

Sedona Training

Nicholson School of Communication and Media



2021-2022 SEDONA USAGE



75 Users



Teaching Activities

430

**35 Thesis/Dissertation
Chair/Co-Chair**

**38 Thesis/Dissertation
Committee- Members**

**23 Student Assigned
Independent Studies**

46 Existing Course Redesigns



Research Activities

890

65 Articles

95 Creative Activities

103 Presentations



Service Activities

773




253 Professional Activities

428 Institutional Activities




92 Community Activities

SEDONA UPDATES

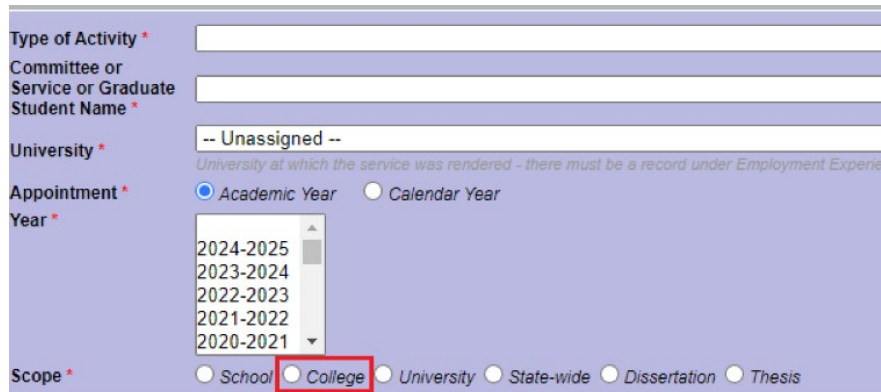
Teaching Activities

- Develop a Service-Learning Course (22-23) 
- Engage in Service-Learning Activity (22-23) 
- Teach UCF service-learning or study abroad course (22-23) 
- Directed Research (added 21-22)

Service-Institution

- Conduct teaching peer-review for colleague w/state (22-23) 
- Advise or sponsor a student organization (22-23) 
- Supervise a Program Area or School Activity (22-23) 
- Writing Faculty Recommendations (UCF) (21-22)
- Writing Staff Recommendations (UCF) (21-22)

College is now one of the options for scope in institutional service (21-22)



Type of Activity *

Committee or Service or Graduate Student Name *

University *

Appointment *

Year *

Scope *

☐ School ☒ College ☐ University ☐ State-wide ☐ Dissertation ☐ Thesis

Service - Profession

- Reviewer- Festival/Gallery (22-23) 
- Juror: Animation Festival (22-23) 
- Editor: Scholarly Book (22-23) 
- Coordinator: Film Festival (21-22)
- Juror: Film Festival (21-22)
- Writing Faculty Recommendations (External) (21-22)
- Writing Staff Recommendations (External) (21-22)

Additional Updates

- Descriptions for Outstanding Research and Service - Legacy NSC Non-tenured AESP template
- Creative activities: separate research category and now include descriptions
- Checkboxes removed from Legacy SVAD AESP

SEDONA



Logging Into Sedona

- Go to <https://sedonaweb.com>
 - Google Chrome browser recommended
- Select Member from the Account type drop-down menu
- Member ID: UCFID or UCF email address
Password: default is also your UCFID



SEDONA is a self-service web database application that allows members to maintain their teaching, research, service, experience, development, credentials, and assessment records. Members can create a public site, automatically updated by **SEDONA**. Administrators may use **SEDONA** to automatically update school web pages, support accreditation, build rubrics to assess learning objectives, customize reports (including CVs), create database queries, web surveys, ePortfolios, evaluations, and benchmark faculty productivity using scorecards.

Visit our information website to learn more about **SEDONA**

[LEARN MORE](#)

