



Director’s Cabinet Meeting

Meeting Date: 01/08/21

Start: 01:00pm **End:** 02:10pm

Attendance: D. Doyle, W. Kinnally, B. Lindsley, V. Martinez, R. Morales, B. Noel, D. Sellnow, T. Sellnow, G. Shbeeb, N. Underberg-Goode, K. Tuorto, N.Yu, J. Gomez, L. Myles, J.Kosnosky, J. Sandoval,

Absent: R. Littlefield

Agenda Item	Discussion/Conclusion	Recommendations/Actions	Responsible	Follow-Up
<p>Welcome (B. Lindsley)</p>	<p>1) Dr. T. Sellnow is winding down million-dollar grant with the help of L. Myles and it looks like they are going to successfully extend funds and involve more students than initially expected.</p> <p>2) N. Underberg-Goode – Paperwork still going through for many new hires.</p> <p>3) B. Noel – FIEA is in the process of getting new carpet and paint and will be done soon.</p> <p>4) Welcome to NSCM Jamie Kosnosky.</p> <p>a) Jamie is our new Administrative Coordinator at NSCM. She will serve as the primary support person for COMM, GaIM and FIEA. Faculty and staff in those programs needing support should contact Jamie (Jamie.Kosnosky@ucf.edu).</p>			



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Open Discussion (All participants)	1) Concerns or Topics of discussion a) N. Underberg-Goode –MOU for GaIM i) There are many issues with current MOU’s which makes hiring/on-boarding process for new professors very difficult.	1) J. Gomez will set up a meeting to discuss the MOU’s for GaIM	1) J. Gomez	
Diversity and Inclusive Culture (J. Sandoval)	1) J. Sandoval will be sending out e-mails to talk about what would be best moving forward to have a conversation about diversity and inclusivity in each academic program. 2) The committee has added an award through the Awards and Recognition Committee for NSCM for Outstanding Contribution to Inclusive Culture. Award is for all staff or all faculty and nominations are encouraged. 3) Inclusive Faculty Hiring Toolkit is going to be available at the end of the month. J. Sandoval will be sharing this information with NSCM. 4) Information on training will be offered later this semester 5) J. Sandoval is available for support regarding Diversity and Inclusive Culture in the school’s units. 6) Nicholson Climate Survey will be going out in February. Participation is encouraged by all of NSCM. 7) Inclusive Teaching and Learning Programming happening through FCTL 8) Teaching and learning day is January 22 and J. Sandoval will be doing the overview and faculty will be talking about discipline specific topics. 9) In the last Director’s Update, there was a link for document and some recommendations regarding inclusivity. 10) Pam Fletcher was just hired on as a hiring specialist for the university, who, it is anticipated, will provide support to every search meeting at the university.	1) Be on the lookout for e-mails from J. Sandoval in the near future.	1) All ADs	
HR (D. Doyle)	1) Search Updates a) Status of hiring sent out this morning. Devon Ormand started today in J. Bowen’s area as a Broadcast Specialist. b) Debbie has alerted the ADs if they need to step into courses for the first week. 2) Hiring Concerns a) Payments to Employees	2) Let D. Doyle know if you are going to need to pay employees to do additionally	2) All Meeting attendees/ ADs	



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	<p>i) University has very strict guidelines on compensation. Beforehand, please check with Debbie before any type of extra compensation is promised. - For anyone doing research and want to have students help them, HR will not prorate salary and they will not let Debbie Hire anyone after the fact.</p> <p>3) New hires will be shared in Director's Update and Victor is working to get the website updated.</p>	<p>compensated work or when you are going to need a student research assistant. Connect with D. Doyle as quickly as possible so that she can start the process and see if this is a possibility. Please share with faculty at program meetings.</p>		
<p>Administrative (B. Lindsley)</p>	<p>1) Reminder to Update Calendars and to ask faculty to update their calendars.</p>	<p>1) Update your calendars and encourage faculty to update calendars.</p>	<p>1) All Attendees</p>	
<p>Advancement (B. Lindsley)</p>	<p>1) Advancement Updates a) The Advancement Team from across UCF meets every month with B. Lindsley and R. Littlefield. The Advancement team members that NSCM meets with are Jacey Poppell, Darla Talley, Kathryn Matta and Kerry Knap. 2) Salow Transparency Project will likely be continued.</p>			
<p>Faculty, Student and Academic Affairs (N. Yu/K. Tuorto)</p>	<p>1). Office Hours Update a) Office hour policies have been submitted to COS and they are requesting a general time frame for the regular or standard office hours for each unit. Faculty approval from Comm and FIEA has been received. N. Yu is working with N. Underberg-Goode and W. Kinnally on their policy revisions. Once completed, N. Yu will submit updated documents and upload them to the Nicholson Resource page.</p>			



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	<p>2) CPE deadline is Feb 1, 2021. The new policy that AP that want to be promoted to full must have at least 1 CPE review before they can file their promotion package online. This is a change from previous policy. CPE process is also available for Instructors and Lecturers who plan to go forward for promotion to associate/senior status (see Zach Knauer).</p> <p>3). Syllabi due before the 2nd week of classes but please have faculty turn in syllabus as early as possible.</p> <p>Enrollment Updates</p> <p>a) 86% enrolled based on available courses that are open. Some sections have been cancelled. A decrease of enrollment from spring 20 to spring 21 is expected. Full impact is not yet known. More movement on independent research and interim practicum. Film has a steady flow of enrollees.</p> <p>b) Walk-in virtual appointments will still be available.</p> <p>4) Curriculum Changes</p> <p>a) Graduate course revisions are being finalized and are being turned in today and Monday.</p> <p>b) On the undergraduate level all the program revisions and any changes were voted by the NSCM Curriculum committee and need to be into the college by January 20. Details are currently being finalized. Kim will send the quorum to all those required to vote on it. Kim will send a list to N. Yu and T. Sellnow.</p> <p>5) Assessment</p> <p>a) Common Conflict BA and Film BFA plan are not fully submitted and are 2 months overdue. Film BFA results are in progress and will be submitted Monday. Human Communication BA is listed as not created. W. Kinnally and D. Sellnow will reach out to faculty.</p>	<p>3) Encourage faculty to turn in Syllabus as early as possible</p> <p>5) Reach out to Faculty</p>	<p>3) ADs</p> <p>5) D. Sellnow and W. Kinnally</p>	
<p>Closing Remarks and Points of Positivity</p>	<p>1) Course scheduling and budgets coming soon in about 4-6 weeks. Please begin to think about it.</p> <p>a) For those with external funding grants and are going to be compensated over the summer, please communicate information to L. Myles so that she can put it</p>	<p>1) Reach out to faculty concerning external funding grants and compensation and</p>		



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	<p>on the list of commitments from outside entities and help ensure that you will receive that compensation. In first meeting, please share this information with your faculty.</p> <p>b) Please reach out to B. Lindsley and N. Yu if there is you need any assistance.</p> <p>2) The lock on the door in 233B is being changed so if you need to use the copier during the weekend, they will not be able to get into the room. D. Doyle will send a note to faculty. Faculty can use the copy machine in room 130 as well. Will is going to check if the key will open that. W. Kinnally, D. Yonts and R. Morales can open the door on Monday if needed so that faculty can make copies.</p>	<p>ask them to reach out to L. Myles</p> <p>2) W. Kinnally, D. Yonts and R. Morales can open room 130 on Monday if needed, so that faculty can make copies. D. Doyle will send a note to faculty. W. Kinnally will check if the key opens 130.</p>	<p>W. Kinnally, D. Yonts, R. Morales, D. Doyle</p>	