



SDC FACULTY-STAFF HOLIDAY MEETING MINUTES

December 14, 2016 / 12:00pm-1:00pm / Carpenter 521

Present: Anne Anderson, Steve Austin, Tony Burt, David Drake, Genell Ebbini, Nadia Frye, Chris Gana, Phil Gruen, Paul Hirzel, Jessica Jackson, Carrie Johnson, Saleh Kalantari, Jolie Kaytes, Bob Krikac, Chris Lacy, Julie Miller, Jaime Rice, Hope Rising, Rafi Samizay, Michael Sánchez, Carrie Vielle, David Wang

By Phone: Mona Ghandi, Darrin Griechen, Kathleen Ryan

12:00pm **Announcements**

- **Crimson Spirit Award**
The Crimson Spirit Award is a monthly recognition award presented by the university for individual employees who provided exceptional service and exceeded expectations while representing WSU to internal or external constituencies. Nominations are accepted by staff and faculty at WSU.

Congratulations to our very own Carrie Johnson for winning the October award! Carrie received a congratulatory letter from President Schulz.

- **SDC staff duties at a glance**
Staff duties have been updated for all of the staff positions. While many of the positions (especially at the front desk) may seem interchangeable, there are differences in the duties required of each position. It is important that we are mindful of this when making requests. Carrie J reminded staff and faculty to ask any questions they may have, as Carrie J and Jessica are still new in their positions.
- **Course evaluations (open for students until Dec. 16)**
Blue Course evaluations will be accepted until Friday, December 16th. Within the VCEA, a few of our programs are at the bottom for course evaluation completion. On the other hand, Interior Design is currently ranked first in evaluation completion, at 75 percent. It is important that we figure out how to get students to respond to evaluations, as student feedback can be important for teaching improvement and also can assist in annual reviews. Phil acknowledged that student evaluations are not always indicative of performance, but that if we assume that the only students who fill these out are those who complain, then perhaps one might make a concerted effort to encourage more students to respond.

Paul raised a question about whether there was a way to check who has/has not responded, and the answer was that we could check the percentages and/or number of students who had provided evaluations, but—presumably to maintain privacy and anonymity—not the names of students who did.

- Monthly updates for President Schulz: due Friday, Dec. 16 (send to Jaime)
Please send monthly updates for President Schulz to Jaime for December by Friday, Dec. 16th. Although not everything we are sending to the college communication teams/deans is being included in what is finally being set up the hill to the president, many things have—and the monthly updates are showcasing the school in other ways.
- Otis
Phil reminded everyone that Otis is the nickname for the television monitor located by the elevator, and that posting duties have now been handed over to Jessica. So, in order to post flyers and other announcements to Otis, please contact/send to Jessica: jessica.jackson@wsu.edu.

Occasionally, student club members wish to post flyers; for those of you who are faculty advisors of student clubs, please proof the flyers or announcements for accuracy before sending to Jessica.

- Summer session
Summer session requests will be announced individually, via email, to faculty applicants on December 15th. While we cannot take a financial loss on summer session, Phil encouraged those faculty teaching summer session courses to strive to go beyond the minimum “to make” salary (and, thus, to recruit heavily), in order to help increase revenue for the school.
- SDC spring spaces
We continue to do what we can to improve the experience for our first year students, particularly in the design disciplines. Since the formation of the school, our first-year students are not regularly exposed to Carpenter Hall through any coursework in the 100-level classes. So this spring, as a pilot, we will try cycling in the SDC 140 students into Carpenter. We understand that this may cause some challenges with space availability, furniture, and equipment, and likely other things we cannot yet forecast. However, the leadership team will do its best to provide what we can to ensure effective faculty course delivery and will adjust as best as possible if the situation is not working—both during the semester and for the fall.

Please check the spaces spreadsheet to see where you will be teaching next spring and communicate with your colleagues if you are sharing studio space to determine optimal configurations. We want to be aware as much as possible regarding potential conflicts or challenges well prior to the first day of school.

