is the comprehensive worksheet for COS performance targets – information can be seen by college, department/school or degree.
 - FTIC, Transfer, Credit Hours to Degree, and Graduation (without excess hours) are all being noted by the state.
 - ❖ Update 11-19-2020 – Graduation without excess hours is no longer a state metric; Transfer 2-year graduation metric will be added as a state performance goal.
 - The College of Sciences did well across the board on these metrics. Kudos to the efforts of all program and college advisors. College performing well with student retention.
- **General Discussion**
 - Travel restrictions were discussed. Should be no issue with local travel.
 - Concern expressed regarding the university's term of "Fee Waiver." Students come to units requesting the fee waiver and it is awkward.

Meeting Adjourned 2:47pm

Respectfully submitted,
Maggie LeClair

Reminders

Classes Not Held – Student Holiday Only

Thanksgiving Holiday

Chair/Director **ONLY**

Chairs/Directors **REGULAR**

November 25

November 26-27

December 2, 1pm, Zoom

December 16, 1pm, Zoom