

Director's Cabinet Meeting Minutes

Meeting Date: 03/20/23

Start: 10:00 a.m.

End: 12:00 p.m.

Attendance: Katie Coronado, Ryan Fox, Jamie Kosnosky, Robert Littlefield, Michael Maguire, 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

Announcements – Robert

- The Director's Challenge Award
 - There were five submissions
 - Suzy Prentiss won the award
 - Harry (Communication) will receive \$2,000 to spend by the end of May
- Personal and Medical Leaves
 - One staff member and several faculty are on leaves
 - Please help if asked
- Visiting Scholar Visit – March 27-31 – **Kim**
 - Dr. Christina Schumann, Visiting Scholar from Illmenau
 - She must do 8 hours of presentations
 - A presentation for faculty and graduate students is scheduled for March 31
 - If you are willing to have her speak in your class, please let Kim know
- Graduation
 - COS is looking for a marshal for the May 5 graduation ceremony
 - Because of the size of COS, Nicholson School, the school of Politics, Security and International Affairs, and Rosen College of Hospitality Management will have a graduation ceremony separate from the rest of COS.
 - The graduation ceremony will be Friday, May 5, at 7 p.m.
 - Assistant Directors and faculty should plan to be at the graduation to represent the school
 - It is very important that we have good attendance
- End-of-Year Celebration
 - Scheduled for Thursday, April 27 at 6 p.m. in the James Seneff Plaza adjacent to Dr. Phillips Academic Commons
 - Everyone can bring a guest(s)
 - There will be food, beverages, entertainment, and awards
 - Will have tours in CMB where student films will be shown and opportunities to engage in the MakerSpace and other areas

Updates from Assistant Directors

- Harry
 - A job fair/internship is planned at the Downtown campus on April 3, 12 p.m. – 6 p.m.
- Lisa
 - Film and Ad/PR Intern Pursuit went very well – attendance was tremendous
 - An LED wall has been setup on Film's Sound Stage
- Natalie
 - GaIM will have an Undergraduate Games Showcase on May 2, 6 p.m. – 8 p.m., in the MakerSpace area

- Robert suggested that the showcase should be included in the NSCM's Advisory Board End-of-Year celebration. The board members need to see what our students are doing
- Ben
 - 20 students went to the Game Developers Conference in San Francisco, CA

Reports

- Crisis Communication Planning Process – **Tim, Jen, Katie**
 - First meeting is scheduled for March 30

Academic Affairs -Nan

- Scholarship Review
 - Last Friday was the deadline for applications
 - ADs will receive a report
- COS has a new Security form for access to student records
- IDL for summer
 - Need names by May
 - Tenure-earning faculty have priority
- ADL goes through Adam

Undergraduate Academic Advising – Rebecca

- Downtown advisors moved to the CMB 168 suite
- Next two weeks, we will have drop-in advising every 15-minutes
- Enrollment begins March 23
- Encourage faculty to look at their schedules carefully
 - Make sure their schedule is what they expected
 - After enrollment, changes cannot be made

Assessment – Kim

- All results, plans, and revisions are in
- Dean said to do the minimum until the current process is updated
- Reminder – any data collection for 2022-2023, make sure you have that data by September 1

Graduate Studies, Research and Creative Activity – Tim

- Need nominations for the Ph.D. committee and new representatives on the graduate committees
- Recruitment
 - Robert suggested a table at conferences to promote our graduate program
 - Faculty should submit names of conferences that their program should attend

Engagement and Retention – Jennifer

- Stop WOKE Act
 - A judge denied an appeal submitted
 - There continues to be no law
- Union Organizing and Bill
 - The Bargaining Unit is available to the public
- Faculty Searches
 - Would like feedback on questions that candidates have

Faculty and Staff Relations – Ann

- Faculty Affairs
 - Results of the Qualtrics survey sent to faculty
 - Equitable Load for teaching – approved
 - By-Laws – approved
 - Implications – each program will have members on committees
- Staff Lunches
 - Robert will begin providing lunch to the staff each month
- Staff Retreat
 - The staff retreat is scheduled for May 5

Budget Update – Robert and Lisa Myles

- We are covering our expenses; there is no extra money available
- We received \$400k in Technology Fees
 - MakerSpace - \$250k
 - Production - \$125k
- Materials and Supplies Fees
 - Jordan oversees for GaIM
 - Jon Bowen oversees for Film
 - Equipment fees only for Communication
 - Cannot carry over Materials and Supplies Fees

Campus Interviews – Debbie

- Communication Instructor/Lecturer GEP candidates have been scheduled
 - The first candidate is scheduled for March 22
- Film and Mass Media Assistant Professor committee's list of finalists has been approved
- Games and Interactive Media committee's list has been sent to the Dean and OIE for approval

Facilities and Operations – JR and Michael

- JR
 - Tech Fee was approved
 - The Café in the back of the Communication area is completed
- Michael
 - Updated software in NSCM 140 and 161 during Spring break
 - OIR updated the equipment in the classrooms and conference rooms
 - Working with Katie and Ryan on the second-floor hallway walls

New Business – Robert

- UCF Day of Giving
 - April 13
 - The Dean has prioritized Nicholson
 - Encourage faculty/staff to donate to an NSCM fund
- Annual Reports
 - Faculty Activity Reports deadline – May 7
 - Strategic Goals deadline – May 1
- 2023-2024 School Leadership Planning Timeline

- Working on MOUs
- No stipends for the program coordinators

Other Items

- Staff merits will show on April 7 paycheck

Minutes submitted by: Debbie Doyle

Next meeting

April 17, 2023, 10 a.m. – 12 p.m., CMB 202K or Zoom