

NSCM All-School Meeting Minutes
 Friday, October 13, 2023
 12 p.m. – 2 p.m.

Attendees: E. Adelson, S. Babatayo, R. Barfield, Z. Beckler, J. Bowen, K. Briceno Plathy, J. Bright, T. Brown, R. Brunson, M. Cedeno, T. Connelly, C. Conner J. Conway, K. Coronado, M. Croft, M. Davis, S. de Sousa, M. Dodd, D. Doyle, M. Dusseau, C. Elliott, R. Fox, S. Gokhale, R. Gula, R. Hall, C. Hanlon, M. Harrington, S. Hastings, G. Hiray Leal, S. Hodgson, T. Howard, L. Hudock, N. Hunter, J. Ingalls, G. Jarmoszko, M. Johnson, B. Kalin, J. Kim, W. Kinnally, R. Kolodziej-Smith, K. Koloski, A. Korp, G. Koszulinski, G. LaPage, C. Lewis, X. Lin, J. Lipscomb, E. Lohmeyer, M. Maguire, R. Magsino Morales, J. Matusitz, J. McCafferty, J. McCully, A. Miller, L. Mills, M. Mosher, D. Moullet, J. Murray, G. Musambira, L. Myles, S. Neel, D. Negrin, B. Noel, D. Novatnak, D. Orand, E. Okoronkwo, A. Parrish, P. Peters, S. Prentiss, C. Ramputi, T. Ritter, J. Roberts, B. Rubenking, E. Sand, B. Sandler, J. Sandoval, Y. Santiago, D. Sellnow, T. Sellnow, S. Sengun, H. Shah, G. Shbeeb, K. Shults, K. Shilton, D. Sinyagovskaya, P. Smith, M. Socorro, L. Speere, P. Spence, U. Stoeckl, M. Strawser, T. Stude, K. Tuorto, W. Tummons, N. Underberg-Goode, J. Vega, K. Voss, J. Wachowski, R. Weaver, B. Wood, K. Workman, C. Yang, N. Yu

Absent: C. Briggs, E. Kight, E. Kritzer, B. Lindsley, C. Roda, J. Rotolo, K. Smith, H. Weger, D. Young, N. Zuccarello

Guests: P. Fletcher, N. Myers

General Topic	Important Discussion to Note	Action/Next Steps
Welcome and General Announcements Robert Littlefield	<ul style="list-style-type: none"> FCTL is sponsoring a COS workshop on Best Practices on November 3rd, 10:00 - 11 a.m., in HEC 101 November 7th is the deadline to make nominations for 2024 Founders' Day 	Faculty to nominate outstanding students
Office of Institutional Equity Presentation Nancy Myers, Director of OIE Pamela Fletcher, EEO & Search Compliance Manager	<ul style="list-style-type: none"> OIE supports areas of discrimination, harassment, retaliation, accessibility, and affirmative action. As a Federal contractor, UCF has requirements to comply with Equal Employment Opportunity (EEO) laws for faculty/staff searches. We must ensure that our process is fair and equitable and that we're making a good-faith effort to have a highly qualified and diverse pool. There must be diversity in the applicant pool. This includes more than one gender and at least two racial/ethnic backgrounds represented after Round One's screening for minimum requirements. 	

