



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)	<ul style="list-style-type: none">Received a \$5K+ donation to the Film programDonor requested to remain anonymous	
Update on Visit to TU Ilmenau (Robert)	<ul style="list-style-type: none">Ilmenau is very eager to create a Master's dual degree programWe need to identify 4-5 faculty who would like to be cohorts with 4-5 Ilmenau facultyThis dual degree will be a plus for our program and the UniversityStudents would graduate with a degree from Ilmenau and UCFWe 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)	<ul style="list-style-type: none">Hourly employees can fix their time nowFacilities is going to visit all buildings to review space allocation	
Academic Affairs Update (Nan, Robert)	<ul style="list-style-type: none">Student Success Committee<ul style="list-style-type: none">Working on school policy regarding student conductUndergraduate Scholarship Program<ul style="list-style-type: none">Next cycle of scholarship reviews will start in spring 2023.	Nan to distribute the information package to the assistant directors.

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(Robert)	<ul style="list-style-type: none"> • Assignment of GTAs <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ \$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)	<ul style="list-style-type: none"> • Graduate has space available for usage • We have our first doctoral students (2) graduating in December 	
Diversity and Equity (Jen)	<ul style="list-style-type: none"> • Nothing to report 	
Faculty and Staff Affairs (Ann)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • The Dean has \$450K available. Accepting proposals: <ul style="list-style-type: none"> ○ 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)	<ul style="list-style-type: none"> • Will take announcements to NCA 	
Schedule of Special Events (Robert)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • eUpdates and NSCM Monthly Newsletter • EA Sports is giving scholarships • NBC scholarship • Updating NSCM brochure 	
Other Items	<ul style="list-style-type: none"> • Assessment – we are past the due date • March 27 – March 3 would like to do some teaching • 12/01 deadline – UCF Excellence Awards <ul style="list-style-type: none"> ○ Would like to have every program have submittals 	

Next meeting

January 23, 2023, 10 a.m. – 12 p.m., CMB 202K