

## SDC FACULTY-STAFF WELCOME BACK MEETING MINUTES

August 19, 2016 / 9:00am-12:00pm / Carpenter 521

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### 9:00am **Announcements**

Many congrats to the Interior Design program on its recent six-year accreditation!

- Welcome to our new faculty and staff

Carrie Johnson, our new administrative manager, introduced herself, and Hope Rising, our new tenure-track faculty in Landscape Architecture, introduced herself.

- Leadership

- Deans

We have two “new” deans. Don Bender has begun his role as the interim dean for VCEA and Ron Mittelhammer has returned to the dean position at CAHNRS from his interim term as co-provost. The VCEA dean search has started. Thank you to those who attended Wednesday’s meeting with the search committee and shared SDC’s integrated approach and our needs to have a dean who supports that and our school; it was a positive meeting and Dean Darryl DeWald shared that the SDC’s collaborative approach is become known around campus. Ron Mittelhammer has also announced there will be CAHNRS dean search following the VCEA search, although there is no timeline for that process.

- Director

Phil shared his plan to step down as the director of SDC at the end of his contract on 5/31/17. He wanted to ensure the faculty and staff that this was his decision to pursue current and planned research projects that have become increasingly difficult to find time to accomplish, given how much there is still to accomplish for the school—not because he was asked to step down by the deans or that the position of director had become impossible or unpleasant. Far from it.

Phil indicated that it is his intention to apply for sabbatical in fall 2017 (he has not had a sabbatical in his thirteen years at WSU), although he is fully aware that sabbaticals are not guaranteed and he has been unsuccessful in the past. Either way, he is looking forward to returning to teaching and research and helping the school in whatever way he can.

Phil wished to emphasize that the position of director had become far more desirable because of everyone’s efforts to continue working to make the school the best it can be and to pursue our integrated initiatives despite the logistical and other challenges that surround them. While he hopes to continue to define the position of director in a way that makes it the position less than all-encompassing this year, he has very much appreciated the support everyone has provided him in this role. Phil thanked the faculty and staff for pursuing a recommendation for a future contract—no matter the selection of a four-year contract, search in a year, or search now. Out of respect for the SDC faculty and staff, Phil considered it important to make a decision and is thus giving nine

months' notice. He also noted that should the timing and circumstances be right, he would certainly consider the director position again, whether that was part of a search process or through some other means.

Phil reconfirmed his commitment to the SDC until the end of his term. He admitted that he did not want to make the announcement about stepping down at this time because we do not know what the future holds with leadership in our colleges and we have so many ongoing initiatives that it's important we keep moving forward. To that end, he asked everyone for continued support so that he will not feel like a "lame duck" in this role. We have too many good things going on and the ability to continue to define who we want to be and we need to maintain momentum.

Rick Cherf asked if there would be a search, and David Gunderson expressed his concern that nothing would happen if the team didn't push it forward. His concern is based on having two interim deans who may not want to make long term decisions, which could result in another interim director. David Gunderson expressed desire for us to push forward for a search. Phil commented that interim and/or outgoing deans may not want to make a decision on a permanent director. Jaime Rice asked if the new deans have the information from spring that was given to the previous deans, and David Wang confirmed that that information was sent to them. David Gunderson asked if Kim Kidwell was still involved. She is currently in the position of Associate Dean of Academic Programs, but her position as a new dean at the University of Illinois begins on Nov. 1. Richard Zack is being trained right now to be the interim associate dean of academic programs at CAHNRS.

Phil said that VCEA Interim Dean Don Bender expressed his willingness to come to an SDC faculty-staff meeting to discuss the director position (the presumption is that both deans would be willing to come) but that Dean Bender suggested that Phil ought to alert the SDC faculty and staff of Phil's intentions first. That part is now complete. It is important that we soon decide whether we wish to bring the deans into a faculty-staff meeting, and when. **The SDC Leadership Team will re-initiate this discussion at its next meeting on Wednesday, Aug. 24 and keep this moving as necessary.**

- Interior Design Program

Matt Melcher will be stepping away, for one year, returning 8/1/17 to take advantage of a professional opportunity. Phil congratulated Matt on this opportunity and thanked him for his outstanding efforts with the ID program: he will be missed as a program head and faculty member for the year. Matt will be working with Bob Krikac until 9/15/16 and at that time Bob will become the new interim program head for ID.