<p>Academic Affairs and Student Success Nan Yu and Robert Littlefield</p>	<p><u>Office Hours</u></p> <ul style="list-style-type: none"> • COS has proposed that effective 2024, office hours must be 1.5 hours per week for each class taught, and at least one of those hours or 50% of the scheduled office hours, must be in person. If you are fully online, you can request online office hours from the director. • GTAs, who are instructors of record, must hold 1.5 hours of office hours per week, regardless of the number of courses they are teaching. • The Dean will notify if this new policy begins in Spring or Fall 2024. <p><u>D/F/W Grades</u> UCF leadership pays attention to these grades because they affect the graduation rates.</p> <p><u>Travel and Teaching Responsibility</u> You must notify Robert and plan how you will cover your classes. No more than two classes per semester are allowed to be missed.</p> <p><u>Deadlines:</u> Graduate curriculum change: November 3 Undergraduate curriculum: October 24 November 1 deadline for UTAs in Spring 2024 Assessment deadlines: 2022-23 Results = September 17 2023-24 Plans = October 23</p>	<p>Faculty must notify Robert if you are going to miss your class for a professional or personal reason.</p>
<p>Academic Advising Updates Rebecca Morales</p>	<p>October 16 – Students will be able to see their enrollment dates and be able to start adding courses to their shopping carts. October 30 – Enrollment officially opens. October 27 – Withdrawal deadline.</p>	
<p>Engagement and Retention Jen Sandoval</p>	<p><u>COVID Protocol</u> https://www.ucf.edu/safety/question/when-can-i-return-to-work-if-i-have-had-the-flu/?amp</p> <p><u>PRIDE</u> https://comeoutwithpride.org/ Betsy Kalin’s Pride shorts - October 20th at 1 p.m., NSCM 145</p> <p><u>Awards and Interfolio System</u></p> <ul style="list-style-type: none"> • I/L faculty have a Webcourse that has resources to assist with applying for awards. To gain access to the Webcourse, • send a request to Patty - https://digitallearning.ucf.edu/ilab/patty-farless/. 	

	<p>Other Items</p> <ul style="list-style-type: none"> November 8 & 9 – The Board of Visitors’ meeting is at UCF. https://www.flbog.edu/meeting/florida-board-of-governors-meeting-mnqmmow/ 	
Committee Elections	<p>COS Undergraduate Curriculum Committee (Fall 23 Only) Tim Ritter volunteered - vote results – ratified.</p> <p>COS Awards & Recognition (Fall 23 Only) Jen sent out a Qualtrics survey. Boyd Lindsley was elected. https://ucf.qualtrics.com/jfe/form/SV_b4rFHA4GsK11L5s</p> <p>Policy and Planning (Associate Level Required) Communication and Digital Media have representatives who are not at an associate level (Adam Parrish and Noah Hunter). Representatives must be at the associate level.</p>	Units will elect representatives and report the results to Jen Sandoval.
<p>Assistant Director Updates</p> <ul style="list-style-type: none"> Katie Coronado Michael Maguire John (J.R.) Rotolo 	<p>Market and Outreach No report</p> <p>Facilities and Operations</p> <ul style="list-style-type: none"> Main Campus – Michael: <ul style="list-style-type: none"> Media lab 161 has all new computers. The office paintings have been scheduled. NSCM 238 has been converted to the GTA office. There are six workstations. Downtown faculty are welcome to use a workstation if the visiting office is occupied. Downtown Campus – J.R.: <ul style="list-style-type: none"> The gallery space is moving forward. The monitors around the building are being updated. The Makerspace area is being worked. 	
<p>Director’s Updates</p> <ul style="list-style-type: none"> Organizational Changes to School Structure Budget Scheduling Searches 	<p>Organizational Changes to the School Structure</p> <ul style="list-style-type: none"> Faculty Excellence recommended to the Dean that the senior associate director positions should be staff, not faculty. Continued discussions to occur. Proposed to the Dean, effective fall 2024, NSCM will have: <ul style="list-style-type: none"> A director of the school 3 associate directors (1 for each program) 3 assistant directors 3 graduate program coordinators FIEA will still have an executive director The assistant director will be from a program area other than the area the associate director is from. Each program area will have 5 course releases assigned: <ul style="list-style-type: none"> The associate director = 3 	

- The assistant director = 1
- The graduate program coordinator = 1
- Spring 2024 semester will be a transition semester where we'll be putting the new structure in place to begin in the fall.
- There may be a possibility for additional faculty leadership by providing a percentage in Assignment of Duties for research/creative activity or service.

Travel Pre-Authorization Request Form

- Faculty
 - Faculty completes the form and indicates if award, balance, or overhead accounts should be used if needed.
 - The assistant director signs off approving the travel.
 - The director signs off approving the budget.
 - Lisa Myles provides the budget codes.
 - Wanda receives the form and authorizes faculty to make travel arrangements.
- GTAs
 - The GTA fills out the form and secures a letter of support to present research/creative work.
 - The Graduate Program Coordinator signs off approving the travel and sends a letter of support to the director.
 - The director signs off approving the budget.
 - Lisa Myles provides the budget codes.
 - Wanda receives the form and authorizes GTA to make travel arrangements.

