



Director's Cabinet Meeting Minutes

Meeting Date: 10/10/2022

Start: 10:00 a.m. **End:** 12:00 p.m.

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

Absence: K. Coronado (unexcused), R. Fox (unexcused), K. Tuorto (excused)

Agenda Item	Discussion/Conclusion	Recommendations/Actions
Welcome and Announcements (Robert)	<ul style="list-style-type: none">Free Speech Week October 17 – 21, 2022<ul style="list-style-type: none">https://communication.ucf.edu/free-speech-week-2022/October is Hispanic Heritage Month<ul style="list-style-type: none">Jen Sandoval is the moderator for the LaFaSA Discussion Series, October 12<ul style="list-style-type: none">Latino enough?A conversation on intersectionality in the Latina/o/x communityPanelists: Dr. Jonathan Cox, Chelsea Velez, Darya Farsinejad, Justin Andrade, Lashay VazquezRegistration link – https://ucf.zoom.us/meeting/register/tJ0kd--srDwjGdZEdZSRnG2B_BpTD2xUdDCG	
Program Area Updates (Harry, Lisa, Natalie, Ben)	<ul style="list-style-type: none">Communication<ul style="list-style-type: none">Cleaning up the catalogWould like NSCM's website updatedFilm and Mass Media<ul style="list-style-type: none">All committees have been establishedWorking on curriculum changes	

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	<ul style="list-style-type: none"> ○ Intern Pursuit is November 12, 9 a.m. to noon, in the Student Union ○ Recruiting for the MFA program ○ A tour of the Vu Studios is scheduled for November 4, 10 a.m. All faculty are invited • Games and Interactive Media <ul style="list-style-type: none"> ○ N. Hunter has invited former students to assist current students with their portfolios • FIEA <ul style="list-style-type: none"> ○ 69 new students this year ○ Grad Fairs are going on ○ Florida A&M is coming next week ~ 30 students • Robert <ul style="list-style-type: none"> ○ We are always looking for people to be on the advisory board <ul style="list-style-type: none"> ▪ Annual commitment \$1500 a year for 3 years ▪ Four meetings a year ○ We would like more people with a history of Film, GaIM and FIEA • Look at your administrative structure and summer loads 	<p>Debbie - send out calendar invite to faculty for VU Studios field trip</p> <p>ADs – If you know of someone who would like to be on the advisory board, submit names to Robert</p> <p>Robert – contact Kim Tuorto to compile annual reports from 2020-2021 and 2021-2022 to show how release time was used by faculty for COS</p>
Academic Affairs (Nan, Shameika, Rebecca)	<ul style="list-style-type: none"> • Curriculum meeting <ul style="list-style-type: none"> ○ COS curriculum meeting is October 13 ○ NSCM's next meeting is November 16 • Assessment plans (see attachment) • Nan and Kim have been invited to other universities for international partnership opportunities • Six scholarships for going abroad in spring 2023 • If you know of a student is in crisis, please let Rebecca know • Hosting Honors College orientation October 12 via Zoom • Working with WUCF – 18 students to take a tour of WUCF • Participated Study Abroad fair • NSCM's enrollment is low • Spring 23 COS deadline is November 18 to cancel under-enroll classes 	

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Graduate Programs (Tim and Jamie)	<ul style="list-style-type: none"> • Building 2023-2024 schedule • November 14 is the deadline for making changes to existing GTA contracts/hiring new GTAs/processing overload agreements for spring 2023 • Buhr Fellowship applications will be available to identify 2023-2024 recipient(s) • Proposal for reduced course minimums for grad courses <ul style="list-style-type: none"> ◦ Need to do more planning with our graduate students • Three applicants for Ilmenau Exchange for summer 2023; approaching Appeals Committee to secure appropriate credits for exchange students from UCF to Illemau • Scheduling graduate students <ul style="list-style-type: none"> ◦ There is a process for GTA overloads 	<p>Graduate Program Coordinators – provide rationale for minimum threshold for low enrolled classes to Tim</p> <p>Tim – discuss at next Graduate Committee meeting</p>
Communications and Outreach (Robert)	<ul style="list-style-type: none"> • TV Screen Updates <ul style="list-style-type: none"> ◦ Beginning January 2023, there will be a \$15 charge for each television with cable ◦ Keeping all televisions in hallways and Newsroom • Website Update • Student-Alumni Mentorship Program <ul style="list-style-type: none"> ◦ Amber Spiotti resigned ◦ Program may be suspended in 2022-2023 	<p>ADs – look at your program on the website; send corrections to Ryan</p>
Faculty and Staff Affairs (Robert)	<ul style="list-style-type: none"> • Update on Staff Searches <ul style="list-style-type: none"> ◦ Dylan's former position closes October 12 ◦ Currently, there are three very strong candidates <ul style="list-style-type: none"> ▪ Campus interviews will be scheduled asap ◦ The Graduate Admission Specialist position interviews are completed. Tim will submit his recommendation to hire this week • Update on Faculty Search Committee Formation and Training <ul style="list-style-type: none"> ◦ Submitted committee members' names to COS ◦ All members must take the required training course ◦ OIE will send an email to each member • Adjunct Contracts <ul style="list-style-type: none"> ◦ Submit names to Debbie by October 20 ◦ COS hiring deadline is November 14 	

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	<ul style="list-style-type: none"> Staff Lunches <ul style="list-style-type: none"> October 18 – Main campus October 20 – Downtown Committee Structure Vision and Update 	
Budget and Finance (Lisa Myles and Robert)	<ul style="list-style-type: none"> Advancement Donation Page <ul style="list-style-type: none"> Changing names to reflect the accrual programs Would like to start having 1:1 AD budget meetings Equipment needs <ul style="list-style-type: none"> The desktop computers for the GTAs are in; JR is working with UCF IT to set them up 	<p>Lisa Myles – provide link to ADs to use in promotion of funds in their program areas</p> <p>Lisa Mills – share QR code Film is using to promote its funds</p> <p>JR – check with Tim Sellnow to see if used computers could be set up in a 'research lab' on the third floor of CMB</p>
Student-Related Topics (Robert)	<ul style="list-style-type: none"> Student Advisory Council <ul style="list-style-type: none"> 1 student from each undergraduate major 1 student for each graduate degree program Meets once a semester with Robert 	ADs – ask students if they would like to participate - submit names and contact information (e.g., email address) to Robert
Other Items (Lisa Myles)	<ul style="list-style-type: none"> October 27, 9 – 11 a.m., NSCM is participating in the Downtown campus OCPS ACE Book Character Parade. 	

Next meeting

November 14, 10 a.m. – 12 p.m., CMB 202K