



## Director's Cabinet Meeting Minutes

**Meeting Date:** 05/09/22

**Start:** 1:04 p.m.    **End:** 3:03 pm

**Attendance:** D. Doyle, R. Fox, J. Kosnosky, B. Lindsley, R. Littlefield, L. Mills, R. Morales, B. Noel, M. Pichardo, J. Rotolo, J. Sandoval, D. Sellnow, T. Sellnow, K. Tuorto, N. Underberg-Goode, D. Yonts

**Excused Absence:** A. Miller, L. Myles, H. Weger, N. Yu

Agenda Item	Discussion/Conclusion	Recommendations/Actions
<b>End of Year Celebration Feedback</b>	<ul style="list-style-type: none"><li>• Good music, good food, great opportunity to reconnect, good weather, liked being downtown, easy parking.</li><li>• Thanks to Ryan for taking the photos.</li></ul>	Encourage presenters to pronounce names correctly.  Have a stage manager to help place people where they need to stand.  Do the same in 2023.
<b>All School Meeting</b>	<ul style="list-style-type: none"><li>• August 11, 2022 - CMB 182</li><li>• The morning will be dedicated to School items.</li><li>• The afternoon will be dedicated to program items.</li><li>• Time must be spent with Knight Vision and other new programs the faculty will need to know.</li><li>• A closed-circuit option was not discussed, but Robert is considering to enable those faculty who are excused to be able to watch the meeting.</li></ul>	Ryan to schedule CMB rooms and find a caterer
<b>Planning for Program Area Meetings</b>	<ul style="list-style-type: none"><li>• Interest was expressed in having the program area meetings in the afternoon.</li><li>• Locations will be in CMB.</li><li>• The film program area would like to meet in the soundstage.</li><li>• Staff could have a separate session while program areas meet unless they have to attend the program area meetings.</li></ul>	Assistant Directors prepare program meeting agendas and send to Robert
<b>GTA Orientation and Training</b>	<ul style="list-style-type: none"><li>• Dates need to be finalized asap.</li></ul>	Tim to confirm dates

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<b>Scheduling of Extra Summer Classes</b>	<ul style="list-style-type: none"> <li>• Coordination between units to have general meetings and specialized meetings by program area.</li> <li>• Recommendation to add to Summer B courses:</li> <li>• Add 1 section of SPC 3602, Advanced Public Speaking (web asynchronous), with a cap of 35 students. Lakelyn Taylor is available to teach on an adjunct contract.</li> <li>• SPC 1608 (Deanna's web course) – raise the cap to 50 students and add Sofia Salazar as co-instructor.</li> <li>• Add 1 section of FIL 4647, Film Production (web asynchronous) with a cap of 100 students. Sara Tice Beckler is available to teach. She needs ADL. Lisa Peterson will be her mentor.</li> <li>• Rebecca reported that NSCM is currently 80% enrolled for the summer.</li> <li>• Rebecca feels the university is holding back too many GEP seats. Transfer orientations begin May 11<sup>th</sup>, so we can expect enrollment to increase.</li> <li>• Rebecca indicated that with the resignation of Sierra Cater, NASSC is back in crisis mode. She plans to schedule a meeting with Dean Tomova to discuss the crisis as it will affect the ability of NSCM advising to serve its students.</li> </ul>	<p>Lisa Myles and Debbie are to setup Lisa Peterson as a non-teaching adjunct to receive \$500.</p> <p>Jen will find out if any other GTAs wish to teach summer B and let Deanna know.</p> <p>Robert will send an email to Rebecca to confirm the decision to add classes.</p>
<b>Verification of Instructor of Record</b>	<ul style="list-style-type: none"> <li>• This will be the subject of a later discussion, but faculty need to know that if they are the primary instructor of record, only they can approve grades in the system. GTAs can enter grades but cannot approve them.</li> <li>• This has been a problem, and we need to discuss it with all faculty at the all-school meeting.</li> </ul>	
<b>Consolidation of Support Services and Equipment</b>	<ul style="list-style-type: none"> <li>• NSCM now has two full-time Assistant Directors for Facilities and Operations working together to service the facilities and operations for the Downtown and Main campuses – JR and Dylan.</li> <li>• NSCM will be organizing the faculty office in CMB differently to make the best use of the equipment (copiers, telephones, faxes, mailboxes).</li> </ul>	
<b>Travel Decisions</b>	<ul style="list-style-type: none"> <li>• Lisa Myles will remain NSCM's Budget Analyst.</li> <li>• Wanda will be NSCM's Procurement Specialist.</li> </ul>	<p>Lisa Myles and Robert to provide ADs with a tentative budget amount.</p>