- Landscape Architecture Program

Congrats are also due to Jolie Kaytes, who was awarded a sabbatical for spring 2017, and Phil also thanked Jolie for her outstanding efforts with the LA program and she too will be missed as a program head and faculty member—

but not until spring! Steve Austin will be stepping in as interim LA program head.

Phil will be assisting with these transitions, and thanked Bob and Steve for their willingness to assume these roles in the interim.

9:45am **IT/Computer update (Tony/Chris L.)**

Tony Burt demonstrated the new video screen system in the conference room. This system will make it easier to facilitate meetings in this room. Skype for business is the new system for WSU. Wireless access in this room is challenging and Tony is working to improve this without extra costs. There is also a new plotter in Carpenter 425. Cost was \$32,000 and was paid for with funds from student fees—not from the state budget. Tony shared that the new plotter has a 40-inch width, instead of 42 inches. Chris Lacy shared that he is trying to tweak settings and configurations to get it to optimal printing performance. He asked everyone to please be patient until quality is there. Tony noted that it is an amazingly fast machine and research was done to ensure this was a good investment. Carpenter 325 is the new printing lab. 24x7 bond plots and glossy plots are available for students. CM students' computer lab is getting an upgrade.

Update on Citrix. An engineer from TX here all last week. A new firewall was installed and we now have better connectivity and drastic improvement in wireless networks on campus. In this process, some information was lost. During class time Tony will be running a system that is comparable to last year. Storage network: old stuff was moved off, now there is more room to increase the back end of Citrix that will drastically improve the performance. The system will be up and running by next week.

Tony is also working on a storage solution for Solar Decathlon. This is challenging because access must be provided to many disciplines all over campus, including folks working up in the PACCAR building.

On Monday, Chris will be going through the emails that they have received and will be getting back to everyone next week. Tony and Chris will be renaming accounts because the new system doesn't recognize names longer than 13 characters. This will be a process to redo all accounts, transfer balances, do workarounds.

Jolie Kaytes asked for a current list of software. Tony answered: Revit, recent update of Adobe Creative cloud, Microsoft Office, Adobe Acrobat, SketchUp Pro, Rhino, Grasshopper, Autodesk. These systems will make it easier for Tony to update images. CM image will have Bluebeam. P6 – going to try to include so the CM students can log in from anywhere. David Gunderson commented that the design side of the industry is increasingly using Bluebeam, and that it's free. Genell Ebbini added that it's a nice tool for grading. Tony commented he can and will provide everyone access to Bluebeam. Jolie asked if there is any location on campus for GIS. Tony said that when Kerry Brooks left, our GIS license left too. Hope Rising asked about Maxwell, and Darrin Griechen added that we use Corona as part of the 3D Max program. Hope asks if she can have additional software so she doesn't have to learn something new, and that one student will need GIS by Monday. Michael Sanchez, Mona Ghandi, and Jolie explained free downloads and temporary access Hope can utilize.

10:15am **Gallery/Callison Lecture Series update** (Carrie V.)

Gallery: Carrie Vielle thanked the leadership team for approving the big changes on the first floor. We have new paint; new lighting; new tables and chairs; new pin-up panels and new gallery walls with rollers. These changes will expand the capabilities of the gallery, but the work is not quite finished. The coffee bar has been removed and we will be filling that void, but we hope the students will really appreciate the space and use it. Carrie thanked David Drake for helping install the laminate, and thanked Chris Lacy for the last minute printing.

Gallery shows will be continuing at a rate of 4-5/semester. The schedule is almost completely full, although there is a slot in late January/early February still available. Please email Carrie if you are interested in booking. Carrie reaffirmed the gallery mission to have fresh representation from all disciplines. Gallery class (499, section 2) is filling up with students from all disciplines, with excitement and demand for the class. Carrie wishes she could accommodate more pop-up displays, and offered help with setting up studio and other spaces for temporary needs. There is a red binder at the front desk to reserve these spaces.

Callison Lecture series – the committee has been named. If you know someone who would make a good speaker please contact a committee member in your program to discuss. Carrie will create a sheet with the schedule and get it posted online. Carrie thanks faculty for letting students ask questions before and after class about the series. She hopes to boost campus advertising, and hopefully television and radio advertising as well.