Member Login

Account Type

Member

Member ID or Email Address

Password

☐ Enter the demo

Login

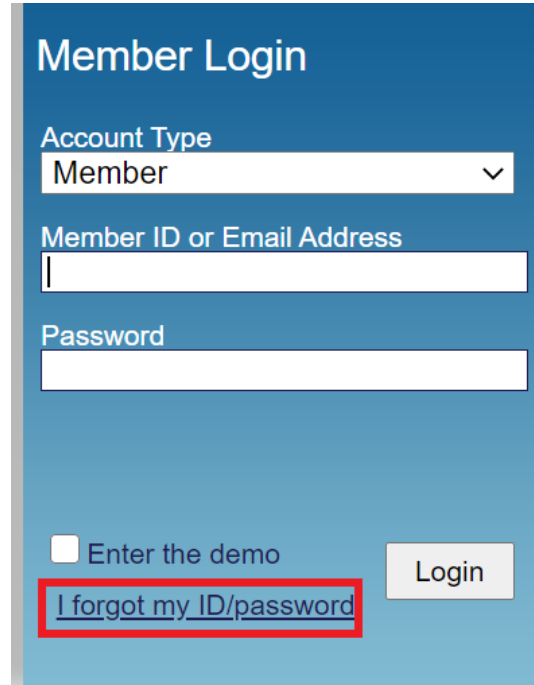
[I forgot my ID/password](#)



UCF

Forgot Password?

- If you forget your password, you can have it emailed to your UCF email address by selecting the I forgot my ID/password link
- Please check your junk email box for an email from @sedonaweb if you do not receive the email within a few minutes of making the request



The image shows a 'Member Login' form with a blue header. Below the header, there is a dropdown menu for 'Account Type' with 'Member' selected. Below that is a text input field for 'Member ID or Email Address'. Below that is a text input field for 'Password'. At the bottom, there is a checkbox labeled 'Enter the demo' and a button labeled 'Login'. A red rectangular box highlights the text '[I forgot my ID/password](#)' located below the 'Enter the demo' checkbox.

2022-2023 Faculty Annual Report



Faculty Annual Report (FAR)

- Two ways to update activities:
 1. COS Faculty Annual Report Template
 2. Homepage Navigation

COS Faculty Annual Report (FAR)

- The link for the COS Annual FAR will be found under the templates section on your Sedona homepage.

Templates Reports	Research Activities Entry	Service Activities Entry	Teaching Activities Entry
CV (Curriculum Vitae) BIO Sketch (NIH, NSF) COS Faculty Annual Report...	Articles in Journals Articles in Proceedings Articles-in-Progress Books, Monographs ... Chapters, Cases ... Conference Presentations Creative Activities Grants & Gifts Patents & Trademarks Research Reports Software Development Other Research	Community Service Institutional Service Professional Service	Courses Taught Exec / Prof Education Teaching Activities Teaching Schedule Teaching Syllabi
Committees & Documents Journal Listing / Lookup Papers Under Review (All) Professional Development Research Activities Service Activities		Experience Activities Entry Consulting Experience Employment Experience Paid Service Experience	
		Credentials Entry Academic Degrees Courses Taken Licensures / Certifications Professional Development Professional Memberships	Other Activities Entry Honors/Awards/Scholarships Miscellaneous
			Message Center

COS Faculty Annual Report

(Teaching Activities)

I. TEACHING ACTIVITIES

2. COURSE DESIGN OR REDESIGN [\[ADD\]](#)

PROVIDE A DESCRIPTION FOR ANY COURSES YOU DESIGNED OR REDESIGNED DURING THIS REPORTING PERIOD.

[\[Edit\]](#)



3. THESIS/DISSERTATION SUPERVISION [\[ADD\]](#)

PROVIDE STUDENT NAME, PROJECT TITLE, DEGREE PROGRAM, AND BRIEF STATEMENT OF PROGRESS MADE THIS YEAR.

4. OTHER RESEARCH SUPERVISION [\[ADD\]](#)

PROVIDE SUPERVISEE NAME, LEVEL (POSTDOC, GRADUATE, UNDERGRADUATE), PROJECT TITLE, AND A BRIEF DESCRIPTION OF THE PROJECT.

5. INDEPENDENT STUDY SUPERVISION [\[ADD\]](#)

PROVIDE STUDENT NAME, SEMESTER, GRADUATE OR UNDERGRADUATE, AND A BRIEF DESCRIPTION OF PROJECT.

6. INTERN SUPERVISION [\[ADD\]](#)

INDICATE NUMBER OF STUDENTS AND DESCRIBE YOUR RESPONSIBILITY

7. STUDENT ADVISEMENT [\[ADD\]](#)

LIST NUMBER OF UNDERGRADUATE AND GRADUATE STUDENTS ASSIGNED FOR ADVISEMENT.

