



## SDC FACULTY-STAFF MEETING MINUTES

November 16, 2016 / 12:00pm-12:45pm / Carpenter 521

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12:00pm

### Announcements and Reminders

- Welcome announcement  
Phil welcomed Jessica, our new Office Assistant, and allowed her to introduce herself. Phil expressed his appreciation to Carrie J for taking on two roles for the past while.
- DBIA National Student Competition  
Our DBIA group finished second at National Conference in Vegas. This is an important accomplishment, as the team was not quite as successful last year. Our student group is integrated: this year, for the first time, we had an ID student (Christie Andresen) who was part of the competition. Phil shared that the students, taking advantage of this opportunity, are very thankful for the experience; DBIA is a student-run club with David G as the advisor. It is a great way to add to student portfolios and obtain job experience.  
  
Four students from DBIA are currently in the UK for an international conference and competition. David G texted Phil from London on Wednesday morning with the following message regarding the competition: "...tell the faculty how much appreciation for each other's discipline was gained through the process, and how much networking with design and construction professionals was available for all students attending the conference."
- Monthly updates for President Schulz  
Typically, monthly updates for the President are due every third Friday of each month. They are due even earlier this month because of Thanksgiving. Phil mentioned that even if the items we are compiling and sending onward to VCEA and CAHNRS folks for transmission to the deans aren't ultimately getting sent further up the hill, there is still a value: we are continually "reporting out" our accomplishments; Jaime is posting them as "Noteworthy News" items on the SDC website; and these are being communicated to the SDC Central Board (and Mark Brands is sending them back out to board members). **Please send any items for October-November to Jaime by Tuesday, Nov. 22, at noon.**
- Summer session RFP (due Thursday, December 1)  
The leadership team will make decisions about courses approved for summer session by December 15<sup>th</sup>. Phil stressed that the school cannot go into deficit with summer courses this year, so, under the current university summer session policy, faculty must be willing to take a reduced/negotiated salary if there are not enough students "to make."

- Faculty development and travel

Phil sent out an updated professional development and travel policy on Tuesday night—slightly updated from what was distributed prior to the “Welcome Back” meeting in August. Phil expressed his desire to give all faculty an unlimited amount of money for this, but it is simply not possible. The policy is clear that program heads must approve all faculty travel on state funds; program heads must be approved by the director. Faculty and staff need to be specific when requesting travel for professional development. This information can be helpful when looking at reviews.

Carrie J reiterated that travel must be preapproved by head and chair. For those with start-up packages including travel, funds earmarked for travel need to be used before using professional development budget (this is explained in the policy). Carrie J emphasized that Phil is dedicated to allocating funds for this purpose to support the mission of school and university, but that if everyone uses the professional development budget to its max, we will be in the red. Thus, it is important that we are all mindful of this and use professional development funds for valuable experiences and learning opportunities.

- Annual reviews (due Monday, January 9)

Phil requested that all SDC faculty and staff fill out WORQS by Monday, January 9<sup>th</sup>, 2017. Unfortunately, the reporting software will not change to “Digital Measures” until the 2017 reporting season, meaning it will not be available to WSU faculty and staff until next year.

Greg asked if annual reviews will be due every other year. Phil answered that from what he understands, this is indeed a possibility for tenured faculty only (that is, an “abridged” annual review on an alternating year basis), beginning this year. However, Phil needs to figure out more details; he assumes this is about whether the chair or director writes a comprehensive or abridged review—not whether the faculty member inputs comprehensive or abridged information into the WORQS form.

Paul asked whether the SDC reviews were still being completed in two different formats, per the colleges. Phil replied that this was one of the few battles he had actually “won,” and that all SDC reviews were done the same way last year regardless of college affiliation. More information about the annual review process will be discussed at the December faculty-staff meeting.

- SDC Central Board meeting recap

Phil re-capped the SDC Central Board meeting in Seattle in early November, explaining to the faculty and staff that the Central Board is different from the overall SDC Advisory Board (in that two members from each of the program boards comprise the eight-member Central

Board, which primarily considers integrated initiatives). Much discussion at that meeting centered around the \$500 that SDC Advisory Board members are encouraged to donate as part of their membership contribution, which Phil stressed is getting closer to full participation. Updates were provided by all program heads and board members; progress was reported on board-supported integrated initiatives (Virtual Laboratory and Solar Decathlon); the spring full SDC Advisory Board meeting format was also discussed (see below).

- Spring SDC Advisory Board meeting, Thursday and Friday, Mar. 2-3, 2017  
Phil is estimating that 30 people will come to the spring SDC Advisory Board meeting from March 2-3, 2017. Phil said he would remind us every month leading up to March that the board members requested more opportunity to interact with students at the spring meeting. Members would like to give back to the students and get an idea of what students are doing at the SDC, but Central Board leadership did not ask for us to arrange a big event (e.g. no symposium). They wanted to be able to wander into classes and/or participate in smallish events, such as mock interviews or portfolio reviews. They were also interested in visiting classes in disciplines from their own. Paul asked if these events would be in the afternoon. Answer: yes.
- SDC five-year assessment  
For the five-year assessment which the deans have requested, Phil stated that a detailed packet highlighting the school and its functions needs to be put together for external review. The estimated date for external reviewers to visit the SDC would be late March, early April. This would be helpful for a director search and future new deans. The SDC Leadership Team is working on this on an ongoing basis.
- Water  
The tall water fountain on the fifth floor is now working (finally!). The short one should be fixed in a few weeks.

12:30pm

#### **SDC Upcoming Events (Carrie V.)**

- Gallery
- Callison Lecture Series  
Carrie V offered no new updates—done for the semester. She did offer appreciation to faculty for encouraging students to attend lectures and gallery shows through word of mouth and through offering incentives. There will be a new slate of shows and lectures for the spring, including James Richards coming for a book signing, lecture, and workshop. There will be three Callison speakers in three weeks' time in the spring—that's sometimes just how the schedule works out.

#### **(Additional item)**

- Rick pointed out that modules for completed, ready-to-go rooms were being lifted into place *as we spoke* at the new Marriott addition, right next

to the existing Marriott Residence Inn. The hotel developer—Stonebridge Properties—is from Denver and is also supporting the Solar Decathlon project. We should all drive by to see the progress; as a school we are building a relationship with the Marriott and are recommending it as the hotel for our advisory board members in March.

12:45pm      **Adjournment**

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Upcoming 2016-17 faculty-staff meetings

- *Wednesday, December 14, noon*
- *Wednesday, January 18, noon*
- *Wednesday, February 15, noon*
- *Wednesday, March 8, noon (Note change: agenda stated March 15, but that is during spring break)*
- *Wednesday, April 12, noon*
- *Wednesday, May 3, noon*