

SDC LEADERSHIP TEAM MEETING MINUTES

January 9, 2017 / Carpenter Hall 521 / 3:00pm-4:30pm

3:00pm

Burning announcements

- SDC Spaces
 - All hands on deck
 - Bob shared that he observed chairs being moved from Carpenter to Daggy 1 that might need to be returned (nothing was decided to be done at the moment).
 - Projector and screen in 201
 - Tony is currently out with a back injury, however he is working on getting the projector and screen set up in 201.
 - Daggy 1/keys vs. card swipe
 - There are lockers outside of Daggy that are locked with padlocks, and possibly have items inside. **Action item: Carrie send an email to students asking them to remove the locks and personal items by Friday at 4pm (done).**
 - Discussion regarding installing a card swipe for Daggy 1. It was decided that a card swipe would be a worthwhile investment. **Action item: Carrie contact Tony and Chris about the next steps to have this installed (done).**
 - Friday toss of models, etc.
 - Students have been informed.

3:30pm

Regular announcements

- No meeting next Monday. Next scheduled meeting: Monday, Jan. 23, 3:00pm-4:30pm.
- SDC Experience (reminder—please put on calendars)
 - Saturday, February 25: Experience WSU (Bob)
 - Saturday, March 4: Future Cougars of Distinction (Ayad)
 - Friday, March 10: Future Cougars Embracing Diversity (Steve)
 - Saturday, March 25: Out-of-state Experience (Ayad)
 - Saturday, April 1: Experience WSU (David)
 - Saturday, April 15: Experience WSU (Phil)
 - Saturday, April 22: Preview for Juniors (Bob & Jason)
 - Phil shared that he spoke with Julie Miller and the format of these events may be changing, although that will be up to Julie and the ambassadors. If there are changes, Julie will share this information as the events get closer.
- Spokane SDC Day
 - David has set a tentative schedule for the day and it has been emailed to the group. The schedule involves introduction of faculty, ambassadors, lunch, and touring the studios. **Action item - Carrie check to see if 101 and 102 are available and if so reserve (done). Neither room is available.**

- Discussion was had about lunch and whether or not we need to fund this. Phil suggested we could check with the college level for support (Becky Dueben, Kari Sampson)
 - Action item: Dave will contact the school and get a more definite head count (done): approximately 30 or so students may be attending and they wish for an earlier start to ensure an earlier departure back to Spokane (9:30-12:30 or so). We will continue to plan. Dave will contact Bob, Steve, Jaime and Carrie for further planning.
- Annual reviews update
 - Phil shared the general process and exchange with program heads. He hopes to make annual reviews shorter this year.
- Alumni link on website: <http://sdc.wsu.edu/alumni-industry/alumni-contact-form/>
 - Jason shared that the VCEA Development office may have an issue with us keeping a separate database and not sharing the information with them. Phil suggested sending this to the Development folks to see if there are any concerns. Suggestions – add critiques/judging, donations/give as potential buttons or options.
 - Action item: Jaime will update the form and send to Development offices for a chance to review/provide input.
- Course fee revisions submitted for 2017-2018
- Curriculum changes:
 - SDC 495 (Seminar in Design and Construction) and SDC 499 (Special Problems) approved and in-catalog for summer 2017
 - This is exciting as we have been trying to develop these courses for a number of years. Good work Jaime!
 - SDC 498 (Special Topics in Design and Construction) in process
- Upcoming LT deadlines:
 - **February 1:** Major and Minor Curricular Changes due for Spring 2018 (Pro Practice)
 - Jaime will take the lead on creating the initial draft of this document.
 - **February 1:** Proposals due for Fall 2017 delivery of SDC 444 (decisions rendered within four weeks)
 - **February 10:** Final proofing for Fall 2017 schedule due
 - **March 1-15:** TA requests accepted for Fall 2017
 - **March 15-30:** TA requests reviewed and approved by LT
 - **March 24:** Proposals due for Spring 2018 delivery of SDC 555 (decisions rendered by April 7)
 - **April 1-15:** TA applications accepted for Fall 2017
 - **April 15-30:** TA applications reviewed and award letters issued (by May 1)
 - **May 1:** Proposals that involve faculty-led, international summer travel due for the following summer (i.e. May 1, 2017 for faculty-led international summer travel in summer 2018; decisions rendered by May 15)

- **May 12:** Initial proofing for Spring 2018 schedule due

4:00pm

Policy Docs for LT Approval

- SDC 444/Study Tour
 - Discussion was had regarding the maximum for three section being offered in one semester. Jaime shared the main reason for this is limited staff resources to process all of the travel, and by limiting students to three smaller sections the trips are more meaningful and manageable.
 - Jason expressed the need to be cautious of the impact on faculty who are not traveling and who are missing multiple students multiple times throughout the semester.
 - Phil shared that one reason for the proposal is to no longer make travel required as staff and faculty resources are strained and some students cannot afford travel costs. He also noted that we are doing a tremendous amount of travel within existing courses and that opening SDC 444 up to an RFP where individual faculty can propose much smaller trips, potentially related to research, could have much bigger benefit (not to mention a more directed focus on site).
 - The group discussed whether study tours should be offered in both the spring and the fall, or only in the fall. It was proposed that the new proposed policy would indicate that study tour week would only take place in the fall. Deadline for RFP for Fall 2017 was set as March 10, 2017.
 - **Action item: Jaime updates the proposed policy document.**
- Academic Program Unit
 - Jaime proposed that starting July 1, 2017 Julie will work with ARCH and ID and Chris will work with CM and LA students. Additionally, Julie will continue with SDC Ambassadors. Chris will continue with Professional Development and begin data entry that Jaime has been doing for the course schedule.
 - Jason asked about who would be responsible for helping with CM certification. It was answered that Julie will continue to be the point person for summer 2017.
 - Jason shared an idea that the work load be divided by alphabet so that both could be able to help with all four disciplines, creating fewer silos. Jaime shared that the intent of this change is to clarify Chris and Julie's positions, provide continuity between undergrad/grad programs, and that the proposed split was Chris and Julie's preference.
 - Phil shared that this is something that can be tried and adjusted later if it needs to be.

4:15pm

Five-Year Assessment update

- Five-Year Assessment reminder: due to deans on **Feb. 10, 2017**
- External

4:30pm

Adjournment