

Film and Mass Media Program Meeting

Meeting Date: 09/24/20

Start: 10:30 a.m.

End: 11:37 a.m.

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

Absent: E. Kight (excused), J. Kunerth (excused), G. Rhodes (unexcused), U. Stoeckl (unexcused)

What's been going on:

- **Thanks to** -

- * **Everyone** for this semester going smoothly. The efforts that you put in the summer seems to have worked.

Review of Previous Minutes

Steve Collins made a motion to approve the 08/12/20 meeting minutes. Tim Ritter seconded the motion. Minutes were approved unanimously.

General Topics

- F&MM Committees
 - Curriculum – since the school has a curriculum committee, there is no need to have an F&MM committee. Steve Collins made a motion to disband F&MM's committee; Bridget Rubenking seconded. Motion to disband the F&MM curriculum committee was approved.
 - Policy & Planning – the need for this committee should continue. Members are George Bagley, Jon Bowen, Jeff Kunerth, Lisa Peterson, and Kevin Smith
 - Promotion /Recruitment – the need for this committee should continue. Members are Milos Ajdinovic, Katie Coronado, Phil Peters, Kate Shults, Nick Twardus
- New Committee Proposals
 - Grants/Support – since the loss of Patrick Smith, F&MM might want to have a committee for advancing the program. This suggestion was discussed and tabled until next month.

Academic and General Office Topics

- a. Code of Conduct Annual Training
 - The annual UCF Employee Code of Conduct Training is to be completed no later than October 14, 2020. To access the course, click on the link <https://webcourses.ucf.edu/courses/1359418>
- b. Spring Schedule & Modalities
 - P: Face-to-Face instruction
 - BlendFlex: Hybrid-class format; classes will be face-to-face and online; some students in Zoom while others are in person
 - M: Mixed Mode – some face-to-face and online. Classes have substantial activity conducted online, which substitutes for some classroom meetings.
 - V: Online with extensive use of digital video; Zoom meeting during the class time.

- c. FCTL
 - Tools for Video Recording course, October 6, 12-1 PM, register by October 5.
 - Other classes are being offered to help faculty teach in the classroom, remotely, and online during the COVID pandemic; visit <https://www.ucf.edu/coronavirus/faculty-toolkit/>
- d. Faculty Media Center (FMC)
 - Register for training in Zoom, Lightboard, Podcasting, etc.
 - Great resource
 - Can do virtual meetings
 - <https://oir.ucf.edu/fmc/booking>
- e. Positive COVID-1 Tests (see attachment)
 - Call UCF's COVID line at 407-823-2509
- f. Faculty Partners
 - During this unknown time, it is being encouraged to have faculty reach out to their fellow colleagues and ask them to be partners in their classes. If one gets sick, the designated partner can take over their class for a few days.

Graduate Program (Lisa Mills)

- The list of electives for the MFA program has been updated.
- Lisa Kritzer and Phil Peters are working together to develop a recruitment process.
- We are working to pull out of the College of Arts and Humanities and make the program a stand-alone MFA in the College of Sciences.
- Jim Mitchell and Alejandro Watson are defending this fall.

Brief Facility Updates

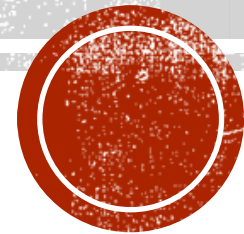
- a. Jon – no news
- b. Dylan & Jim
 - Broadcast Facilities will be open on weekends
 - Saturday/Sunday: 10 AM – 4 PM

Open – Comments & Suggestions

- Steve Collins gave a shout out to his Sports Reporting class. It's a tough semester for the students since there are no sports to report on; however, they are finding stories to write about.
- Kate Shults announced that any students could submit their films; please spread the word
- Rick Brunson thanked Lisa Mills for being a guest in his class.
- The Dobra Film Festival in Brazil selected Nick Twardus' MFA thesis.
- Phil Peters asked if anyone knew out to customize their screen in Zoom. Zach Beckler shared a link https://support.zoom.us/hc/en-us/articles/201362323-Changing-the-video-layout-Active-Speaker-View-and-Gallery-View-#h_01EJ7EVXH61CK63G23CJFBQY3C

FILM & MASS MEDIA

Dept. Meeting 9/24/20



CORONAVIRUS PROCESS: STUDENT ILLNESS

- Work with the student to meet course requirements while not attending class.
- Do not share information about students' health with others including the class.
- Tell the student to call UCF's **COVID Line at 407-823-2509** as soon as possible (if they haven't already).
- If multiple students in a face-to-face course contact you about positive COVID-19 tests and you are concerned about continuing your class, call UCF's COVID Line at 407-823-2509 as soon as possible and await further direction.



CORONAVIRUS PROCESS: FACULTY ILLNESS

- Call UCF's **COVID Line at 407-823-2509** as soon as possible.
- Engage in home isolation until you've consulted with your healthcare provider about returning to campus.
- Contact me or your program coordinator.
- Contact your faculty partner who is serving as a backup for your courses to discuss your plan.



CORONAVIRUS PROCESS: ADDITIONAL INFO

- Whenever you call the UCF COVID Line to report a positive case, you should also report the name(s) of anyone who may have come into contact with the person reporting positive, even if you are not sure. The hotline staff member may ask you for the name of the person who told you s/he/they tested positive. Once they know the identity of that person and others the person may have interacted with, the UCF COVID Line staff will initiate the contact tracing contact.
- You must not tell others the identity of the person who reported testing positive. But, you can tell others that you are aware that there may have been a student/faculty member/staff who was in a particular class or area who tested positive.
- For example, you learn that someone who tested positive may have been in a specific lab or studio, may have touched specific equipment, may have interacted with others. You can say that you reported to UCF COVID Line the names of those who may have been in contact with the person. If you know more specific information, you may request additional disinfecting of particular areas due to the possibility of contamination.