8. OTHER TEACHING ACTIVITIES [\[ADD\]](#)

PROFESSIONAL DEVELOPMENT [\[ADD\]](#)

The screenshot shows a web browser window with a title bar that says "Edit IF APPLICABLE. Briefly describe any courses that you taught for the first time or substantially revised." and a "Close" button. The browser's address bar shows "Source". The main content area is a large, empty text box. At the bottom right of the text box are "Apply" and "Close" buttons. Below the text box, the text "TEACHING ACTIVITIES [\[ADD\]](#)" is visible. The entire browser window is set against a yellow background.

COS Faculty Annual Report

(Research and Creative Activities)

II. RESEARCH AND CREATIVE ACTIVITIES

RESEARCH ACTIVITY GRID

Category	Total
----------	-------

1. SCHOLARLY/PROFESSIONAL PUBLICATIONS

ARTICLES IN JOURNALS [\[ADD\]](#)

BOOKS [\[ADD\]](#)

CHAPTERS, CASES, READINGS, SUPPLEMENTS [\[ADD\]](#)

CONFERENCE PROCEEDINGS [\[ADD\]](#)

2. SCHOLARLY OR PROFESSIONAL PRESENTATIONS [\[ADD\]](#)

PROVIDE COMPLETE CITATION.

3. OTHER PROFESSIONAL WORKS AND/OR CREATIVE WORKS [\[ADD\]](#)

PROVIDE COMPLETE CITATION INFORMATION INCLUDING NAMES OF ALL AUTHORS



COS Faculty Annual Report

(Service Activities)

III. SERVICE

1. UCF SERVICE [\[ADD\]](#)

1A. GRADUATION ATTENDANCE [\[ADD\]](#)

INDICATE WHETHER YOU ATTENDED GRADUATION DURING THE FALL OR SPRING TERMS

2. PROFESSIONAL SERVICE [\[ADD\]](#)

3. COMMUNITY SERVICE [\[ADD\]](#)

IF APPLICABLE, briefly describe any other university duties you perform.

[\[Edit\]](#)

Personal Statement: Briefly describe the value of your main accomplishments during this reporting period.

[\[Edit\]](#)

HONORS, AWARDS, AND SCHOLARSHIPS WON BY YOU [\[ADD\]](#)

HONORS, AWARDS, AND SCHOLARSHIPS WON BY YOUR STUDENTS [\[ADD\]](#)

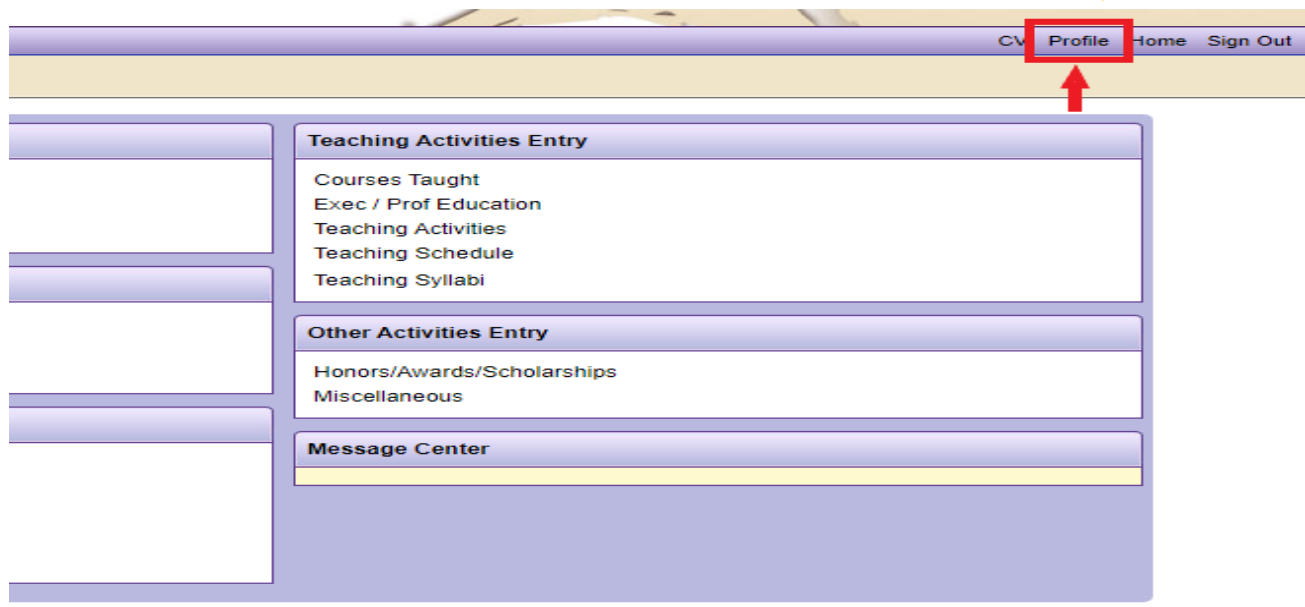
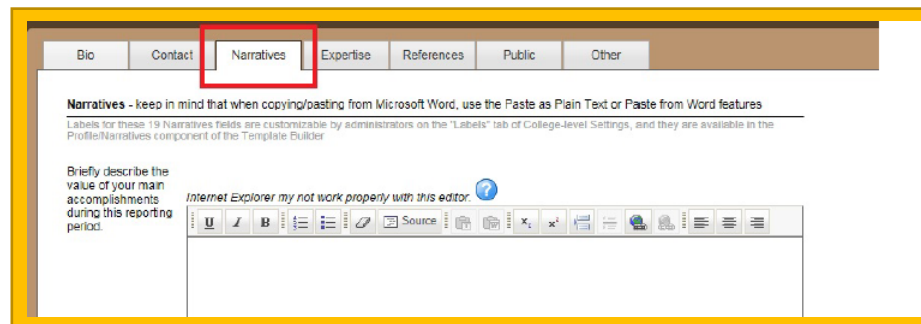
Navigating Homepage

