



UNIVERSITY OF CENTRAL FLORIDA

Chairs and Directors Regular Meeting
January 13, 2021, 1pm, Zoom

MINUTES

Attendance

Dean's Office: R. Caldwell, S. Cruz, E. Del Barco, T. Dorman, J. Froelich, K. Matta, J. Steele, L. von Kalm
Chairs: F. Jentsch, X. Li, E. Mucciolo, L. Mustaine, J. Schultz, G. Worthy, C. Yestrebsky, S. Zhang,
Directors: J. Bacchus, D. Beidel, P. Bohlen, M. Dagley, K. Hamann, R. Littlefield, S. Masyada, M. Sigman
Associates: M. Neider, M. Sherod, Nan Yu

- **Updates** **Dorman**
 - No new budget updates from last Chair meeting.
 - University plans for 6% cut will be covered primarily from the Strategic Investment Fund in the President's Office
 - There will be a legislative meeting in March
 - Last fall, UF only approved the ability to consider furloughs. UCF's BOT has not requested any, nor does it appear to be on their agenda.
 - College of Business has issued Notices of Separation as a college-specific action. Do not know of any other college that has done this.

- **COVID-19** **Dorman**
 - **Student Issues**
 - Discussion on protocol regarding students who refuse to wear masks.
 - Dr. Dorman reminded that this is a Student Conduct issue, and a student may be asked to leave the classroom. If there is further push-back, campus police can be contacted.
 - There are a few instances where a mask has been deemed unsafe for a student with certain health issues. A face-shield is not sufficient coverage. Any problems with this issue, please contact Student Disability Services.
 - **Class Issues**
 - If students signed up for face-to-face classes, there is an expectation that they will attend in person. Faculty are not obligated to offer a dual modality but can do so if they wish.
 - There have been zero transmissions in classrooms to date.
 - Class sizes have been calculated based on social distancing requirements.

- **COS Promotion Criteria for Instructors/Lecturers** **von Kalm**
 - A draft of the Instructor/Lecturer Promotion Criteria was sent to Faculty Excellence for first round comments. Will send everyone a copy of the draft.
 - The draft is close enough to use for College Policy.
 - The I/L Promotion Criteria plan will be sent to Faculty Excellence for final approval within the next few weeks.
 - Dr. Jentsch expressed concern about the committees changing year to year. A longer commitment to this committee was discussed – perhaps a two-year term. Two Instructor/Lecturers and three Tenured/Tenure Earing faculty comprise the committee.

- CPEs for Instructor Lecturer
 - CPEs are not required for Instructor/Lecturers. The faculty can request one. It is best requested the year before. This would help with any concerns ahead of going up for promotion.

- **Carry Forward and Summer Budget** **Cruz**
 - Seresa expressed thanks to the staff who worked diligently to complete the second quarter of the carry forward update/report.
 - Currently working on P.O. rollovers since the BOT is asking for a report.
 - The third quarter update and final report are due at the end of the month.
 - Waiting to hear back from Provost Office regarding carry forward.
 - Please feel free to reach out and discuss any issues with carry forward expenditures.
 - Working on Summer worksheets. Dean will review and should get out to units Friday.
 - Carlos Baez retired last week. Working on how to cover this position temporarily.
 - Salary increases were discussed. Deans have discussed high priority positions with Provost.
 - Waiting to see what the state does before lifting (staff) freeze. Hollesha liaising with Human Resources and when freeze lifted, COS will move forward.
 - There is no freeze on faculty raises.

- **Enrollment** **Dorman**
 - Summer **2021** enrollment is expected to remain flat, at this time extra new admissions are not expected.
 - There was a 10% increase in enrollment in Fall 2020.
 - The Spring enrollment increased by 1,000 students.
 - University is conducting enrollment management meetings.
 - Graduate enrollment has dropped some, primarily due to drop in international admissions.
 - Summer schedules should be released mid-March. Plan on pseudo-normal. The expectation is that we will be shifting some numbers to remote.
 - Will pass along information as soon as it becomes available.
 - Discussion took place regarding a good assessment tool using the V mode. It is important that the university continue working on this.
 - The university has extended the licensing for Honor-Lock through the summer.

- **COS Advancement Update** **Matta**
 - There were 130 applicants for the COS Assistant Director for Alumni Engagement position. The position has been offered to Amber Spiotti.
 - Amber will start on January 22. She has recently relocated from Jacksonville to Orlando and has expertise in many different areas of events and communications that will benefit COS and outreach to our many alumni.
 - 30-minute introductions with Amber are planned.
 - The other position – Millie’s replacement – is in progress. Hoping to hire by end of February. One-on-one meetings will be scheduled between the new hire and the department/school chairs/directors.
 - Ray Allen is moving to a different role outside the university. Jeff Coates will remain in contact with Ray for any issues that need attention.
 - COS Alumni Board Spring priority is “Diversity & Sciences.” Please feel free to send me an recommendations for alumni to serve on panel (scheduled for end of Spring). Will share information.

- **Office Hour Policy**

von Kalm

- Thanks to the units who have already turned in their policy.
- Please use best judgement regarding office hour policy.

- **General Announcements**

Dorman

- Order of Pegasus committee is reviewing nominations now and will be sending forward:
 - ✓ 4 Bachelor
 - ✓ 2 Master
 - ✓ 2 Doctoral
- The quality of the OOP applications is excellent. We have some great students in COS.
 - ✓ Thanked everyone who nominated.
- Melissa Dagley asked anyone interested in participating in the summer camps, to please contact her.

Meeting Adjourned 2:07pm

Respectfully submitted,
Maggie LeClair

Reminders

Martin Luther King Day

Chair/Director **ONLY**

Chairs/Directors **REGULAR**

January 18. University closed

January 21, 1pm, Zoom

February 10, 1pm, Zoom