

NSCM All-School Meeting Minutes

Friday, January 12, 2024

12 PM – 2 PM

Attendees: E. Adelson, R. Barfield, Z. Beckler, J. Bowen, C. Briggs, K. Briceno Plathy, J. Bright, T. Brown, R. Brunson, A. Colon, T. Connelly, C. Conner, J. Conway, M. Croft, M. Davis, S. de Sousa, M. Dodd, M. Dusseau, E. Elliott, R. Fox, S. Gokhale, R. Grula, R. Hall, S. Hastings, G. Hiram Leal, S. Hodgson, K. Howard, L. Hudock, N. Hunter, J. Ingalls, C. Irazabal, G. Jarmoszko, B. Kalin, E. Kight, J. Kim, W. Kinnally, R. Kolodziej-Smith, K. Koloski, A. Korp, G. Koszulinski, E. Kritzer, G. LaPage, C. Lewis, X. Lin, B. Lindsley, J. Lipscomb, E. Lohmeyer, M. Maguire, 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, A. Parrish, P. Peters, M. Rains, C. Ramputi, T. Ritter, J. Roberts, C. Roda, J. Rotolo, B. Rubenking, E. Sand, B. Sandler, J. Sandoval, Y. Santiago Irizarry, D. Sellnow, S. Sengun, H. Shah, G. Shbeeb, K. Shilton, K. Shults, K. Smith, P. Smith, M. Socorro, L. Speere, P. Spence, M. Strawser, T. Stude, W. Tummons, K. Tuorto, N. Underberg-Goode, J. Vega, K. Voss, J. Wachowski, R. Weaver, H. Weger, B. Wood, C. Yang, D. Young, N. Yu, N. Zuccarello

Absent: M. Hamed, C. Hanlon, M. Harrington, M. Johnsen, R. Morales Magsino, S. Prentiss, D. Sinyagovskaya, U. Stoeckl, K. Workman

General Topic	Important Discussion to Note	Action/Next Steps
<p>Welcome and General Announcements Robert Littlefield</p>	<ul style="list-style-type: none"> NSCM is having a Souper Bowl for Hunger Drive, January 16 – February 2, 2024 Details are attached. 	<p>All NSCM employees are invited to participate. Bring cans and non-perishable items.</p>
<p>Advising and Scheduling</p>	<ul style="list-style-type: none"> Spring 2024 Student Enrollment NSCM is 89.86% enrolled <ul style="list-style-type: none"> ADV: 77% COM:98% DIG: 92% FIL: 84% JOU: 65% MMC: 97% PUR: 72% RTV: 83% SPC: 101% VIC: 99% Nicholson Academic Student Success Center (NASSC) NASSC is overwhelmed with the number of students who haven't completed their registration. For a variety of reasons, the changes made this semester and the number of students who failed to enroll before the fall semester have created an enormous strain on the staff. 	

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	<ul style="list-style-type: none"> • UCF is in the process of reorganizing academic advising, centralizing the oversight of advising under the Senior VP for Student Success and Well-Being (Dr. Paul Dosal, Senior Vice President for Student Success). The goal of the organization is to boost the purpose, morale, retention, and recognition of the incredible commitment of advisors to students and their outcomes. • The impact on NSCM is that advisors and Rebecca do more than advise. They also provide services for the programs (FTIC and Transfer Orientations and Scheduling). • Just like HR and Business/Finance Business Teams, there will be advising teams working with our students and faculty, and the remaining staff will need to be responsible for academic services that were formally aided by our NASSC team. • For this reason, faculty will need to examine certain practices that have been followed in the past and assume some additional responsibility for finding answers and learning what to do. This will involve more interaction with each other and collaboration in solving problems within units. • Since the pandemic, we have become accustomed to working independently and individually. We will need to alter our patterns of behavior as we move forward. • The schedule goes 'live' for summer 2024, fall 2024, spring 2025 on March 11. 	<p>Assistant Directors – send all changes for meeting times, room changes, caps, etc., to Debbie.</p>
<p>Leadership Framework 2024-2025</p>	<ul style="list-style-type: none"> • Nan Yu – Senior Associate Director • Harry Weger – Associate Director, Communication Programs • Lisa Mills – Associate Director, Film & Mass Media Programs • Natalie Underberg-Goode - Associate Director, Games and Interactive Media Program • Ben Noel – Executive Director, FIEA • Next step – Associate Directors to recommend their program area leaders for AY 2024-2025 • MOUs will be created and in place by March 1. 	<p>Associate Directors identify their area leaders by February 1.</p>
<p>Summer 2024 Budget and Planning</p>	<ul style="list-style-type: none"> • A list of the faculty who want to be considered for teaching in summer has been created. • Faculty will know by early March if they are teaching. • NSCM's summer budget is down 15%. • We will offer larger classes, with most classes of them on-line, in B term. 	