Here you can enter your research, service, experience, and teaching activities as well as honors, awards, and scholarships. Links for each of these may be found on your Sedona homepage.

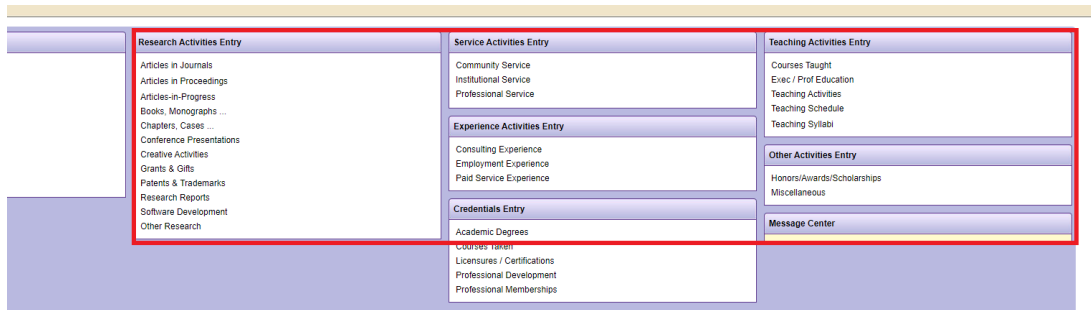
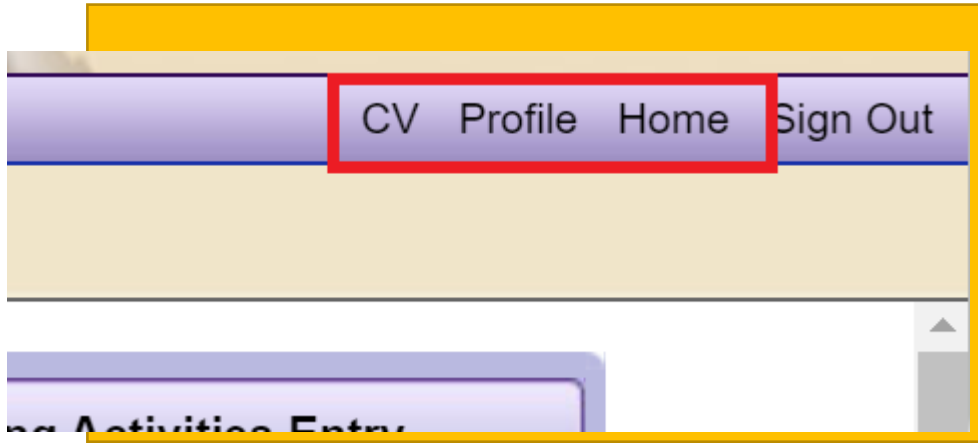
Research Activities Entry	Service Activities Entry	Teaching Activities Entry
Articles in Journals Articles in Proceedings Articles-in-Progress Books, Monographs ... Chapters, Cases ... Conference Presentations Creative Activities Grants & Gifts Patents & Trademarks Research Reports Software Development Other Research	Community Service Institutional Service Professional Service	Courses Taught Exec / Prof Education Teaching Activities Teaching Schedule Teaching Syllabi
	Experience Activities Entry	Other Activities Entry
	Consulting Experience Employment Experience Paid Service Experience	Honors/Awards/Scholarships Miscellaneous
	Credentials Entry	Message Center
	Academic Degrees Courses taken Licensures / Certifications Professional Development Professional Memberships	

Navigating Homepage

- Some components of the report will require you provide a written response in the narrative section which located in profile.



