



**Director's Cabinet Meeting
Tuesday, August 28, 2023
10:00 a.m. – 12 noon**

MINUTES

Attendance: D. Doyle, R. Fox, J. Kosnosky, M. Maguire, L. Mills, R. Morales Magsino, L. Myles, B. Noel, J. Rotolo, J. Sandoval, K. Tuorto, N. Underberg-Goode, H. Weger, N. Yu

Welcome and Announcements

- Fridays are “happening” at UCF Downtown
- Resource Fair
The Academic Resource Fair takes place on Wednesday, October 11, from 11 a.m. – 1 p.m. in the Cape Florida Ballroom.
- Classes dismissed at 2 p.m. on August 31
All classes scheduled after 2 p.m. are canceled. Scheduled classes that go past 2 p.m. are to end at 2 p.m. Staff are to leave at 2 p.m. Staff are to record in Workday three hours against Game Day. The time does not go against the employees.

Reassignment of Administrative Tasks for Elimination of Associate Director for Graduate Studies, Research and Creative

Due to Dr. Tim Sellnow stepping out of the role of Associate Director for Graduate Studies, Research and Creative, the responsibilities are going to be given to other faculty administrators. The role is not being replaced.

- Director – Robert will oversee:
 - Graduate Budget
 - Supervision of Staff
 - Final Dissertation and Thesis Approval
- Associate Director for Academic Affairs and Student Success – Nan will oversee:
 - Graduate Curriculum Committee – Nan will be the convener for the committee.
 - Grade Changes/Appeals – Nan will manage undergraduate and graduate.
 - Convener, Graduate Committee (as needed)
- Associate Director for Faculty Engagement and Retention – Jen will oversee:
 - FQMS
 - ADL/IDL
- Graduate Program Coordinators – Harry, Natalie, and Lisa Mills will be responsible for:
 - GTA Orientation
 - SLATE training for access
 - Student Travel Approval – For a graduate student to get travel funding, a letter from their student advisor or program coordinator must be sent to Robert.
 - Liaison with COS for Waivers – Kerstin Hamann is in charge of the waivers. The graduate program coordinators must work with Kerstin for the waivers.
 - Recruiting (e.g., Grad Fair, Conference Program Ads) – There are some funds available. Check with Robert for funding.
 - Preliminary Dissertation and Thesis Approval – The program coordinators will take this task.

- Assistant Directors
 - Scheduling of Graduate Classes – Each program must schedule its undergraduate and graduate classes.
 - Assignment of GTAs – Assistant Directors are responsible for scheduling GTAs.
- Graduate Support Staff
 - Graduate Contracts – Charlie Elliott
- College of Sciences
 - OIR Liaison with the Office of Institutional Research
 - Grant/Contract Proposal assistant

Reassignment of Administrative Tasks for Elimination of Academic Program Coordinator Position

- Formerly Shameika Daye’s position
 - Shameika is not being replaced.
 - The allocated budget will be divided equally between NSCM and COS.
- Assistant Director, Academic Affairs – Kim Tuorto will be responsible for:
 - Curriculum
 - Academic Reporting (UCF, COS, NSCM)
 - Assessment and Program Review
 - Administrative Tasks (Study Aboard, Exchange Agreements)
- Program Administrative Assistants – Joe and Ketwana
 - Syllabi Review
 - Tasks associated with Faculty Annual Reports

Academic Issues

- Undergraduate Experiential Activities Report to COS
 - The deadline for submittal is September 15th. Nan will prepare a spreadsheet for the assistant directors to use.
- Scholarships in the Fall
 - NSCM has a few scholarships to give out.
 - Lisa Myles is no longer involved in the scholarship process.
 - Nan is the leader of all NSCM’s scholarship information.
 - NSCM has five international scholarships plus Clay Newbill’s.
 - Rebecca will contact Mr. Newbill regarding his scholarships.
- Graduate Awards
 - NSCM has two graduate teaching and one research/creative activity awards to give.
 - The graduate coordinators and the graduate committee determine the winners.
- Undergraduate Curriculum, Materials & Supplies Budget
 - Kim Tuorto will share the schedule with the assistant directors.
 - Any changes must be brought forward as soon as possible.
- Graduate Curriculum
- Syllabi Review
 - Faculty must be more responsive. As of today, we are waiting on 47 syllabi revisions to be returned, and 110 syllabi haven’t been turned in.
 - Syllabi submittal (by the deadline) can affect the faculty’s annual evaluation rating.
- COS Faculty Fellows: Assessment (Dr. Geoffrey Cook); Graduate Studies (Dr. Victoria Pace)
- Mixed Mode – Indicate when class is not meeting on syllabi
 - Anyone who has a mixed-mode class must include on their syllabi the dates they will meet and when they do not meet.
 - 30% of the class schedule must meet face-to-face.

- Course Shells – Whatever is put into the shell goes with the shell
 - When someone develops a course shell, it belongs to the program and UCF, not the individual.
 - The assistant directors are empowered to get the shell from FCTL.
- ADL/IDL
 - The assistant directors manage ADL training requests.
 - IDL training requests are managed at the school level.

Scheduling

- Send all Changes for Spring 2024 to Debbie by **September 8th**
 - The college has instructed us to reduce the number of adjuncts.
 - Faculty overloads will be approved.
 - All faculty must be entered by September 30th.
- Anticipate Planning for Fall 2024
 - A skeleton schedule for 2024-2025 will be started in October.

Budget

- Spend Materials & Supply Fees – Need to spend.
- COS Travel Pre-Authorization Request
 - The college has published a new form that must be used for travel requests.
 - Lisa Myles will prepare a “cheat sheet” for travel funding account numbers.
 - Faculty are to send the forms to their assistant directors.
 - Assistant directors are only approving the event, not the budget.
 - Robert will approve the funding and send to Wanda Tummons to process.
 - The school will fund registration and transportation up to \$1000.
 - There is a new policy out stating the maximum amount that NSCM will allocate:
 - \$1,000 will be allocated for tenured and tenured-earning faculty.
 - \$ 500 will be allocated for instructors/lecturers.
- COS Purchase Request
 - The college has published a new form, and starting immediately, it must be used.
- Funds for some salary increases will be available.
 - If assistant directors know of anyone that is deserving of a salary increase, forward their name to Robert.

Updates

- Eliminating the Director’s Honor Roll
 - Since we are not replacing Shameika, NSCM will no longer have a Director’s Honor Roll. The college has an honor roll and will give students certificates.
- Streamline Faculty Committees
 - Policy & Planning – Jen Sandoval
 - Jen will setup a Teams folder for the leadership and will put documents in it.
 - Student Success – Nan Yu
 - Awards & Recognition – Robert Littlefield
 - Undergraduate Curriculum – Nan Yu
 - Graduate Curriculum and Academic Issues – Nan Yu
 - Inclusive Culture – Jen Sandoval
 - Staff Success – Jen Sandoval
- Strategic Goals
 - Assistant directors – let Robert know how you are going to support the four NSCM goals.

- Faculty Searches
 - The Film search committee is reviewing applications. They anticipate interviews by mid-October.
 - The GaIM position to replace Terrell Theen is at the college. The Position Number Request (PNR) has been completed. Anticipate the job posting to begin early September.
- Other Items
 - Dean Maggy has indicated that she will support a line in Visual Production.

Meeting adjourned at 11:59 a.m.

Meeting minutes prepared by:
Debbie Doyle