12:15pm

SDC Upcoming Events (Carrie V.)

- Spring Gallery
The spring gallery schedule will be dynamic, and nearly all spaces are filled already—but do contact Carrie V if you want to reserve space.

The first exhibit, “Impacts,” will be hosted by the Landscape Architecture

program. Three weeks will be reserved for the Solar Decathlon. A unique traveling show will be here in spring as well as a large presentation on drawing (which will include a workshop and book signing to accompany a lecture as part of the Callison series). In addition, there will be another student-curated show to finish off the semester.

- Spring Callison Distinguished Lecture Series
Four speakers will be coming in the spring (most during March and April). A Construction Management speaker is still being discussed with Jason.

12:20pm

More Upcoming Dates (by no means all!)

- WSU Closed Week: Monday, Dec. 26 through Friday, Dec. 30
- Due date for WORQS & optional paragraph(s): Friday, Jan. 6
- First day of spring semester: Monday, Jan. 9
- First SDC faculty-staff meeting: Wednesday, Jan. 18
- WSU Academic Showcase: abstracts due Monday, Jan. 23
- SURCA: abstracts due Monday, Feb. 21
- Spring SDC Advisory Board meeting: Thu & Fri, Mar. 2-3
Phil reminded the faculty about the advisory board meeting, and hopes that faculty will be willing to allow advisory board members to participate/attend lectures or reviews or anything on those dates—if it works with your syllabus.

12:25pm

Annual Reviews

- Due date for WORQS & optional paragraph(s): Jan. 6
Phil mentioned that the Jan. 6 deadline, while a deadline mandated by CAHNRS, is nonetheless something he is requesting for the whole school. Quite often, we get two different college deadlines for things (e.g. Schulz updates, or professional leave) and we should go with the earlier deadline to ensure that the school is one collective unit.

Phil encouraged faculty and staff to send him, via email, an optional paragraph or two to highlight accomplishments/activities over the year—in part because WORQS does not adequately allow folks to explain the importance of individual activities. He noted that annual reviews, as written by the director and program head and/or supervisor, will still allow for interpretation of those activities (and others), but that the paragraphs still would help direct directors, heads, or supervisors to know what activities faculty and staff most value.

Phil added that this is the final year for WORQS and “Digital Measures” will begin for next year. He met with Craig Parks and Greg Neunherz in the provost’s office on Monday, December 12, specifically to discuss how to help orient Digital Measures in a way that is useful for schools/departments such as ours where the reporting requirements might be a bit more unique than, say, in the sciences. Craig offered to come to a faculty-staff meeting in the spring to discuss Digital Measures if we wish.

- **Third-year reviews**
This is also the last year for third-year reviews in their current configuration, which next year (according to the faculty manual) are termed “intensive” level reviews. For this year, we are aiming for our third-year tenure-track faculty to make presentations to the faculty and staff in February. There will be three such presentations during the spring semester, which take the place of progress-towards-tenure reviews. More information will follow at a later point.
- **Progress-towards-tenure reviews**
This process also will be similar to previous years, where tenure-track faculty will present to the SDC faculty and staff and tenured faculty will provide assessments on progress to the director. Three faculty members will be completing these in 2017, but it will be the last year for them. Mona asked when this presentation will be, and Phil answered that he will try to schedule them in March. He encourages those faculty undergoing progress-towards-tenure reviews to meet with their tenure mentoring committee prior to their presentations.

12:35pm

Quick-bite

- Genell Ebbini: NeoCon
Thank you to Genell for this great presentation regarding her work exposing SDC students to sustainability issues and commercial interiors at the annual NeoCon conference and exhibition in Chicago.

1:00pm

Adjourn to holiday potluck

Upcoming 2016-17 faculty-staff meetings

- *Wednesday, January 18, noon*
- *Wednesday, February 15, noon*
- *Wednesday, March 8, noon*
- *Wednesday, April 5, noon*
- *Wednesday, May 3, noon*