Navigating Homepage



Journal Article Entry

Once a user has entered a journal in Sedona, it is included in the alphabetical journal listing under the periodical section. If the journal is not listed, it may be petitioned to be reviewed and added by selecting this option

Home *** Articles In Journals List *** Add Articles In Journals Form

Title of Article *	
Periodical *	
Status *	Journal Is Not In List - Being Petitioned
Year Accepted *	9-1-1 Magazine
Academic Year *	Academic Exchange Quarterly
Incentive Award	Activist History Review
Other	Advancing Women In Leadership
Reference #	Africa Review
Month/Season	African Communication Research
Volume	African Journal Of AIDS Research
DOI	African Journal Of Communication
URL (must begin "http://")	Ageing International
Keywords	Aging Health
Description (Impact) When copying/pasting	AIDS And Behavior
	American Behavioral Scientist
	American Communication Journal
	American Foreign Policy Interests
	American Journal Of Criminal Justice
	American Journal Of Play
	American Journalism
	American Studies Journal

Journal Article Entry (cont.)

Once this has been selected, you will be asked to enter the following information to begin the journal petition review process

If your periodical is not in the list, you may request to add your periodical to the list of approved periodicals by filling out the following form (and submit any paperwork, if required, for approval of a refereed journal).

Periodical *

Refereed * ☐ Yes ☐ No

Review Type * ☐ Blind ☐ Double-Blind ☐ Editor ☐ Peer ☐ Unsure

Accept Rate **ISSN:**

COS Faculty Annual Report


- Once all information has been entered, you may generated a copy of the report by printing it or converting it to a PDF or Word file.



*College of Arts and Humanities Faculty Annual Report
Nicholson School of Communication and Media
Reporting Period: May 8, 2019 through May 7, 2020*

