

Nicholson School of Communication and Media
School Meeting
Friday, November 13, 2020

Start: 10:00 a.m. End: **12:00** p.m.

In Attendance: A. Cabrera, A. Watson, A. Lutz, A. Scott, A. Miller, B. Sandler, B. Noel, B. Rubenking, C. Marsh, C. Hanlon, C. Antonini, C. Lewis, D. Cox, D. Novatnak, D. Talley, D. Young, D. Doyle, D. Monnens, D. Davis, D. Blemker, D. Yonts, E. Lohmeyer, E. Danker Kritzer, E. Del Barco, E. Sand, G. LaPage, G. Musambira, H. Weger, H. Bolduc, J. Gomez, J. McGovern, J. McCully, J. Vega, J. Ingalls, J. Borges, J. Kunerth, J. Galletta, J. Sandoval, J. Steele, J. Kim, J. McCafferty, J. McCain, J. Murray, J. Rotolo, J. Bowen, J. Conway, J. Annand, J. Bright, J.T. Tran, J. Aviles, K. Workman, K. Matta, K. Shults, K. Brooks, K. Shilton, K.T. Howard, K. Smith, K. Tuorto, K. Voss, L. Taylor, L. Speere, L. Von Kalm, L. Duarte, L. Hudock, L. Neuberger, L. Mills, L. Myles, L. Pererson, M. Davis, M. Harrington, M. Gerstein, M. Mye, M. Mosher, M. Croft, M. Dodd, M. Looney, M. Strawser, M. Dusseau, M. Adjinonivic, M. Gregory, N. Yu, N. Correa-Ferro, N. Underberg-Goode, N. Twardus, O. Ebersole, P. Spence, P. Kohl, P. Varcholik, P. Smith, P. Peters, R. Morales, R. Francies, R. Kolodziej-Smith, R. Grula, R. Hall, R. Brunson, R. Jones, R. Littlefield, R. Weaver, R. Barfield, S. Robinson, S. Hastings, S. Fendley, S. Hodgson, S. Cater, S. Neel, S. Collins, S. Prentiss, T. Theen, T. Brown, T. Sellnow, T. Ritter, T. Carbone, U. Stoeckl, V. Nieves, W. Tummons, W. Kinally

Absent: B. Lindsley, N. Zuccarello, G. Shbeeb, K. Coronado, H. Olopade, C. Roda, D. Sellnow, Z. Beckler, A. Parish, G. Rhodes, G. Bagley

Welcome and Director's Comments – R. Littlefield (10:00am)

- Welcome
 - Employee and Staff Appreciation
 - Positive Outlook Moving Forward (Highlights)
 - NSCM is continuing to move forward and is filling open positions.
 - School Committees and Ad Hoc Committees are continuing to work together and advancing goals.
 - Faculty is also supporting student organizations and competitive speech and debate teams.
 - Partnership between Sentinel and Journalism students for 2020 election was successful; other partnerships are continuing.
 - After November 24, all face to face classes are going remote. Student-facing offices will remain open.
 - Iron Galaxy donated \$100,000 to foundation for diversity scholarships in FIEA and Advisory Board Members are setting up scholarships, Shark Tank opportunity renewed.
 - Incentive Program was approved for graduate faculty who serve as MFA, MA, MS or PHD Chairs or committee members. The successful completion of a graduate student's degree will provide credits for the faculty member who advises or serves on committee. Development funds will be available for the faculty member who reach established thresholds.
 - NSCM has been working to coordinate scheduling for the spring.
 - Faculty will have \$100 available for classroom books or materials for use in spring semester classes. Check with Assistant Directors.
 - DT collaboration will be promoting DIRI Grants this spring.
 - **Request for proposal due January 29**

Alumni Update & Introduction of NSCM Ambassadors – J. Bright, K. Cummins, and J. Vega (10:15am)

- J. Vega – (Visiting Instructor) and sitting chair for NSCM Alumni Chapter
 - The Chapter board is hard at work bridging students and faculty with opportunity and to serve as resource.
 - Largest flagship program is the Alumni Mentorship Program. 138 students were matched with Alumni in the Mentorship Program.
 - Jaime will be reaching out to make sure there is opportunity and representation among all academic programs next year.
 - For information on getting involved, please visit the Alumni LinkedIn Group.
 - Faculty and Alumni can share opportunities on this page
<https://www.linkedin.com/groups/12408097/> .
- J. Bright (Visiting Instructor) Introduced the inaugural class of Student Ambassadors
 - Student Ambassadors - Dominic Davis, Juan Aviles, Natalie Correa Fierro, Sabrina Robinson
 - **If you are a faculty member and would like to recommend a potential candidate as a Student Ambassador, please reach out to J. Bright.**
 - Ambassadors will serve for 1 year and be recruited and selected every spring for the next school year.

Open Forum (10:30am)

- **Topic Areas: Sedona, communication expectations with students, attendance, Covid-19, and other important topics**
 - M. Dusseau discussed student and faculty stress and anxiety during the pandemic.
 - R. Littlefield - People should not come to class if they are sick with COVID-19.
 - Please be as flexible as you can be and be generous with the due dates.
 - Please be clear with your expectations regarding timing of email responses.
 - S. Collins – Discussed drop data and academic struggles.
 - R. Morales will run a query and send it out to faculty later this week.
 - R. Littlefield discussed that there may be a drop of enrollment due to the pandemic .and stressed that we should be looking at what can we do within the programs to help manage the programs with existing resources.
 - R. Grula discussed his success with 1-on-1 meetings between students and professors during virtual classes.
 - R. Littlefield discussed the possibility of classroom caps if faculty is on board, they can bring concerns to R. Littlefield.
 - M. Harrington discussed having a good experience with online classes and discussed success with early intervention with students in class. She is willing to mentor other teachers that are interested in learning more.
 - R. Littlefield- If you think about something, please reach out to R. Littlefield, S. Daye and K. Tuorto are setting a committee to review Sedona.
 - All faculty should schedule office hours only virtually unless social distancing, if possible.

