



MINUTES

Director's Cabinet Meeting

June 19, 2022

Attendance: D.Doyle, R. Fox, J. Kosnosky, R. Littlefield, A. Miller, L. Mills, R. Morales, L. Myles, B. Noel, J. Rotolo, J. Sandoval, T. Sellnow, K. Tuorto, N. Underberg-Goode, D. Yonts, H. Weger, N. Yu

College Updates - Littlefield

- a. Discussion of Investment Pool Proposal
 - Every unit in COS had to put into the pool
 - NSCM submitted a request for \$1.178 million for hiring, plus funding to increase master's and doctoral stipends
 - Funding will be for AY 2023, but some funding may be available in 2022
- b. Administrative Discretionary Increases (ADIs)
 - \$230k was allocated to COS
 - NSCM received \$40,386 (includes fringe)
- c. Enrollment Policy
 - Beginning fall 2022, minimum class enrollment will be:
 - Graduate = 8
 - Upper level = 14
 - Lower level = 20
 - Split classes count as 1 class – not 2
 - We may request an exception for some graduate classes. Need to plan the schedule of courses to maximize enrollment in graduate classes.
- d. Workday begins July 1st
 - Lisa and Wanda will be assigned to NSCM and located in NSCM
 - The HR person has not been assigned yet

Program Area Updates - Littlefield

- Assistant Directors
 - Adjunct performance reviews are due by June 30th
 - Debbie will send forms and SPIs to help
- a. Downtown Administrative Coordinators
 - Defining duties for Maria and Ketwana
- b. Faculty Status
 - New resignations: Regina Francies (COM), Patrice Kohl (F&MM), Kevin Smith (F&MM)
 - New hires: Gabrielle Jarmoszko (Ad/PR); Cheryl Briggs and Utsab Das (FIEA),

- Betsy Kalin and Georg Koszulinski (F&MM); Noah Hunter and David Negrin (GaIM)
- One Year Visiting Lecturers: Suzy Prentiss (COM); David Bailey, David Morton, Jimmy Schaus, Sarah Tice, and Bruce Wood (F&MM)
- One Year Visiting Instructors: Jaeron Joyner (COM); Willie (Jamie) and Daria Sinyagovskaya (GaIM)

c. Search Update

- Mass Media – 4 finalists – interviews to start soon
- Film – 3 finalists – interviews to start soon

Academic Affairs - Littlefield/Yu

- a. Nan will oversee credentialing (FQMS) under the new system
- b. ADL 5000 will still be managed at the program level – copy Nan so the school can have a record of who has done what training
- c. IDL 6543 requests are to be sent to Nan before **August 1** to guarantee seats
 - IDL requests need to go through COS and then report to the CDL office
 - Nan and Ketwana will create/manage a master list of all faculty who are qualified to teach and which type of class
- d. Scholarship Review Process
 - Nan met with the Office of Financial Aid since they decide what we can do with A20
 - Nan will prepare an information sheet for the logistic part of the scholarship reviews

Faculty and Staff Relations - Littlefield/Miller

- a. Office Assignments
 - Main campus moving date is July 29
- b. All School Workday and Program Area meetings
 - August 11, Downtown, CMB
 - 9 am – 9:30 am - Continental breakfast
 - 9:30 am – Noon – dedicated to school information
 - 1 pm – 3 pm – dedicated to program area meetings
 - 3 pm – 4 pm – voluntary after meeting social
 - ACTION: Assistant Directors – send Robert your program area meeting agenda**
- c. Assistant Director's Retreat
 - Monday, August 8 – location TBD
- d. New Faculty and Staff Mentoring Program
 - Ann is scheduling three 2-hour meetings for new faculty and staff
 - Meetings will be face-to-face on Friday mornings
 - More mentors are needed – if interested, please contact Ann
 - Mentors will receive \$250 Faculty Development Funds

Advising and Enrollment – Morales

- a. Summer 2022 Update
 - Summer B starts June 20th
 - NSCM is not meeting its enrollment
 - Between COM 1000, FIL2034 and SPC 1608, we have 526 available seats
- b. Fall 2022 Update
 - 70% enroll for fall
 - NSCM has 102 classes not meeting minimum enrollment; 24 have zero enrollment
 - NSCM has 884 undergraduates not enrolled
 - 263 digital media students
 - 242 communication
 - 211 film and mass media
- c. Orientations Underway
 - 2 FTCL sessions before Summer B starts
 - 1 Transfer orientation
- d. Schedule building begins June 24

Communication – Littlefield and Fox

- a. Review of annual report
 - Annual report is completed – should have copies available next week
- b. Majdulina (Maj) Hamed
 - New OPS staff member
 - Responsible for the NSCM Newsletter and social media
- c. Swag Update
 - Working on catalog
- d. Anticipated Assistant Director for Communication and Outreach
 - Working with Katie Coronado

Facilities and Operations – Rotolo and Yonts

- a. CMB Updates
 - 2 major projects:
 - Windows
 - Chilled water to CMB
 - GaIM Exhibition space won't start immediately
 - Bistro in the Back (see attachment)
 - Area in back of Communication for faculty and staff to enjoy
- b. NSCM Update
 - Utilization of space
 - NSCM 239 is being converted to a storage area

Budget and Finance – Littlefield and Myles

a. Travel

- Working on a formula for travel
- Tenure-earning faculty should have priority for travel funding
- Funding available to instructors/lecturers for local travel

Meeting adjourned 2:57 p.m.

Respectfully submitted,
Debbie Doyle

REMINDERS

No meeting in July

Next meeting **Monday, August 1, 2022, 10 a.m., CMB 202K or Zoom**