Change – 1<sup>st</sup> Callison speaker – the date for Dr. Yang Liu has changed to Friday, 9/9/16. Dr. Liu is one of the recipients of the young faculty award. David Wang shared that he knows Dr. Liu and she is the “Samuel Mockbee of China” who has done design interventions, particularly in rural areas and providing for those in need. Please encourage students to attend. Lecture is from 5-6pm. Location TBA. Phil emphasizes the challenge of a Friday night lecture with getting students to attend. He encourages faculty to attend themselves and to encourage students to attend.

Both the gallery and the lecture series continue to be a great way to bring the world of design and construction to Pullman.

10:30am **Recruiting/Marketing**

In the last five years we are doing an incredible job of reaching out to students.

- **Week of Welcome (WoW) SDC Orientation**

We had our own event this year. The room was close to full (about 100 incoming freshmen!), plus faculty and staff. Following Phil’s presentation and the first “public” release of the SDC video, the group broke into smaller program groups to learn about each area of study.

- **Meet and greets**

Meet and greets are something we have started doing and they have the promise to help with retention, particularly during first year. For the enrollment based budget the baseline cut was taken in 2011, which has presented some challenges. We need to keep students interested in certifying into our programs by continuing to inform them about

our programs and what they have to offer. Our SDC courses at first year are an important part of our integrated initiatives, but we must also continually remind students about what our individual programs have to offer—and not only in SDC 100.

David Wang added that three meet and greets are planned for architecture. One will be introducing faculty and club members. The second will be talking about what life is like as an architecture student. The third is a tour of facilities. Dates are 9/28, 10/26, 11/14, all are Wednesday afternoons.

Jaime Rice is constantly keeping the website up and running, with all sorts of updates. She's also keeping up with our social media: Facebook, Twitter, Instagram. Jaime thanked Kathleen Ryan and Omar Al-Hassawi for their help with recent information/updates to the SDC social media sites. Jaime is happy to give access to all of our social media outlets so others can contribute.

- **Articulation agreements**

These agreements are ongoing and take time, but they have a potential to bring in very qualified students who just need that extra chance, and Phil stressed the importance of providing this opportunity to the state's population and beyond—in ways that reduce time-to-degree and thereby alleviate huge tuition bills for transfer students, without lowering program standards or rigor. Currently, for architecture, there are agreements in place with Spokane Community College (SCC) and now Lake Washington Institute of Technology in Bellevue which permits students to complete two years at either place and then transfer into the third year architecture program. Landscape Architecture is talking with Mat-Su College in Alaska, and Chris Gana and Julie Miller also have helped with this process.

- **SDC Welcome and BBQ (Friday, August 26)**

The BBQ will either be 4:30 or 5pm (**now 5pm**). It's our annual student-club run BBQ and student clubs are encouraged to have booths. Phil has decided not to use Jones Theatre for the announcements portion (they charge us and student attendance has been sparse the last two years) and instead hold it in direct conjunction with the BBQ. The initial idea was to hold it in Carpenter 102 but to capture the most attention Tony thought we might hold it outside and agreed to bring a sound system and hang a screen off the second floor. Phil will post a poster on Otis and Jaime will help post on website and social media. Speakers thus far are Phil (general announcements), Tony (IT/computers), David Drake (FabLabs), and Carrie Vielle (gallery/student spaces/lecture series). If you would like to make some school wide announcements, please let Phil know soon. Jaime Rice announced a new version of SDC T-shirt will be given away. Please attend, support our students and student clubs.

- **SDC Ambassadors**

Julie Miller has been doing a fantastic job working with our SDC Ambassadors, who are principally involved with WSU Experience and Preview Days (on Saturdays) but also have been spokespeople for the school and programs and are available for tours and other presentations to prospective students. These events over the past year have been successful and continue to improve—Julie willingly read some of the comments from incoming students about the events and Phil noted that a number of students who had attended the Experience events also chose to enroll in WSU, which is as close to direct

evidence that our efforts are working as we currently have. As another indication of the success of our ambassador program VCEA has now created an ambassador program based on SDC's program, which was begun by Darcie Young a few years ago.

- **SDC Video**

The video was produced by former student Kyle Redzinak, mostly last spring, using his iPhone and iMovie to edit. Phil emphasized this is not a "professional" video and it has not been vetted through University Communications (although it has received very positive feedback from recruiting officials in CAHNRS and VCEA). We are in discussion of whether or not to make a professional video in the future. Faculty and staff followed the video with unsolicited applause.

