

SDC FACULTY-STAFF MEETING MINUTES

October 12, 2016 / 12:00pm-1:00pm / Carpenter 521

12:00pm **Announcements and reminders**

- Office Assistant III (OA3) position
 - Jessica Jackson will start on Monday, 10/17/16. Jessica is a recent WSU graduate from the College of Education. She is filling Kimberly's former position, but will not be assuming all of Kimberly's former roles. Please continue to go through Carrie Johnson for all things fiscal related until we have established a different system.
- Study Tour Week wrap
 - Bob Krikac commented that the Seattle trip went very well, and that student feedback was very positive as well as feedback from the firms the students visited. Saturday at lunch a stranger put \$500 towards students' lunch. Judy Theodorson was impressed with the students' independence and overall attitude for the New York trip. Max Kirk stressed faculty remind students who were gone last week to make up their missing assignments. Genell Ebbini added she is aware of students who were not on study tours but chose to take the week off. Phil recapped the discussion by noting the policies are available online, stating we are not granting a week off of class, and that the students must make up missed work due to study tours.
- Professional Leave and Retraining Leave Guidelines, 2017-18
 - Please let Phil and your program head know by **Friday, Oct. 21**, if you are planning to apply
 - Phil emphasized the deadline of 10/21/16 as coordination is necessary to cover teaching loads, and it is important for the leadership team to know who is planning to apply for leave.
 - Application draft due to Phil by **Friday, Nov. 18** to write letter(s) of support
 - Phil emphasized the deadline of 11/18/16 so that he has time to write letters of support for those applying for leave.
- Annual Report of Consultant and Extended Professional Activities
 - Complete a brief memo by **Friday, Oct. 21**, summarizing your activities, for whom you worked, and the dates from 2016-17 academic year (Aug. 15, 2015 through Aug. 14, 2016)
 - Email this memo to Phil and your program head (need not be more than a couple of sentences)
 - Phil emphasized that faculty in CAHNRS should have received a memo from Dean Mittelhammer regarding this; one from VCEA should be arriving in due time. Either way, please fill out a brief memo and Phil will compile faculty activities and place into a spreadsheet and submit to deans.
- Monthly updates for President Schulz

- Please send accomplishments (research, teaching, service) to Jaime Rice (jlrice@wsu.edu) by third Friday of every month
- Please explain your accomplishment(s) in no more than two sentences (if there is an existing article on the SDC website or *WSU Today*, we will provide link).
 - If you have accomplishments to share, please send a short recap to Jaime Rice. Your accomplishments will be compiled and submitted monthly. Phil shared recent versions of both CAHNRS and VCEA's monthly updates, which followed those he submitted to the respective colleges.
 - Please use some discretion when sending accomplishments to Jaime: in other words, if you've received a grant, been published, delivered a conference talk, or your students have presented in a public forum, that's something we're happy to forward along.
- Summer session RFP (coming soon)
 - There will be some changes to the RFP process for Summer Session—more to come. We will be communicating the information to all faculty and staff as it emerges.
- Spring SDC Advisory Board Meeting, Thursday and Friday, Mar. 2-3, 2017
 - Feedback from last year's meeting revealed that the board would like more interaction with students when they are here. If there is an opportunity for you to craft your spring 2017 syllabus to include potential board interaction—or just a forum where board members are welcome to “wander in” to class, that would be great. Ideas include a mid-review, mock interview sessions, portfolio reviews, etc. We will continue to try coordinate a series of options for the board. For now, please let Phil know if you are interested in crafting your syllabus to allow for this.

12:15pm **Place Symposium** (Ayad)

- Fine Arts Auditorium, Oct. 21, 6:00pm-9:00pm
 - Ayad and Kevin Haas (professor, Fine Arts) are collaborating to host the Place Symposium. It will be held next door to another exhibit by Oscar Tuazon on 10/21/16 from 6-9pm. The intention is to provide an opportunity for all to come together and share thoughts and ideas. It is meant to be an open and free exchange of ideas. There will be food provided. There are nine presentations from different faculty members across campus, including Mona Ghandi and Ayad from the SDC. Three TAs from the SDC will be included in the program as well, in addition to some of Judy Theodorson's students.

12:20pm **SDC Upcoming Events** (Carrie V.)

