

**Minutes, Deans and Chairs Meeting  
November 18, 2024, via Zoom**

**Hub Brown** called the meeting to order at 2:00 p.m.

**New Responsibility**

Spiro Kiouisis discussed Jess Osegueda's new responsibilities. Osegueda said she will serve as search advisor on search committees, manage and order CJC promotional swag, and she will track guest speakers at CJC (who is coming and who has been here) and will email monthly to let people know who is coming. Randy Bennett reminded people to use the college-wide event calendar as well.

**First Year Professional Program**

Kiouisis discussed initiative started by Amy Jo Coffee and then taken on by Dave Ostroff. It is a weekly series of workshops relevant to new faculty and advanced graduate students. Pilot testing in a condensed fashion, would be implemented at a year-long pace in future. Brown mentioned thanks to everyone working on this and is excited to get this program running.

**BOG Attestation**

Kiouisis discussed recent announcement of Board of Governors regulation requiring instructor to attest to their textbook and instructional materials' affordability. He asked Chairs to notify faculty and to be aware future information will come from UF. He also reminded that textbook adoptions are due Friday.

**Open Discussion**

- DiStaso discussed Countries of Concern and faculty research. DiStaso reiterated that she is available to help with any faculty or grad student questions.
- Brown discussed UF Engaged and reminded that CJC wants 100% completion.

**Attendees:**

Hub Brown, Spiro Kiouisis, Roxane Coche, James Babanikos, Natalie Karaoglanian, Randy Bennett, Huan Chen, Myiah Hutchens, Ted Spiker, Laurent Burman, Keisha Reynolds, Kutonya Sowell, Harrison Hove, Mark Rottensteiner, Evan Kropp, Marcia DiStaso

Meeting Adjourned at 2:25 p.m