*Boyd Lindsley, Ed.D
Associate Director*

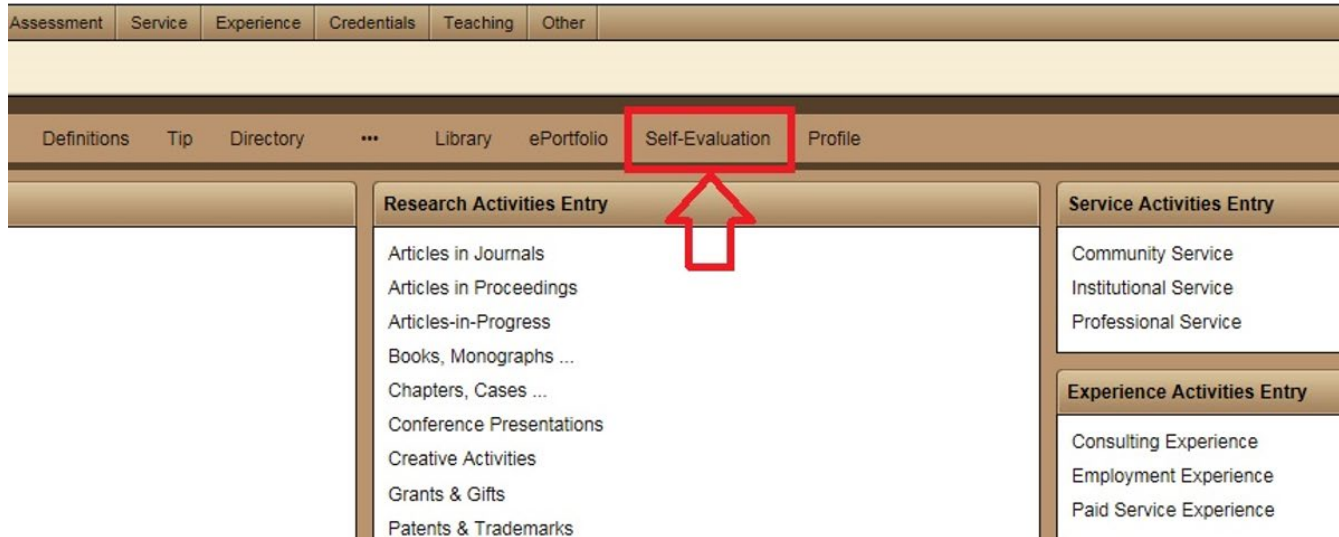


A wide-angle photograph of the University of Central Florida campus, featuring Millican Hall and a large fountain. The image is overlaid with a semi-transparent yellow filter. The text "2022-2023 Annual Evaluation Standards & Procedures (AESP)" is centered in white. In the bottom right corner, there is a UCF logo.

2022-2023 Annual Evaluation Standards & Procedures (AESP)

AESP

- To access the AESP select the Self-Evaluation option located in the lower task bar on your Sedona homepage.



Non-Tenured Legacy SVAD & FIEA AESP

- Review your AESP to ensure that your information displays correctly in your report.
- Once your review is complete, select the 'Submit' link in the upper right-hand corner.

Self-Evaluation: Legacy SVAD Faculty AESP 2022-2023 ▾

Attach Print Word PDF **Submit**

Self-Evaluation: FIEA Faculty AESP 2022-2023 ▾

Attach Print Word PDF **Submit**

Non-Tenured Legacy NSC AESP

- Make sure that the current year's AESP is being completed
- Once the correct AESP has been selected, complete all relevant sections of the evaluation.

Self-Evaluation: Legacy NSC Non-Tenure Track AESP 2022-2023 ▼

Attach Print Word PDF Submit

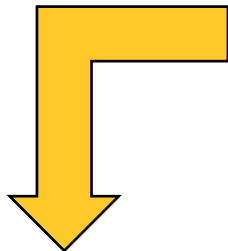
Tenure/Tenure Earning Faculty

- Select the T/TE AESP ALL [Effective 2022-2023]
- Once the correct AESP has been selected, complete all relevant sections of the evaluation.

Self-Evaluation:	T/TE AESP ALL [Effective 2022-2023] ▼
project goals you plan to achieve	Legacy SVAD Faculty AESP 2022-2023
	T/TE AESP ALL [Effective 2022-2023]
	Legacy SVAD Faculty AESP 2021-2022
	Legacy SVAD Faculty AESP 2020-2021
	Legacy SVAD Faculty AESP 2019-2020

Self-Evaluation:	T/TE AESP ALL [Effective 2022-2023] ▼
academic year, and project	Legacy NSC Non-Tenure Track AESP 2022-2023
	T/TE AESP ALL [Effective 2022-2023]
	Legacy NSC Tenure-Earning Track AESP 2021-2022
	Legacy NSC Non-Tenure Track AESP 2021-2022
	Legacy NSC Tenure-Earning Track AESP 2020-2021
	Legacy NSC Non-Tenure Track AESP 2020-2021
	Legacy NSC Tenure-Earning Track AESP 2019-2020

Completing the T/TE AESP Check Boxes



E: OUTSTANDING RATING

It is presumed that to receive an *Outstanding*, the requirements for Satisfactory and Above Satisfactory will have been met. To achieve a rating of Outstanding, faculty must either complete TWO additional activities from Above Satisfactory; or ONE option from the activities listed in Outstanding.

Preparation for Teaching

1. Participate in a campus-based multi-day teaching workshop (e.g., FCTL summer conference).
2. Complete the research to author a textbook, textbook chapter, or scholarly publication related to teaching.
3. Play a leadership role in a local, regional, national, or international teaching and learning conference and/or organization.
4. Secure external grant greater than \$5,000 for the preparation of instructional materials (grants in the Scholarship of Teaching and Learning [SoTL] area count under research; technology fee proposals count under service).
5. Author an article focusing on teaching practices that is published in a university, local, regional, or national publication.
6. Develop course materials that ensure that sources include representation across cultural identities.
7. Perform other preparation activities not included here. Please specify.

E. OUTSTANDING RATING

It is presumed that to receive an *Outstanding*, the requirements for Satisfactory and Above Satisfactory will have been met. To achieve a rating of Outstanding, faculty must either complete TWO additional activities from Above Satisfactory; or ONE option from the activities listed in Outstanding.

