

**Nicholson School of Communication and Media**

UCF Downtown Campus

500 West Livingston Street

Orlando, FL 32801

Director’s Cabinet Meeting

CMB 202K and Teams Link for Main Campus

April 4, 2022

10:00 Welcome and Announcements

10:05 Academic Affairs

* + - Sedona Update
    - Catalog Updates
    - Director’s Honor Roll

10:20 Graduate Programs

* Registration for Summer
* Exchange Opportunity with University at Ilmenau, Germany

10:25 Budget and Administration

* End of Year Financial Status – May 1
* Supplemental Summer Agreement – April 14
* Marketing, Website and Nicholson Resource Updates
* NR Funding for NSCM Projects
* MOUs – April 1
* Search Updates

10:40 Program Areas

* Program Area Annual Report – Due May 15
* Faculty Annual Reports
  + Due May 6; Extensions requested by May 6 (to May 27)
  + AD Annual Faculty Evaluation Input – due June 15
* Teaching Loads for 2022-2023
* Fall Book Orders – Due April 29

10:55 End of Year Event

* Awards
  + Advisory Board Award
  + Hall of Fame Award
  + School Awards
  + Director’s Awards
* Guests include Community Partners, Faculty, Staff, GTAs

11:10 Planning for Fall 2023

* All School Workday – 1st Week
  + Topics
  + Location
  + Refreshments
* Program Area Meetings – 2nd Week
  + Faculty Excellence for New Faculty – August 15-16
* Classes begin – August 22
* GTA Training and College of Graduate Studies Orientation

11:30 Other topics?