



Director's Cabinet Meeting Minutes

Meeting Date: 01/23/23

Start: 10:00 a.m.

End: 12:00 p.m.

Attendance: Ryan Fox, Jamie Kosnosky, Robert Littlefield, Ann Miller, Lisa Mills, Lisa Myles, Rebecca Morales, Ben Noel, John Rotolo, Jennifer Sandoval, Tim Sellnow, Kim Tuorto, Natalie Underberg-Goode, Harry Weger, Nan Yu

Absent: Katie Coronado (Excused); Debbie Doyle (Excused)

Welcome and Director's Comments – Robert

- Welcome Michael Maguire, Manager of Media Productions and Assistant Director, Facilities & Operations (main campus)
 - Dylan's former position, plus AD position
 - Starting today on the main campus
 - Michael is from Valencia
 - Has 15 years in the broadcasting area
 - MBA from Rollins College
- Searches
 - 11 faculty searches
 - All committees have been charged
 - Need to extend the instructor/lecturer position in Film for 1 week due to issues with applicants submitting their applications.
 - Extended GalM instructor/lecturer for 2 weeks
 - Have learned that we will need to reopen the position and have our current applicants resubmit their materials. It is embarrassing, but the Evergreen system is very inflexible, and we will keep the search open until we find our candidates.
 - Building in incentives, if ADs want to see applicants (view only), contact Katherine
 - Any comments from people who choose not to apply should be forwarded to Jen
- Scheduling (fall 2023, spring 2024, summer 2023)
 - Fall 2023 schedule will be reviewed, with a final copy submitted to Robert by January 27
 - Workflow should involve ADs, program coordinators, and assigned staff
 - Robert sent the spring schedule to Maria to enter into the scheduling system and will get the copy back on February 6
 - Received summer budget and workbooks will be sent to ADs. Plans for summer should be submitted to Robert by February 6
 - Schedule goes "live" March 6
 - Enrollment begins March 24
 - ADs are encouraged to develop a 'Plan B' for covering classes if we do not find applicants.
 - Adjunct lists should be prepared for discussion with Robert
 - Do not cancel a course 6 weeks before the semester begins (Fall classes should be canceled before July 14).
 - Summer enrollment for graduate courses shouldn't be restricted – maybe some options for other majors
 - Charlie Elliott is doing some outreach to applicants stuck in the process.

- Director's Challenge
 - Will talk about this at the all-school meeting
 - Open to all faculty and staff
 - Must improve school and be school-wide
 - Outside committee will review
 - \$2,000 will be made available to the per program area of the winning suggestion
 - Money needs to be spent by June 30
 - Must receive receipts by May 31
 - Proposals are due by February 28
 - A decision will be made before spring break
- Strategic Goals
 - All submissions need to be put together for the end-of-the-year annual report
 - Additional reports will be added for Faculty/Staff mentorship program, policy and planning accomplishments, curriculum, assessment, exchange programs, international scholars, student success, inclusion, and facilities and operations

Academic Programs and Student Affairs – Nan

- Undergraduate Teaching Assistants - UTAs
 - Working to improve the UTA process
 - Revising the pedagogical part
 - HR changed process
 - Now has three levels of approval
 - Cannot have GTA and UTA both
- Scholarships
 - Submittals open today
 - Giving students 1 month to submit
 - Nan and Ketwana are handling scholarships
 - Daren would have the fall application deadline and commitment dates for four international scholarships
- Curriculum - **Kim**
 - Finished undergraduate program/course revisions
 - If you have visuals or presentations, you must include text for ADA compliant
 - Jen will include some free service resources

Advising – Rebecca

- Rebecca reported we met 90.2% enrollment for spring 2023
- There were some low-enrolled courses
- Kelly is back in the office
- Margo broke her foot – may need to work remotely
- D.D. and Jessica are relocating to the CMB building, 1st floor, by Ketwana and Maria in the faculty area
- We hope this move increases student traffic
- Ketwana and Maria will be more involved in scheduling and advising

Graduate Studies, Research and Creative Activity – Timothy

- Research Space
 - The Buhr Fellowship for faculty

- Have one for Film
 - Hoping for one for Communication
- Charlie Elliott is working on new programs and helping programs on the main campus
 - Four exchange faculty are coming – 2 from Germany; 2 from China

Faculty and Staff Relations – Ann

- Mentoring Program
 - A meeting was held last Friday
 - Development funds are available
- Staff Annual Evaluations
 - Evaluations are starting this week
 - Ann will be an observer/resource
 - Staff to send self-evaluation to supervisor
 - Debbie will arrange the final evaluation with employee, supervisor and Robert
- P&T CPE Process
 - We have two faculty in GalM going up for P&T and possibly one from Film (George Koszulinski)
 - George may decide not to go up for promotion but will do a CPE to go through the process
 - If anyone is going up to an associate level, they should have a CPE
 - Need a chair for the CPE committee; needs to be a professor

Inclusion – Jennifer

- Requested syllabi have the diversity requirement
- The State is concerned about how dollars are being spent on diversity, inclusion, critical race theory
- How many students being treated as having gender phobia, cannot report names
- Show support for students due to HIPAA - cannot request names
- HB7 is not a law (challenged, 3 injunctions)

Communications and Outreach – Ryan

- Strategic Plan
- Increasing amount of media to expose people to the school
- Looking for podcasts, videos, etc.
- Published annual plan
- Katie is in Washington meeting ambassadors representing UCF, sharing information about programs and global initiatives
- Look at NSCM's website; any feedback should be sent to Ryan and Katie; welcome all comments

Facilities and Operations – "J.R." and Michael

- Nothing to report

Next meeting

February 20th, 10 a.m. – 12 p.m., CMB 202K