Preparation for Teaching

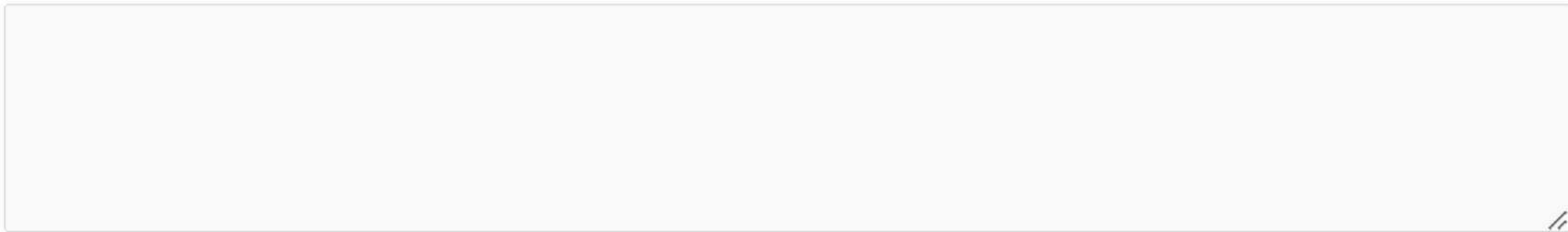
- ☐ Participate in a campus-based multi-day teaching workshop (e.g., FCTL summer conference).
- ☐ Complete the research to author a textbook, textbook chapter, or scholarly publication related to teaching.
- ☐ Play a leadership role in a local, regional, national, or international teaching and learning conference and/or organization.
- ☐ Secure external grant greater than \$5,000 for the preparation of instructional materials (grants in the Scholarship of Teaching and Learning [SoTL] area count under research; technology fee proposals count under service).
- ☐ Author an article focusing on teaching practices that is published in a university, local, regional, or national publication.
- ☐ Develop course materials that ensure that sources include representation across cultural identities.
- ☐ Perform other preparation activities not included here. Please specify.

Completing the T/TE AESP

Discussion Boxes

- Each section ends with a discussion box where you may add additional information related to the category to support your selections in that area.
- There will also be a narrative box at the very end of the should you choose to include a narrative or summary statement regarding your AESP submission.

Provide additional information or context as needed

A large, empty rectangular text box with a light gray background and a thin black border, intended for providing additional information or context. A small cursor icon is visible in the bottom right corner of the box.

Completing the T/TE AESP

Dissemination

(3) DISSEMINATION - COMMUNICATION PROGRAM AREA

The following list provides examples of the kinds of accomplishments expected at completion of a project. This list is not rank ordered, equally weighted, or exhaustive. Items may be counted more than once (e.g., publishing multiple peer-reviewed journal articles).

(3) DISSEMINATION - FILM AND MASS MEDIA PROGRAM AREA

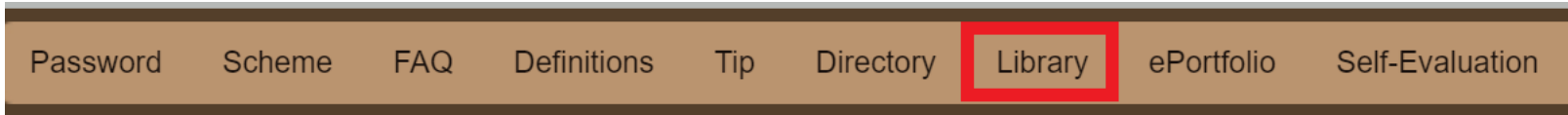
The following list provides examples of the kinds of accomplishments expected at completion of a project. This list is not rank ordered, equally weighted, or exhaustive.

(3) DISSEMINATION - GAMES AND INTERACTIVE MEDIA & FIEA PROGRAM AREAS

The following list provides examples of the kinds of accomplishments expected at completion of a project. This list is not rank ordered, equally weighted, or exhaustive.

T/TE AESP Full Document

- A copy of the NEW T/TE AESP document is located both on the Nicholson Resource and in the Sedona Library
- This will assist any section where you see [see attached for _____]



Tenure/Tenure Earning Faculty AESP

- Once in the library, select College Files → Self Evaluation Attachments and you can then download the appropriate document to use as a reference for the checklist examples

Filter: College Files				
Folder/File Name	Ext	File Size	Date	Action
▼ AESP Documents	---	---	Jul 07, 2022	
NSCM Tenure/Tenure Earning AESP	pdf	382.97 KB	Jul 07, 2022	Download

Completing the T/TE AESP

Attachments & Submission

- For any sections requiring additional documentation, files can be uploaded using the 'Attach' link in the upper right-hand corner.
- Once the evaluation has been completed, select the 'Submit' link in the upper right-hand corner.