11:00am **SDC year ahead**

- **SDC Strategic Plan**

The completion of an SDC Strategic Plan was an assignment from the previous deans when Phil began a position of interim director in 2014. Jason Peschel and Phil spent hours drafting the plan in fall of 2014; we all approved it in spring 2015. The Leadership Team made a few updates in the spring of 2016 based upon feedback and it has been on our website since last spring. Phil showed everyone where the plan is located on our website. Phil emphasized, however, that a plan is only as good as we are paying some attention to it, and thus requires regular updating to meet the changes and current needs of the school, colleges, and university. Judy Theodorson will be the chair of this year's Strategic Plan committee.

- **SDC Tenure and Promotion Guidelines**

The guidelines are complete, approved by the SDC and both deans and received final approval from the provost's office on June 10, 2016. They were sent to the SDC faculty and staff as an attachment with this meeting agenda, and we can find a place for it on our website. There are already updates that need to be made (in part given new deadlines approved regarding annual reviews), and we hope to update as necessary this year.

- **SDC Faculty Travel and Professional Development Policy**

This has been updated based on a few questions for clarity. Last year Phil was able to give everyone \$1,500 for professional development and travel, and this year intends to maintain this at the same level. Phil feels this is very important for all of us, and vital to the mission of a Tier I research institution, though also fully recognizes that \$1,500 does not go very far given today's costs of conferences and travel. Phil stressed that the university-mandated 5% budget reallocation hit our state budget hard—at approximately \$150K in operating funds. President Schulz is emphasizing improved budget responsibilities, and Phil encouraged everyone to be aware of the budget challenges this fiscal year.

Ayad Rahmani asked if resources could be pooled between faculty members who choose not to travel, stressing that he wanted to ensure that tenure-track faculty who may need such funds most directly should be able to have the means to travel in order, for example, to present papers at conferences. Phil appreciated and supported Ayad's generous comments, although noted that most new tenure-track faculty have negotiated travel into their start-up packages. Phil added that if someone does not use the

allocated funds it allows him and the leadership team to redistribute those funds back to the programs and other areas that may need funding (e.g., computers, shops, gallery, marketing/promotion). If anyone knows now that s/he has no intention of using the allocated funds, it would help Phil better project the professional development and travel portion of the SDC Budget for this fiscal year.

Max Kirk asked for everyone to have faith in leadership. Max emphasized the need to be very careful about what we are doing with our funds.

- SDC Committees and Service

There are fewer committees overall compared to past years, although Phil recognizes that many faculty members serve on committees within their programs, too. Phil displayed the committees list; this was also sent out as an attachment. (Reminder: as it states on the committees list, there may be changes to committees as the year progresses.)

#### 11:15am Reminders

- Syllabi

- Office of Emergency Management: <https://oem.wsu.edu/>

Phil suggested that faculty members might consider adding this website link to their syllabi; this was not mentioned in the provost's memo that was distributed last week. David Gunderson mentioned that the video included on this website is short and can be shared during class.

- Syllabi policies: <https://vpue.wsu.edu/policies/>

- Academic integrity: <https://www.academicintegrity.wsu.edu/>

- SDC Course Fees

If you have a course fee associated with your class, Phil stressed the importance of using those funds. The course fee sheet was shared with SDC faculty and staff last spring and was attached again to the email with this agenda on Thursday night. Phil emphasized that we do not wish to charge our students who are paying enough in tuition and fees as it is, but that the SDC does offer outstanding educational services and opportunities and the state simply does not give us enough money to cover them. The course fees have been created in direct response to this, but you must use these fees or we owe it to the students to eliminate them.

Kimberly Clanton mentioned that you must see her before you make any purchases on these fees—or on anything else.

- SDC Copyright License

This is something that Steve Austin worked with the Attorney General's office to help the SDC with last year—to allow students, among other things, to release permissions to the school for the use of student work for promotional purposes. This form was sent to everyone as part of the litany of email attachments on Thursday. If you think you may wish to use student work for promotional purposes, please consider handing this form out to your students on Day 1. Please collect all signed forms and, for now, hand them

to program heads. The Leadership Team will develop a more comprehensive policy of collecting and adding these to a database this year so we can keep track. **Jaime will add this form to the website.**

- Hostile Intruder/Active Shooter training
  - Monday, September 12 – 3:30-5:00pm
  - Tuesday, September 13 – 2:00-3:30pm
  - Wednesday, September 21 – 3:45pm-4:45pm
  - Wednesday, September 28 – 9:00am-10:30am
  - Sign up here:

[http://ihr.hrs.wsu.edu/skillsoft/default.aspx?c=ilt\\_wsu\\_SFTY\\_637](http://ihr.hrs.wsu.edu/skillsoft/default.aspx?c=ilt_wsu_SFTY_637)

Phil and Greg Kessler attended this training on Thursday. Phil encouraged everyone to attend one of the training sessions and also mentioned the AWARE Network from WSU. He commented to always note where your exits are when you come into a classroom, and to ask students to consider this as well.

