

 Chairs and Directors Regular Meeting

 November 20, 2021

**MINUTES**

**Attendance**

**Dean’s Office:**  E. Del Barco, R. Caldwell, T. Dorman, J. Steele, M. Tomova, L. von Kalm

**Chairs:**  J. Colwell, F. Jentsch, X. Li, L. Mustaine, M. Neider, J. Schultz, G. Worthy, C. Yestrebsky,

 S. Zhang,

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

* **Enrollments Tomova/Dorman**

The dean indicated that the university will stop growing. She asked for input on the continued growth of the College of Sciences. Issues which hamper growth were discussed:

* Too few faculty and advisors for student population.
* Lack of facility/lab areas.
* Shortage of GTAs.
* Course prerequisites.

Several chairs and directors shared facts and figures from their own units describing the hurdles to growth.

What to do in this environment? Discussion on solutions included:

* Reduce Wait Lists.
* New approaches to make students successful.
* Improve the student experience so they will encourage friends to enroll in our majors.
* Marketing/Advertising/Word of Mouth.

The new budget model is directly related to the number of students. More than 90% of funding depends

on student enrollment. If we shrink, there will be fewer dollars.

Undergraduate Studies have been looking at D/W/F grades by instructor.

At other universities with RCM-type budget models, some colleges stopped requiring service courses.

Need more SCH in their own colleges.

* **Strategic Planning Tomova**

Several Chairs/Directors noted that strategic planning had been going on for several years with perhaps too much of the wrong strategic planning. The group agreed that more funding would be needed for new initiatives.

The President’s Strategic Initiatives have not yet been formally announced.

* **Supporting Faculty Diversity**  **Tomova**

The Dean asked for input on what the units were doing regarding Diversity.

* Several chairs/directors reported that they had Diversity Committees in place.
* Their committees were comprised of faculty, staff, and students.
* It appeared that the gender issues were being addressed but the diversity hires were not

 progressing as well.

* Some units include equity advertising in their search committee process.
* NSCM reported that they have a diversity statement and are developing language to include in

 P&T documents.

* Sociology includes diversity in their curriculum and encourages faculty to include in syllabi.
* Physics shared that they follow guidelines via the American Physics Institute which ties into several

 databases with good resources.

* The Dean shared that she is planning a Diversity Committee in the College. She asked that the Chairs/Directors please share the names of anyone in their unit they would recommend to this committee.
* **New Late Withdrawal Policy at the Undergraduate and Graduate Level von Kalm/Dorman**

There will be a new withdrawal policy, expected to take full effect Spring 2022.

* Faculty will no longer be asked to give grades of WP and WF.
* A grade of WL will be assigned.
* Will cover both undergraduate and graduate withdrawals.
* **Service Enhancement Transformation Tomova**

SET was discussed.

* Staff may have to move. Some moves may be involuntary. Staff morale discussed.
* It may be that three positions could convert to two senior level positions.
* The plan is to centralize tasks.
* There is no funding to hire or promote currently.
* Some staff may not be happy with moving and cases may be looked at on an individual basis.
* The Dean has spoken with lead staff and has a second meeting planned in December. She will talk with any staff who have problems.
* **Announcements**
* Dr. Masyada (Lou Frey Institute) announced that they are working with the DOE to craft an RFA in the amount of $1.5M.
* This project will address new civics initiatives – K-12, benchmarks, curriculum development, etc.
* Dr. Jentsch reported that the Chairs/Directors were meeting once a month with Associate Vice Provost, Dr. Jana Jasinski. Feedback shared.
* Dr. Bohlen reminded the group about the Dollars and Sense Open Forums.
* The next one will focus on UCF Facilities and Business Services.
* It will be on Zoom, December 3, 3:30pm-5pm.

Meeting Adjourned 2:45pm

Respectfully submitted,

Maggie LeClair

***Reminders***

Chair/Director ONLY December 1, 1-3pm, CSB 221 and Zoom

Chairs/Directors REGULAR December 15, 1-3pm, CSB 221 and Zoom