

SDC LEADERSHIP TEAM MEETING MINUTES

January 23, 2017 / Carpenter Hall 521 / 3:00pm-4:30pm

3:00pm

Burning announcements

- SDC Spaces,
 - The quote for installing a Cougar card reader on Daggy 1 is \$2,500-3,500. The LT voted and this expenditure was approved. Action item: Carrie contacts the Cougar card center to start the process (done IRI sent).
- Carpenter Hall clean up –
 - Carrie updated the group on the cleanup of Carpenter hallways. Action items: Carrie contacts Surplus stores to schedule the pickup of remaining items. Carrie asks Matt which student owns the desk and then asks the appropriate department head to the contact the student to remove it. (done) Bob asks the appropriate ID faculty owner of the tables on the second floor where they can be moved to. Carrie asks Matt to move the remaining items.
- CAHNRS Honors Silent Auction: items to Jessica by Thurs., Feb. 23, noon.
 - Phil will inform the faculty about the CAHNRS silent auction on Wednesday at the faculty-staff meeting. Jessica will collect the items.
- FCOD event March 4, 10-11:30 am
 - Bob stated he will make sure someone from ID is present for the event. Jason said he will add it to his calendar. Phil said he will be there and Ayad is scheduled to be there as well.
- Pro Practice
 - Jaime is waiting on the data table from David W to complete the document. Action items: David completes the table and sends to Jaime (done). Jaime will incorporate the table and submit (done).
- Exhibition Studies Minor
 - Phil discussed this with the faculty members who teach 250 and 350 and all were in favor.
 - Jaime expressed concern about increasing enrollment and the possibility for additional TA demands.
 - The following classes were identified as possibilities for this endeavor:
 - ARCH 209, Design Theory 1
 - ARCH 309, Modern Architecture and Theory
 - ID 215, Materials and Components of Interior Design
 - ID 250, History of Interiors
 - ID 312, Interior Design Theory
 - LND_ARCH 327, Theory in Landscape Architecture
- Give button

- Phil shared the background of the SDC Give page. The page was created without a process in place of what should and what should not be included. However, we have heard many times from development folks that alumni and/or potential donors do not always wish to see potpourri of options—as it can get confusing.
- A faculty member has requested a link on the SDC Give page for an initiative he/she is individually administering. Discussion ensued whether or not this should be granted.
- It was decided that since this is a faculty specific request, and not a department or SDC request, this link should be added to the faculty member's individual page. **Action item: Jaime adds the link to faculty member's page (done).**

3:30pm

SDC Five-Year & Interim

- Interim director update
 - Phil shared that the deans want to postpone self-nominations until the 5-year review documents are turned in and can be reviewed.
 - The deans have also asked us to hold off on moving forward with the external review.
- Five-Year Assessment: due to deans on Feb. 10, 2017
 - Jason asked if a pile of papers is expected from program heads. Jaime and Phil shared the documents that have been created so far. Sheets were reviewed. Discussion was had about possible revisions to the documents. **Action item: Jaime expands enrollment data to cover the past five years (done). Action item: Carrie adds Solar Decathlon data to SDC Facts & Figures sheet (done). Carrie also sees which items could be identified on a five year basis and possibly added to the data.**
- Executive summary
 - Phil shared the Executive Summary Jaime compiled and asked Bob and Jason to continue to work on the summary, possibly using the summary Jaime compiled as a basis from which to work.
- Other
 - Bob suggested compiling a three-ring binder with tabs for the deans.
 - The ongoing work on the policy packet was shown on the screen. Thank you to Jaime for all of her efforts on compiling this packet. Phil announced that he hopes to have this and other documents available for review this weekend.

4:00pm

SDC Advisory Board Meeting, Mar. 2-3

- Agenda & Events
 - David has an update for the ARCH piece. Jason shared CM's plans. **Action item: Phil updates agenda with ARCH and CM**

items before sending it on (done: latest agenda will be sent out with Jim Hillier's email on behalf of Mark Brands)

- SDC Central Board Meeting
- Mixer

4:30pm **Adjournment**

Upcoming reminders:

February 1: Major and Minor Curricular Changes due for Spring 2018

February 10: Final proofing for Fall 2017 schedule due

February 10: Five-year assessment due