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Facilities	<p><u>Downtown Campus</u></p> <ul style="list-style-type: none"> • The Downtown campus exterior windows on the north side of the building are installed. The east side of the building, affecting the administrative offices and third-floor spaces is next. • Electrical issues associated with one of the labs are being addressed, but it may be several weeks before it is resolved. • The Director’s Conference Room (CMB-202K) is available with Zoom capability. New monitors are being mounted within the next few weeks, facilitating more effective and reliable use. <p><u>Main Campus</u></p> <ul style="list-style-type: none"> • Graduate Student Resource Area – NSCM 238 has six work areas and is available Monday – Friday, 8 a.m. – 5 p.m. If you find the room locked, see Michael, Charlie, or Debbie. • Assistant Directors should notify adjuncts that if they need materials copied, it is best if they plan ahead in case the space is not open. The default room for copying is NSCM-233B. 	<p>To reserve the room for meetings, contact Jane, Joe, or Ketwana.</p>
COS Office Hours Guidelines	<ul style="list-style-type: none"> • There is a new office hours policy to be effective fall 2024. • All instructors of record are required to list office hours on their syllabi and must note that other times are available by appointment. • All regular instructors of record (including tenure-earning, tenured, and all ranks of lecturers and instructors) are expected to hold a minimum of 1.5 in-person office hours per week for each class of 3 or 4 credit hours. • All graduate instructors of record (GTAs) are expected to hold a minimum of 1.5 hours of office hours. • All adjunct faculty instructors of record are expected to hold a minimum of 1.5 hours drop-in (scheduled) office hours per week regardless of number of courses. • Office hours are expected to be in-person unless all classes taught are completely remote. If all classes are taught remotely, requests to offer all or a portion of office hours remotely must be approved by the director. • COS wants more in-person interaction between faculty and students. 	
COS Teaching Responsibilities when Traveling Guidelines	<ul style="list-style-type: none"> • All instructors of record including tenured, tenure-earning, all ranks of instructors/lecturers, adjunct faculty, and graduate teaching associates, are expected to be present for all class meetings of their assigned courses that include a synchronous component whether that class is taught in-person or remotely. 	

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	<ul style="list-style-type: none"> • Furthermore, the scheduled modality of the assigned course cannot be changed by the instructor. • An instructor of record may, on occasion, be unable to be present for a scheduled class meeting for professional (for example, conference attendance) or personal reasons. In the event that an instructor of record cannot teach a class due to absence for professional or personal reasons, the chair/director must be notified in advance of the expected absence. The instructor of record will work with the chair/director or their designee to seek a solution to cover the class meeting in a way that contributes to the stated learning outcomes of the course, which may include asking another faculty member to substitute or creating a reasonable alternative activity (including online activity) for the missed class meeting. • While it is expected that no more than one week of instruction per semester will be missed and covered as outlined above for professional or personal reasons, exceptions can be approved by the chair/director. For professional travel, an approved alternative coverage for classes scheduled to meet during the faculty member’s absence should be part of the travel approval process and reflected on the syllabus, if practical. • Instructors of record are expected to continue to teach their asynchronous classes or class portions while traveling. 	
<p>Update on Faculty and Staff Searches and Planning for 2024-2025</p>	<p><u>Film and Mass Media</u></p> <ul style="list-style-type: none"> • Assistant Professor, Virtual Production – screening 19 applicants • Instructor/Lecturer, Cinematography – screening 22 applicants • USPS, Broadcast Production Specialist – screening 72 applicants • 4 visiting lines have been approved for 2024-2025 • Additional request will be forthcoming. <p><u>Games and Interactive Media</u></p> <ul style="list-style-type: none"> • Instructor/Lecturer – Web Design – 5 applicants • Instructor, Digital Art – offer to Kenneth Morrison <p><u>Communication</u></p> <ul style="list-style-type: none"> • Request for an emergency search for Strategic Communication Ph.D. • We are losing Tim and Deanna Sellnow. Tim submitted his retirement notice effective January 5. Deanna’s resignation is effective February 5. We wish them well. • An intern Graduate Coordinator will be named during the week of January 16 – 19. 	

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Other Announcements	<ul style="list-style-type: none"> • A one-page bio for the NSCM and COS website is needed. • Faculty candidates for promotion and/or tenure will be using a new system (Interfolio) in the upcoming cycle. 	Prepare at least a one-page bio and send to Debbie, Joe or Ketwana by February 1.
Adjournment	2 p.m.	

Next Meeting: March 8, 2024, 10 a.m. – 12 p.m.

Souper Bowl for Hunger – January 16-February 2, 2024

- Food insecurity has become a part of the lived experience for far too many people in Central Florida, including students at UCF. It's not an individual problem, and there is no single cause. Hunger is touching all of us, and we cannot turn away from it. What's the solution? It is us—all of us. Together, we can take on the growing challenge of hunger and ensure everyone has access to the nourishment they need to thrive.
- Robert Littlefield is inviting you to be a player in the Souper Bowl for Hunger. Participation is completely voluntary. He is challenging NSCM to collect canned goods and non-perishable items for the Second Harvest Food Bank and the UCF Knights Pantry.
- The playoff teams are Communication, Film and Mass Media, Games and Interactive Media, and FIEA.
- Team captains are Harry Weger in Communication, Lisa Mills in Film and Mass Media, Natalie Underberg-Goode in Digital Media, and Ben Noel in FIEA.
- Umpires for the playoffs are Debbie for Film and Mass Media, Joe for Communication, Ketwana for Games and Interactive Media, AND FIEA.
- Teams are comprised of faculty assigned to the program area and staff associated with Programs (e.g., production staff with FMM; Makerspace staff with GaIM; advisors with their primary program area; administrative staff may affiliate with any playoff team.
- Graduate Teaching Assistants and Adjuncts in their respective program areas are welcome to join their playoff team.
- Each time you make a play and drop off your items, players are asked to send an email to their umpire notifying them with the general description of their donation. For example: Robert Littlefield, 1/12/2024, 6 canned goods, 1 non-perishable item. The umpires will keep track of the donations and compile their list to be submitted at EOB on Friday, February 2. We will operate on the honor system and expect no fouls to be called during the competition.
- The drop off sites will be located in each team area so canned goods and non-perishable items can be placed where most convenient to the players. The Umpires will post the location of the drop-off sites and create signs to create interest in winning the competition. You may drop off at any location but should report your donation to your Umpire who is keeping track for your team.
- The winning team will be announced, and a pizza party will be provided to the program area to be redeemed at a time/place requested by the team. A certificate suitable for framing and posting will be presented to the captain of the winning team.