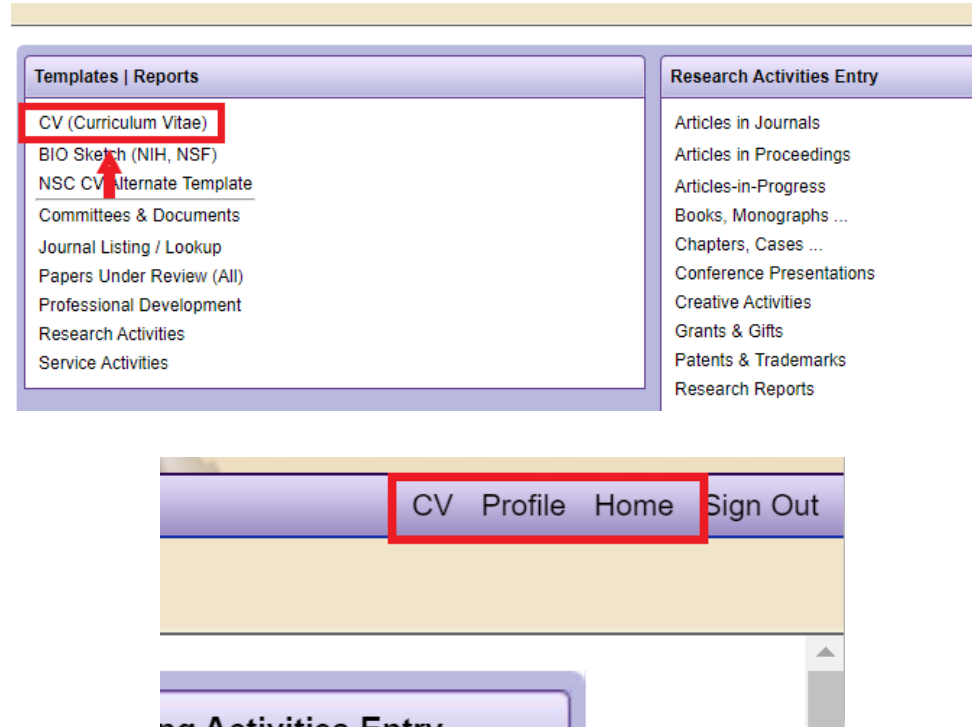
You are viewing the **Member** console.

Service	Experience	Credentials	Teaching	Other	CV	Profile	Home	Sign Out
---------	------------	-------------	----------	-------	----	---------	------	----------

Self-Evaluation: T/TE AESP ALL [Effective 2022-2023]

Curriculum Vitae

- If you choose the CV you have outside of Sedona, skip this section.
- If you are using the CV from Sedona:
 - The links for your CV can be found on the right-hand side of the upper task bar or on the left-hand side in the templates section on your Sedona homepage.
 - Once your CV has been generated, there will be options to print or convert to a PDF or Word file or you may submit your own CV.



Submission

- COS Annual Report, AESP, and an updated CV are due **May 7th**
- Once you have **saved** your Annual Report and pressed **submit** on your AESP, please email your Annual Report and CV to Shameika Daye sdaye@ucf.edu and Kim Tuorto kim.tuorto@ucf.edu

Please remember to enter all items in the
2022-2023
Academic Year

Additional Sedona Training Tool

- If you have trouble with any of the procedures on Sedona, video tutorials are available under the Help link located in the top left corner



Contact

- If you have any additional questions, please contact one of the following:
- Shameika Daye, sdaye@ucf.edu, 407-823-5231
- Kim Tuorto, kim.tuorto@ucf.edu, 407-823-2882

Tips & Tricks

TIPS

- Please ***select academic year*** for all entries including group entries

TRICKS

- Search by type function
- Copy and paste in Sedona
 - If you choose to copy and paste from your CV or a Word document, please do so in the separate text box or copy over into WordPad so that it does not bring over code from Word
- Where copy option is available

**Thank you and
Happy Reporting**

