



UNIVERSITY OF CENTRAL FLORIDA

**Nicholson School of Communication and Media**

Director's Cabinet Meeting  
CMB 202K and Teams Link for Main Campus  
April 4, 2022

**Meeting Minutes**

**Attendance**

D. Doyle, R. Fox, B. Lindsley, R. Littlefield, L. Myles, B. Noel, J. Rotolo, J. Sandoval, D. Sellnow, T. Sellnow, G. Shbeeb, K. Tuorto, N. Underberg-Goode, D. Yonts, N. Yu

10:00 Welcome and **Announcements** **R. Littlefield**

- Provost has funded additional film positions – re-occurring fund (75k)
- Another meeting with President/Provost at the main campus on April 22, 2022.
- Robert mentioned topics discussed at the downtown campus (e.g. tech fees proposals)

10:05 **Academic Affairs** **K. Tuorto**

- Sedona Update
  - Kim is updating Sedona at the back side of it
  - Kim will send reminders to eUpdate and Director's Update
  - COS Annual Report form has not been updated but Kim will notify everyone when it's published (expected Wednesday, April 6)
  - Kim will send emails to legacy NSC faculty regarding their assignments
  - 5/7 is the deadline for faculty activity reports; faculty must request in writing if need the extension to 5/26; must request the extension by 5/7
  - Adjunct full-time faculty and one-year visiting faculty don't need to report
  - New AESP for tenured, tenure-earning faculty will be in effect next year

- Catalog Updates
  - 5/6 5:00 pm for Catalog updates (send to Kim)

- Director's Honor Roll
  - Robert gave updates about % of students who received the honor
  - Robert mentioned the trends and patterns of Director's Honor Roll

10:20 **Graduate Programs** **T. Sellnow**

- Registration for Summer
  - Rebecca is helping with graduate students' enrollment
  - Tracy Gilliford is helping with the graduate emails

- Exchange Opportunity with University at Ilmenau, Germany
  - Ilmenau can fund up to 3 students
  - Opportunity for faculty to be funded and teach (Tim will report to Robert; working with Deanna on details) (April-July in an academic year)
  - Dual-degree program possibility at master's level
  - Faculty/staff hosting visiting students may be an option for reducing costs

10:25

**Budget and Administration**

**R. Littlefield**

- End of Year Financial Status – May 1
  - Travel, purchase requests need by 5/1
  - 6/30 is the last day of fiscal year
- Supplemental Summer Agreement – April 14
  - Changes in payment (questions should be directed to Debbie)
  - Jen mentioned questions regarding the inconsistency in the documents
- Marketing, Website and Nicholson Resource Updates
  - Ryan (handbook updates)
- NR Funding for NSCM Projects – funds must be spent by 6/30
- MOUs – April 1 (Robert fill finalize this week)
- Search Updates
  - Robert mentioned all searches going on (staff/faculty)
  - John Rotolo and Dylan Yonts will be Assistant Directors of Facilities and Operations (internal title) for UCF Downtown and UCF Main Campus buildings joining the Cabinet

10:40

**Program Areas**

**R. Littlefield**

- Program Area Annual Report – Due May 15
  - ADs should update with end-of-year details regarding strategic goals
- AD Annual Faculty Evaluation Input – due June 15
- Teaching Loads for 2022-2023
  - following previous ELP
  - administrative change of teaching load
  - faculty whose positions are uncertain as of time
- Fall Book Orders – Due April 29
  - program area should decides textbook for people who come in after 4/29

10:55

**End of Year Event**

**R. Littlefield**

- Awards
  - Advisory Board Award
  - Hall of Fame Award

- School Awards (Jane is responsible for plaques)
- Director's Awards
- Guests include Community Partners, Faculty, Staff, GTAs
  - end of the year celebration
  - 4/29 5-8 pm
  - invite people to come
  - displays in lobby
  - an outdoor event
  - check security/construction around DPAC

11:10

**Planning for Fall 2023**

**R. Littlefield**

- All School Workday – 1<sup>st</sup> Week (**tentative: August 10**, check with Rebecca)
- Program Meeting can happen during that week
- Think about topics need to be covered (international students, student accessibility services)
- Location (downtown)
- Refreshments (break, 9 am to 4 pm, ACE café or The Monroe)
- Acknowledge GTAs, PhD students, and visiting scholars
- Program Area Meetings – 2<sup>nd</sup> Week
  - Faculty Excellence for New Faculty – **August 15-16**
- Classes begin – August 22
- GTA Training and College of Graduate Studies Orientation
  - Tim checks the dates for university GTA training/orientation events

11:30

**Robert expressed his appreciation to Deanna Sellnow, Gideon Shbeeb, and Boyd Lindsley for their service as leaders in NSCM.**

11:45

**Meeting adjourned.**

Respectfull submitted,  
Nan Yu