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	<ul style="list-style-type: none"> <li>• Program areas will need to manage travel funds more closely in 2022-2023. We plan to provide an amount to the programs, and the ADs will set up a plan to distribute it.</li> <li>• Faculty need to start planning their travel earlier and be more specific.</li> <li>• Faculty should submit plans for the year so the AD can project what maybe necessary at the end of the year.</li> <li>• Expectations are high amount faculty. They expect that all costs will be covered. We need to set realistic expectations (e.g., \$2,000 for domestic travel and \$3,000 for international travel). The expectation that there will be both should not be encouraged.</li> </ul>	<p>ADs to submit plans for their program areas so appropriate amounts can be set aside.</p>
<b>Swag Planning</b>	<ul style="list-style-type: none"> <li>• Types of swag (categories) were discussed.</li> <li>• Smaller items (less expensive and readily available); medium items (more significant recognition and designated availability); larger items (high recognition and restricted availability).</li> <li>• Access policy will be decided, so everyone will know how to get the items. A website form will be developed for faculty to request items.</li> <li>• NSCM branded tablecloths need to be ordered. NASSC, FIEA, and the Graduate program need tablecloths to keep in their area for orientations and events.</li> </ul>	<p>Ryan is working on a proposal for swag items and will bring to June's meeting.</p> <p>Ryan will develop a website form for faculty to request swag items.</p>
<b>Administrative Assignments</b>	<ul style="list-style-type: none"> <li>• Ann will be managing the assignment of offices.</li> </ul>	<p>Ann will notify the Facilities and Operations ADs and Debbie when the plans are finalized.</p>
<b>Equipment and Technology</b>	<ul style="list-style-type: none"> <li>• Dylan will be the main campus POC, and JR will be the downtown POC.</li> <li>• They will handle furniture, equipment, technology, key access, safety, signage, and all matters related to facilities.</li> <li>• ADs requested an updated org chart and contact information be provided to help faculty navigate the changes.</li> <li>• Debbie will be the POC for ordering computers for Communication, GaIM, Film and Mass Media, and staff.</li> </ul>	<p>Ryan to prepare a new org chart and contact information for NSCM.</p>
<b>Introduction of New Faculty and Staff</b>	<ul style="list-style-type: none"> <li>• Robert shared information about the new faculty and staff who have been hired and those who are being hired.</li> </ul>	

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<b>Mentor Program</b>	<ul style="list-style-type: none"> <li>Ann is forming a mentorship program for new faculty and staff. There will be about 15-16 in the cohort beginning August 8<sup>th</sup>.</li> </ul>	
<b>One-Year Visiting Position</b>	<ul style="list-style-type: none"> <li>NSCM will have ten 1-year visiting positions.</li> </ul>	
<b>Proposals for Permanent Positions</b>	<ul style="list-style-type: none"> <li>Proposals from the program areas will be needed by May 31<sup>st</sup>.</li> <li>Proposals for position must be submitted to COS in June.</li> <li>NSCM needs to request strategic positions to meet our students' needs and strengthen our programs.</li> </ul>	ADs should begin to have drafts ready by May 31 <sup>st</sup> .
<b>Concerns to Address Before Fall Semester</b>	<ul style="list-style-type: none"> <li><b><i>University Expectations for Digital Media Must Include Better IT Support</i></b> <ul style="list-style-type: none"> <li>Currently, Abysmal IT support; faculty have to wait over a year for software to be available. The labs must be as good as the online experience. The university needs to put more resources into the software. In Industry, there are teams called “software asset management” who only focus on ensuring all legal matters are resolved. We shouldn’t be asking faculty to spend time on this. The university must take more interest.</li> </ul> </li> <li><b><i>IRB Controversy for Film</i></b> <ul style="list-style-type: none"> <li>Currently, IRB is being requested.</li> <li>The film faculty have provided a registration form.</li> <li>They must be watched closely to protect filmmaking.</li> </ul> </li> <li><b><i>Annual Report</i></b> <ul style="list-style-type: none"> <li>Each program needs to submit an annual report which shows the progress made in the strategic goals.</li> </ul> </li> <li><b><i>Faculty Activity Reports</i></b> <ul style="list-style-type: none"> <li>ADs should provide assessments for teaching, research/creative activity, and service.</li> <li>Provide your assessment with three bullet points for why you have made that assessment (e.g., Teaching is Outstanding – here are three reasons.</li> <li>Robert will use the information as a basis for his review</li> </ul> </li> </ul>	<p>ADs should submit by mid-May</p> <p>ADs should smith for each faculty member. Deadline is June 22<sup>nd</sup>. Please provide evaluations in batches, so there is not such a glut at the end of June.</p>

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	<ul style="list-style-type: none"> <li>• <b><i>Catalog Copy Review</i></b> <ul style="list-style-type: none"> <li>○ Make sure if changes are made, be sure that track changes are used.</li> </ul> </li> </ul>	Return catalog copies to Kim asap.