

Nov. 16 Faculty Meeting Minutes

In attendance: Deni Elliot, Paul Wang, Monica Ancu, Casey Peterson, Loretha Cleveland, Bob Dardenne, Casey Frechette, Mark Walters.

Absent: Tony Silvia (Sabbatical)

DE: We'll be moving to fully online student evaluations next semester. If you didn't get into the pilot for this semester, you'll get a usual package. Special topics course conversion?

CP: We're in good shape.

DE: Class caps may be lowered because of space...we're at capacity in terms of classroom space. We're fine. Skills courses we can keep at 20 (for accreditation). Core courses can go higher.

BD: In the past, we hold Tampa students until the end in skills classes. In others, we let them in right away.

Research methods, Ethics, VisComm are a few of the courses that there's been an interest from Tampa students in.

BD: Put on wait list (for ethics) and bring in at last minute.

CP: March 25th is when summer classes are open for registration.

DE: Syllabus template ... there was a cheating incident with an adjunct's class earlier in the week. We need to make sure our syllabi follow the template with regard to all the boilerplate content we should be using ... for consistency.

MW: Canvas has an option for pulling in template language for University-wide policies and information.

MA: We have a document about plagiarism and academic honesty.

MW: We can integrate the departmental piece.

BD: Should we revisit formalizing policies around cell phones? Attendance?

MA: Attendance has been lagging in my evening class.

LC: For MMC2100, a night class, I rarely have more than 1 person missing. In entrepreneurial, attendance hasn't been as strong. Regarding exams, how firm can we be on "no makeup" policies.

DE: Very. Best to put this in the syllabus, clearly documented.

DE: We don't have an undergrad elective, and Bob had an idea on that.

BD: I thought we could add an elective special topics and put a staff on it. If 2100 happened to make, we could decide which to put the adjunct against.

DE: Mary Shedden would be delighted to teach MMC2100.

LC: NNB is offered every semester and could get cancelled with the addition of an elective.

DE: This is something we usually include, traditionally ... it should be a topic course rather than a skills course. We'll take a look at the undergrad pattern next month and make sure we're all good with it so we can advise into it.

DE: Other summer elective ideas?

MW: On summer electives, one thing we did a few years ago that was really successful was a course on covering disasters. The turn out was good.

MA: I had some panicked students who needed another elective who'd need to stay another semester or go to Tampa.

DE: Fall 2013 Schedule. Please check. Make sure everything is entered correctly.

DE: Hearst Awards. If anyone has a grad student who has time and ability to take this on, it would be great to do a handoff.

BD: We only qualify for a few though.

DE: December event.

BD: Almost everyone/ everyone who was invited to KTA has accepted. We're in good shape. We'll have fewer initiates next time because we can't go over 10%.

BD: We could probably start later.

DE: I had it down 2-4:30 (on the 7th).

BD: We'll start publicizing, and we have a schedule of events. For future invitations, 3.65 undergrads; 3.75 for grads are the GPA minimums for KTA. But the GPA isn't enough, so we need to word it carefully.

DE: We can say our next move is to induct all eligible alumni.

BD: It's catered, and we have to go through the University.

DE: We should be able to contact alumni very soon.

BD: We have a university in Hangzhou very serious about a foreign exchange program. We have two solid prospects in China now. (The other in Shanghai.)

It's student exchange for sure, and they get everything; and we reciprocate. We can't reciprocate in quite the same way on the faculty front.

DE: What would the commitment be with just the student exchange portion?

BD: It probably wouldn't be much. Standard support services that the University would otherwise supply would be available. I propose we at least commit to the minimum.

LC: Thanks for support on turkey drive. Great feedback from everyone. Our flea market is on Dec. 4, when we give away clothes (and household items) collected on campus. Items can be brought here to the office.

On student publications, we have a logo designed for a magazine. But I want it to be supported by the department, and I want to make sure I'll have support for the articles – not everything produced at NNB is publishable.

MA: What's the focus of the magazine?

LC: I've opened it up to Tampa Bay / south Tampa Bay. It's an online publication, so other kinds of pieces could be written, too.

DE: Would be helpful if we have a mission statement, publishing plans, etc. I'm not sure if it would fit, but I'm getting good stuff in ethics.

BD: We need to make sure there's a plan for succession, when good grad students move on.

PW: Assistantships that come through DJD could be helpful for this, since the help doesn't necessarily need to be local.

MW: Should figure out a statement of purpose to make sure this piece speaks to all programs and integrates well with everything. Platforms, etc.

MA: We don't have any recruiting materials for the undergrads. All we have are old handouts.

PW: We have some updated brochures around ... in lobby area.

MA: But URLs have changed since then.

MW: This ties back to the need to get websites and other marketing materials in line.

MA: One more issue: Students are asking about taking classes on different campuses. They have a legal right, if the class has the same number. I think we should agree on a number of courses that can be transferred.

BD: The university has rules about how many credits have to be taken on site, for upper-level classes for sure. It's never become an issue before, as students have only wanted to take a few courses at most off campus.

DE: We need to find out from advising if we can make a cap.

PW: Thanks to everyone advising graduate students. Put yellow sheets in file cabinet for archiving.

Spring enrollment = 2 + 1 for spring (the plus one is someone coming back). The other two are still under review. Two have already been admitted.

Many international students.

DE: On grad assistantships, couple things to define: Who to accept, how to shuffle folks around.

MW: Six admits so far for spring, though not sure how many have enrolled. One from New Mexico, very nice to get more folks out of state to help spread word.

WUSF – met with everyone, about 30 people. They're very enthusiastic about setting up the office. Would be great to have something in January. Scott Finn would like to find opportunities to find ways to integrate content from classes.

There's also a TV component to this ... something to consider down the road.

Communicate 2012. Over 200 people arrived. Lots of good connections. 352 Media Group, based out of Gainesville, laying groundwork for next year. Generated about \$3500.

BD: Where will WUSF folks reside?

MW: We need to get them the space we need, and there shouldn't be a problem with that.

DE: Graphic design interdisciplinary degree. We're suggesting a pre-design / pre-journalism possibility.

DE: Food writing certificate: MW and I met with Janet Keeler ... talked about different possibilities. Frank supports the idea, we're ready to put together a justification to support the concept.

CF: *Discussion around assessment and accreditation.*

LC: There are questions around what grades are needed in outside classes.

DE: May not be something we can control, since it's outside our department.