

UNIVERSITY OF CENTRAL FLORIDA

Director's Cabinet Meeting Minutes

Meeting Date: 11/14/22

Start: 10:00 a.m. **End:** 11:50 a.m.

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

Absence: None

Agenda Item	Discussion/Conclusion	Recommendations/Actions
Welcome and Announcements (Robert)	 Received a \$5K+ donation to the Film program Donor requested to remain anonymous 	
Update on Visit to TU Illmenau (Robert)	 Ilmenau is very eager to create a Master's dual degree program We need to identify 4-5 faculty who would like to be cohorts with 4-5 Ilmenau faculty This dual degree will be a plus for our program and the University Students would graduate with a degree from Ilmenau and UCF We need to get Graduate faculty involved 	Assistant Directors: Let your faculty know about the opportunity to be part of the new degree. Ask faculty if any are interested in being a cohort.
Workday, Facilities and Space Update (Robert)	 Hourly employees can fix their time now Facilities is going to visit all buildings to review space allocation 	
Academic Affairs Update (Nan, Robert)	 Student Success Committee Working on school policy regarding student conduct Undergraduate Scholarship Program Next cycle of scholarship reviews will start in spring 2023. 	Nan to distribute the information package to the assistant directors.

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Agenda Item Advising (Rebecca)	 Honors College Offering in spring 2023 Third Curriculum College scheduled for 11/15/22 Administrative Coordinators need to get involved with the schedule Coordinators will work with faculty and Rebecca Other units have their administrative coordinators work course schedules Expect to have the same amount of money for Summer as last summer Assistant Directors need to get more involved in the schedule 	Recommendations/Actions
(Rebecca) Curriculum (Kim)	 Advising Down one advisor who will be out until the end of November or longer Orientations are in full swing Advisors are fully booked until the end of the semester Under-enrolled classes 113 low-enrolled classes 51 upper-division classes under-enrolled 35 lower-division classes under-enrolled 27 graduate classes under-enrolled 1,470 non-enrolled undergrad students Would like to have the college deadline of November 28th be extended Applications for Shark Tank internships are low – only five students have applied; deadline is 11/14 We should open up to Film students Curriculum 5 proposals were tabled at the last NSCM meeting Next undergraduate submission deadline is 12/1 Meeting to vote is 12/9 College level vote is mid-January Graduate level submission date is 11/23 Committee vote is 12/9 College level vote is mid-January College level vote is mid-January 	Lisa Mills – look at the Shark Tank MOU to see if there are restrictions on what majors can participate

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(Robert)	 Assignment of GTAs Full-time GTAs must have full assignments No overloads will be approved until all GTAs have full assignments If possible, please share your GTAs if they need full assignments GaIM is desperate for Graders Spring 2023 Faculty Assignments have been emailed to all faculty except FIEA Adjuncts \$50K was allocated for spring; we need \$123K Need to reduce adjuncts 	Robert to schedule meeting with Ben to discuss FIEA faculty assignments
Graduate Research and Creative Activity Update (Tim)	 Graduate has space available for usage We have our first doctoral students (2) graduating in December 	
Diversity and Equity (Jen)	Nothing to report	
Faculty and Staff Affairs (Ann)	 New faculty/staff mentorship meeting on 11/18 COS denied staff retreat due to cost. Looking at other places. Will start developing a training for research proposal identification and writing to start early spring semester 	
Budget and Finance (Lisa Myles and Robert)	 The Dean has \$450K available. Accepting proposals: Research Creative Activity and Creative Equipment Forensics program has no budget – need to propose \$40K Furnish a research lab for faculty Travel expenses Money must be spent by 07/01/23 NSCM deadline is 12/01 	Submit proposals to Robert by 12/01

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Searches for Positions (Robert)	Will take announcements to NCA	
Schedule of Special Events (Robert)	 11/16 - College of Sciences Scholarship Event - is anyone available to attend 6 p.m 8 p.m. 12/02 - Disney Culinary School is having a grand buffet at the downtown campus 12/07 - Staff Retreat 12/15 - FIEA's event for their graduating students 12/16 - Reception in NSCM atrium celebrating our 2 Ph.D. students and 9 Communication MA students - from 11:30 a.m. to 12:30 p.m. on main campus for graduate students. 12/16 - 2 p.m 4 p.m. Graduation - please encourage your faculty to attend 	
NSCM Marketing and Promotion (Katie) Other Items	 eUpdates and NSCM Monthly Newsletter EA Sports is giving scholarships NBC scholarship Updating NSCM brochure Assessment – we are past the due date Marsh 27 – Marsh 2 would like to do some teaching 	
	 March 27 – March 3 would like to do some teaching 12/01 deadline – UCF Excellence Awards Would like to have every program have submittals 	

<u>Next meeting</u> January 23, 2023, 10 a.m. – 12 p.m., CMB 202K