

## SDC LEADERSHIP TEAM MEETING MINUTES

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

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**3:00pm**

### **Burning announcements**

- Next SDC Faculty-Staff Meeting will be March 1
  - Feb. 15 is SDC Spokane day, Feb. 22 Jason and Phil will be in Florida.
- SDC Faculty Awards
  - John Schneider, VCEA Associate Dean is urging all VCEA chairs and directors to nominate a faculty member for the Reid Miller teaching award. We can nominate in one of two categories (or both): tenured/tenure-track or non-tenured. In the next few leadership team meetings (and possibly in between), we need to think through a process for nominating faculty for this award—but also for future awards and for the school-wide awards.
  - Bob asked what the criteria is for the Reid Miller award. The criteria and procedures for selection were shared.
  - By March 1, 2017, a name and nomination packet is due to VCEA. We will do the best we can; the reality is that we may not have enough time this year for this particular award, but we should work towards a system that sets up this process in a fashion that includes more buy-in than just student votes.
- SDC Ambassador event
  - Jaime added that the next SDC Ambassadors' meeting is Wednesday, 2/1/17. Julie is having a difficult time reaching ambassadors, and has asked Jaime for help. Jaime encouraged program heads to encourage ambassadors to commit as well. Phil encouraged program heads to attend the meeting if they are able.

**3:15pm**

### **5-Year Assessment Review**

- SDC Executive Summary
  - Phil thanked Jason and Bob for their work on this document and asked for any comments from the LT. Bob shared he does not want to see the section of where we are headed taken out. The LT agreed the section will remain.
- SDC Overview
  - Phil shared he pulled information from different sources for this document. He asked program heads to review the materials and see if anything needed to be “thickened” up in terms of team accomplishments.
- SDC Facts and Figures
- SDC Financial Report
- SDC Challenges
- Deadlines/tasks
  - Jaime suggested we send this to the deans by the end of this week (Feb. 3), although the deadline is Feb. 10. Phil will be doing a final read through of the materials before submission, and will be happy to send

this along when it is ready. The LT did not request to see the documents again.

**3:38pm**

**SDC Policies and Procedures Manual (SDCPPM) Review**

- Expenditure Guide
  - Over the past week, Carrie has added a lot to the new SDC Expenditure Guide, which we began working on in the fall.
  - To assist everyone on the leadership team in clearly understanding how the various budgets and allocations work—and how the various funds (state, 17A) should be expended in the SDC—she put together a fun quiz for the LT using chocolates to delineate the various budgets. The LT discussed the possibility of Carrie doing this as a quick bite.
- Treehouse (check with development office on \$1,500 request)
  - Action item – Jason will finish the Treehouse document, and agreed to check with Jennifer Dean about the \$1,500 request

**4:00pm**

**Course Assignments**

- Jaime sent out a draft course assignment sheet. Action item – everyone please review this sheet. At the LT meeting on Monday (2/6/17) we will be discussing this.

**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