Request for Purchase (RFP)

All staff should check with their supervisor about the use of the form. If POs are being used, the RFP form is not necessary; however, a budget must be available.

Faulty must use the RFP form and receive approval from their assistant director before submitting it to the director for budget approval.

Equitable Load Policy

The 2024-2025 teaching load notifications will be sent out next week. The assignments will not include course releases for administrative roles.

Searches

- The Marketing Communications Assistant position has been filled. Welcome, Ryan Fox.

	<ul style="list-style-type: none"> • The Graduate Student Services Coordinator position is at the interview stage. Five candidates are scheduled for phone interviews. • FIEA's IT Client Services position is at the searching stage. • Film's Cinematographer position is at the interview stage. • GaIM's position search committee was charged yesterday. • F&MM's Virtual Production position is ready to post. • F&MM's Broadcast Production Specialist position is moving forward. This will be a staff position. 	
<p>Program Area Updates</p> <ul style="list-style-type: none"> • Harry Weger • Lisa Mills • Natalie Underberg-Goode • Ben Noel 	<p><u>Ben</u></p> <ul style="list-style-type: none"> • FIEA is in the middle of graduate fairs. • The new cohort 20 had 78 students that started this fall. This brings our total with the two classes to 146 students. • FIEA will have a couple of more open houses in the fall. One of them will be with GaIM. <p><u>Natalie</u></p> <ul style="list-style-type: none"> • Faculty presenting at ICDS in Kobe, Japan. • Undergraduate team nominated for Serious Games Showcase and Challenge. • Disney grant received in connection with Limbitless that funds student uterus. • Undergrads in Game Dev Knights are hosting a spooky game jam on Oct. 28. • Matthew Mosher has a solo exhibition that opens Oct. 26 in Phoenix. <p><u>Lisa</u></p> <ul style="list-style-type: none"> • Barry Sandler led a panel about the writers and actors strike that was very well attended by students. There were approximately 125 students in attendance. • Rick Brunson and his students have been working on a documentary series on the Texas-Mexico border, which has been nominated for three Emmys. • Jon Bowen and Michael Maguire have made great improvements to our computer labs. • Film has two students who made short films that are already getting into festivals and winning awards. • Phil Peters is out recruiting. <p><u>Michael Strawser for Harry</u> Nothing to report.</p>	

<p>Comments/Items of Interest</p>	<p><u>Deanna Sellnow</u> NSCM has a number of graduate students from the Comm program who are presenting at NCA. There will be a dress rehearsal for those students to present their papers here on campus. If you are available, please come and participate. In addition, if you are attending NCA, attend their session to provide some moral support.</p> <p><u>Lindsay Hudock</u> Intern Pursuit is Monday, October 16th, 6:00 p.m. We have 60 employers attending.</p> <p><u>Jonathan Conway</u> Speech and Debate is hosting our first-ever high school tournament this weekend—159 students, 90 judges, plus staff.</p> <p><u>Dan Novatnak</u> The GalM web and social platforms student organization is hosting workshops with guest speakers. Club meetings have had 75 – 80 people attend.</p> <p><u>Christine Hanlon</u> I have been accepted to the Fulbright Specialist roster. I am looking forward to an international placement. Thank you for supporting me with the application process, Shari Hodgson, Harry Weger, David Young and Ann Miller.</p> <p><u>Zachary Beckler</u> Sarah Tice and I won the Independent Spirit Award at A Night of Horror Film Festival in Sydney, Australia, for her MFA graduate feature.</p> <p><u>Jen Sandoval</u> Results of the Qualtrics survey for the COS Recognition and Scholarship Committee: 44% of the votes were for Boyd Lindsley.</p>	
<p>Adjournment</p>	<p>1:56 p.m.</p>	

Next Meeting: November 17, 10 a.m. – 12 p.m.