Academic Affairs – N. Yu (10:50am)

- Undergraduate Teaching Assistant
 - Faculty who are interested in participating in the UTA for Spring 2021 should contact Dr. Nan Yu (nan.yu@ucf.edu) before December 1.
- Online grade change procedure
 - NSCM Resource:
 - https://communication.ucf.edu/resource/wp-content/uploads/sites/231/2020/09/grade_change_directions_instructor.pdf

Advising and Scheduling – R. Morales (Please See Slides)

- Advising is still being done remotely and the team has been booked through December.
 - Online appointment system is up and running.
- Please consider serving as a mentor for students doing a thesis.

- NSCM Study Abroad Fair Session is November 19 and they hope to resume travel in summer or fall of 2021
 - R. Littlefield – NSCM has been selected to receive a Erasmus Grant for an exchange program with the University of Illmeau in Germany for graduate students in 2022-2023.
- Two NSCM students from Ad/PR & JOU selected to intern in Tallahassee in Spring 2021 for the Legislative Scholars Internship Program.
- Shark Tank Internship Program is underway.
- Next open house is December 11.
- Moving to remote Instruction after Thanksgiving break
 - (Please see slides for other important dates)
- Important reminders
 - Spring 2021 Enrollment is open to all students.
 - Internship/Independent Study/Independent Research/Practicum enrollment form are accepted via e-mail until Wednesday, January 13, 2021.
 - Wait list cannot be overridden.
 - If students cannot come to campus, please connect students with Advising so that they can assist.
- Important schedule build deadlines approaching for 2021-2022 (please see slides)
 - Program AD's will be in contact.

College of Sciences – 5-year Review of Director – Dr. Laurence Von Kalm, Associate Dean (11:05am) (Please see slides)

- Procedures for Five Year Chair/Director Review – R. Littlefield has indicated to the dean that he is willing to serve an additional term as director if that is the recommendation of the faculty; thus, the process review will begin.
 - NSCM must identify two committee members.
 - Nominations are due by Tuesday November 17.
 - B. Lindsley will have names to the dean by November 30.
 - This review process should be completed sometime in February.
 - Please contact L. Von Kalm or Z. Knauer if you have any questions.

Committee Reports (11:15am)

- Awards and Recognition – Doug Blemker
 - They will be continuing with simple process and same level for end of year awards for faculty and staff.
 - In January you will get an e-mail from the committee for nominations.
 - Let Dr. Littlefield know if you need a letter of recommendation for faculty awards.
- Curriculum – Kim Tuorto
 - January 20 is the 2021-2022 catalog deadline date for any changes that need to be voted on and approved by the NSCM committee. Meeting in early January will be held to discuss any last-minute things that may need to be on the agenda.
 - Consent of Instructor (CI) is not to be used in lieu of courses listed but should only be listed as equivalent to. Policy changes may follow.
 - Many programs have not submitted results or plans for assessments and they need to turn those in ASAP.
 - If you have collected data and have not yet turned it in, please submit those to the assistant coordinators.
- Graduate – Tim Sellnow
 - Incentive program and curriculum issues have been discussed.
 - Committee recommended that in addition to the assessment they normally do, they will continue monitor alumni to include that as a review of the quality of program and as information that is valuable in promoting programs.
- Inclusive Culture – Jen Sandoval

- 14 members in committee
- In spring they will send out a school wide climate survey, working on anti-racism statement, working on DEI work.
- Pronouns are available in webcourses.
- Please feel free to reach out to J. Sandoval if you have any questions.
- Policy and Planning – Ann Miller
 - Completed an update to bylaws that now reflect us as a part of COS. Faculty will be receiving this with a Qualtrics survey to get feedback on the changes.
- Student Success – Lindsay Hudock
 - They are reviewing scholarship processes and they will be reaching out to faculty to review the scholarship questions collect all the needed information.

COVID-19 Protocol and Emergency Leave - Robert Littlefield (11:35am)

- What to do if you think you have COVID-19?
 - On-campus testing
 - We are asking each faculty member to be proactive and **have a plan and a back-up plan.**
- The Teaching in the Fall Taskforce has put together these recommendations:
 - <https://hr.ucf.edu/families-first-coronavirus-response-act/>
 - <https://www.ucf.edu/coronavirus/faculty-toolkit/>
 - Please continue to do the daily checks on app to be cleared for campus
- Zoom is still included in Webcourse capability. Faculty must use all teaching tools that they need to meet student needs, meet course objectives and stay safe. If faculty have concerns, they should speak to their AD's and R. Littlefield so that their concerns can be addressed.

Review of Available COS Research Support Services – Enrique del Barco (11:45am) (Please see attached slides)

- COS Research Support services are there to assist those who may be seeking external research dollars in COS.
- Please see slide for contact person for the different stages of the process.
 - Pre-award Support Team
 - Post-award Support Team
 - NSCM Research Administrator is Lisa Myles.
- The Space and Facilities Team is responsible for various logistical matters.

Adjourn (12:05pm)

Respectfully Submitted
Jacqueline Gomez