- Gallery
- Callison lecture series
 - Bob offered some information in Carrie's absence: Bob mentioned a big “thank you” for everyone who contributed to the sketching exhibit. The next exhibit is from Beth Harmon-Vaughn and will be set up in conjunction with her lecture beginning 10-18-16.

12:25pm **Rich Zack, interim associate dean, academic programs, CAHNRS**

- **Introduction**
 - Rich introduced himself and shared his WSU story. He arrived at WSU in 1976 as a PhD student. After he finished school, he worked as a staff member until gaining a faculty position in 1997. He was the Entomology department chair from 2005-2010. From 2013-2015 he was the Assistant Dean of Research. He has also been chair of Faculty Senate. Rich's contract as the interim associate dean of academic programs in CAHNRS goes through June 2017. It is anticipated the new permanent dean will be on board in June 2017.
 - Rich shared Academic Programs' goal of creating a home for undergraduates. He shared that for years it was overshadowed by Research and Extension. Academic Programs is now very involved in the daily operations of the college: recruiting new students and trying to retain and make students successful in school and for the future. To do this, CAHNRS is active in: WSU's Alive! program, the SPARK program, Fall Preview, Boot Camp, and a CAHNRS coaches program.
 - CAHNRS also creates student and program brochures which Rich shared with the group—including our new brochures for Interior Design and Landscape Architecture (designed originally by SDC student Jess Small with input from SDC leadership team members and Kari Sampson and Gerald Steffen from CAHNRS). Rich also shared the career and internship programs and about how CAHNRS works with transfer students. All of these programs are funded by the 25% retained by the dean from the enrollment based budget.

12:30pm **Deans' visit to SDC**

- **Interim director**
 - The leadership team met with the deans on 9/21/16. For 2017-2018 the deans will be appointing an interim director, presumably an internal candidate from the existing tenured faculty of the SDC. These will be an opportunity for tenured faculty to self-nominate themselves to be considered for the role.
 - While details are not yet finalized, it is anticipated that:
 - The deans will send an email to SDC faculty and staff in/around January to collect self-nominations.
 - The deans will collect the self-nominations and then send out another email to all SDC faculty and staff, requesting recommendations on the candidate(s). George asked whether there would be an opportunity to comment on each of the candidates (rather than just checking a box) and Phil indicated that he thought there would be.
 - The deans will then consider all the information they have received and appoint an interim director for the SDC for 2017-18.
 - Paul Hirzel asked if there will be an opportunity for discussion or if the entire process will be done electronically. Phil indicated that he was not opposed to a discussion. Jolie indicated that the leadership team discussed

with deans the prospect of discussion as well as keeping the process restricted to email/survey.

- The SDC has been asked to compile a “value proposition” that would initiate an external review of the SDC. This could be used to search for a director in the future; to provide future dean(s) with more information about the school; and inform any proposed alterations to the Memorandum of Understanding (MOU) that shaped the school approx. five years ago (the MOU is supposed to be evaluated every five years).
- The deans want to know how the SDC is working and what the perception is of our school from the outside world. Please let Phil know if you know someone who might be interested in being an external reviewer. (Judy Theodorson has offered one name.)
- John Abell asked if we were provided an example of an external review and shared that having a more concrete example could make it easier.

12:45pm **Quick-bite**

- Anne Anderson and Rick Cherf: BIM Forum with Turner Construction
 - Time was tight today, and this has been rescheduled for next month. Anne indicated that it may prove more useful as the event will have happened, and they can report on the results.

1:00pm **Adjournment**

More upcoming events/dates

- Oct. 17: Beth Harmon-Vaughn, Callison Distinguished Lecture, Goertzen 21, 5:00-6:00pm
- Oct. 21: Place Symposium, Fine Arts Auditorium, 6:00pm-9:00pm (Hosted by Ayad Rahmani, architecture, and Kevin Haas, fine arts). Includes talks from Judy Theodorson and Mona Ghandi, and introductions from several SDC students.
- Oct. 27-28: WSU Teaching Academy on active learning
 - More information here: <https://news.wsu.edu/2016/09/19/oct-27-28-active-learning-workshops-assist-faculty/#more-151040>
- Nov. 2-4: DBIA Conference, Las Vegas

Upcoming fall 2016 faculty-staff meetings
Wednesday, November 16, noon
Wednesday, December 14, noon