#### WSU Employee Assistance Program

Reminder: this is a free service for faculty and staff (provided by your benefits package) that exists on campus; it is run by a licensed psychologist. Phil has flyers he can distribute if you're interested; the electronic version of the flyer is available at the online site for this program. Max Kirk, who also serves part time in the Ombudsman's office, shared that there is so much to offer at WSU if you need help—and that this is a good program.

#### 11:20am Upcoming events

- August 19: **SDC Back-to-School Welcome Party/Potluck**, 6:00pm-8:30pm, home of David and Valerie Wang, 7809 S. Ramona Road, Spokane
- August 22 (Monday): **First Day of Classes**
- August 24 (Wednesday): **SDC Graduate Student Orientation**, 1:10pm-2:00pm, Carpenter Hall, Room 312
- August 25 (Thursday): **VCEA Ice Cream Social**, 3:00pm-5:00pm, ETRL Courtyard  
**Phil requests help scooping ice cream next Thursday!**
- August 26 (Friday): **SDC Welcome and BBQ**, 5:00pm, north side of Carpenter Hall/Thompson Flats
- September 15 (Thursday): **CAHNRS Fall Festival**, Spillman Plaza, 4:00-6:00pm
- **SDC Study Tour Week:** October 2-9, 2016
  - October 2-9: New York (SDC 444/Arch 309)
  - October 2-4: Seattle (Lnd\_Arch 222)
  - October 5-8: Seattle (I\_D 277)
- **DBIA Conference**, Las Vegas: November 2-4

With all these out-of-class events (and there are/will be several more throughout the year), Phil asks everyone to be aware that when you ask students to do something outside of normal class time, that you remain aware that the students have other classes and responsibilities—and that your colleagues might also expect those students to be in *their* classes at that time. Communicate with each other early and often so that changes, alterations, or considerations can be made or at least communicated so there are no surprises down the road and that neither students nor faculty are not adversely affected by our attempts to provide excellent education opportunities. Also, communicate this to students early and often.

Please do not assume that just because it is the students' responsibility to obtain class absence forms and bring those to instructors—that they will actually do so! Please be courteous to your colleagues. We are too integrated to assume that one slight change to your schedule, especially if you are asking students to do something outside of normal class time, won't have a ripple effect through the rest of the school. Class absence requests forms are on the website.

11:30am **Quick-bite**

To get on the quick-bite calendar please notify Phil and he will put you on the list for a future faculty-staff meeting. Remember that quick bites are intended to inform all of us about the exciting research, teaching, or service going on around the school. The schedule is not as packed as the gallery schedule, so there are still openings. **Please let Phil know if you're interested in a quick-bite this year.**

- Darrin Griechen on the Solar Decathlon

*Thank you to Darrin for the update on the exciting work students are doing for this competition.*

Darrin indicated he would send job descriptions for the three open student positions in the Solar Decathlon, and that these are paid positions. Phil emphasized that this is the highest-profile project the SDC has done since its inception and is fully integrated with involvement of all four disciplines, with letters of support from the (then) interim president of WSU and governor of the state of Washington. Phil has also been encouraged by Kim Kidwell to promote this project so the university is “sick” of hearing about it!

11:45am **SDC Virtual Laboratory tour (Carpenter 412)**

This is going to be a showcase for our school and for our students; we have been fundraising for this from our advisory board members for nearly two years and it is coming to fruition. Matt Melcher has been instrumental to the success of this initiative and we are hoping for a spring 2017 opening. Matt led the tour down in 412 and made some remarks to this end, and talked about what still needed completion (monitor console, podium, donor wall).

12:00pm **Adjournment**

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Upcoming fall 2017 faculty-staff meetings  
*Wednesday, September 14, noon*  
*Wednesday, October 12, noon*  
*Wednesday, November 16, noon*  
*Wednesday, December 14, noon*