

SDC LEADERSHIP TEAM MEETING MINUTES

October 12, 2016 / Carpenter Hall 521 / 4:00pm-5:00pm

4:00pm

Burning Announcements

- Letting all faculty know they can advertise upcoming courses through Otis, SDClistserv, etc. (do we specify dates?)
If faculty are interested in advertising an elective course, it is allowed. The advertising can also be posted on Otis. Jason reminded Phil of the formatting requirements. Phil will continue to format pdf or jpegs to be compatible with Otis, although JPEGs or power point slides are preferred and eventually we want to transition Jessica to do all of this.
- Reminder: *drafts* are due on Friday, November 18 for the following: treehouse, copyright, workload responsibilities, LT definition, and SDC course “how-to” guide.
Reminder of the 11-18-16 draft deadline.

4:05pm

Summer Session

- International Programs (Jordan and Paris)
 - Discuss immediate approval of these courses
Phil suggested approval of Jordan and Paris for advertising (all approved).
 - What is the cutoff for numbers of students in order for International Program-sponsored courses to run?
Because these study tours are through International Programs (IP) they have to be started earlier than normal. Bob shared that in February the list of registered students will be presented by IP and the faculty member can then decide if they want to offer the trip at a negotiated salary (should enrollment not meet the minimum to-make number).
- SDC Summer Faculty-Led Study Courses RFP 2017 (new)
 - Review the document
Phil brought up the idea that all SDC international trips be run through International Programs (IP). Jason agreed, and Jolie shared it was her understanding that all international trips already had to go through IP. Jaime shared the rules and forms necessary for an international trip. Discussion was had about 555 and whether it be the only course that doesn't run through IP. It was decided that all international travel except for short duration and SDC555 will run through IP.
- SDC Summer Session RFP 2017
 - Review the document
- Some considerations for summer session RFPs:
 - Should we pick one date where all summer travel proposals are due, whether International Programs is involved?
 - Bob suggested May 1 for all summer travel proposals to be submitted. This would give the LT time in May to decide

which proposals will go forward for the following summer, while meeting International Programs' deadline.

- Phil commented that we need to be prepared for situations (e.g. suddenly a faculty member gets a grant, or has a great idea for a summer experience with students that would really advance the mission of the school) that may pop up during the year.
 - Jason added that the timing of the study tour needs to be thought through as the overlap of the six-week teaching courses can pull students in two different directions making them choose which to participate in (e.g. whether they take a required course in Pullman or head off to an international destination).
 - Bob offered an alternative solution – international study tours could be due May 1 to meet IP deadlines. Domestic study tours would be due at the same time as regular summer session teaching. Jaime concurred this would be acceptable as domestic travel can be incorporated into course fees and is easier to plan.
 - Phil proposed – May deadline for all international study tours (13-15 months in advance). January deadline for all domestic study tours and/or courses with a study tour/travel component (4-6 months in advance), which would be the same time as proposals for every SDC summer course whether it's in Pullman or not.
 - Discussion was had about the due date for folks to respond to the summer session RFP. The first Friday of second semester was suggested by Jason. The LT could then meet and make decisions in January.
 - Jaime shared that the registrar's office is already open and ready for our summer session courses. Phil asked if there are dates Jaime would rather use. Jaime said it should be in the fall semester. Jaime will send preferred dates.
 - **Action item – update the document(s) with all considerations taken into account. (Jaime completed this on Thursday and sent around to LT; we will move towards finalization and approval at the next meeting).**
- Previously, LT has allowed every course proposal to “go” or to be advertised, but many have not actually gone because too few students signed up. Do we continue to accept all proposals? Should we be selective each summer and/or consider a flat rate salary for faculty (if we can)?
 - Discussion was opened up. Jason shared he is hesitant to open summer session classes to outside faculty and would like to put a preference on courses taught by WSU faculty. Bob suggested accepting courses taught by non WSU faculty and adding prerequisites of core classes (as to not draw away from SDC 100,

120, 140). Jason shared that we can't make special pre-requisites for summer only.

- Phil would like to ensure that we are not taking a loss on anything we run in the summer. Bob would like to offer the SDC courses regardless of enrollment and to set a salary minimum.
- Make the “to make” points more clear on the RFPs?
- Carrie’s “to make” calculator (demonstration if time)
 - We agreed to ensure that no class will take a loss; that if we as an LT choose to approve course(s) for summer (once the responses to the RFP come in from faculty) then we will make those faculty aware of the amount s/he will make based on the current model—which may require a negotiated salary in order that the school does not lose money (should the student numbers be low).
 - With the possibility that the 2017 summer model being different than the 2016 model, we may need to make further adjustments, but for now, this is what we'll go with. Much will depend on what we receive from faculty, as well.
- SDC 444 proposal for future LT meeting (upcoming)

Action item - Phil and Jaime will be working through a new proposal for SDC 444, and will present to LT for consideration in the near future.

4:35pm **Interim Director Appointment Process**

- I would propose we send an email/attachment to deans in the next month or so summarizing the 9-21-16 meeting and laying out a suggested process for them:
 - Deans will solicit self-nominations by email (by Friday, January 20? We will have faculty-staff meeting on Wednesday, January 18)
 - Deans collect and then send list of all possible candidates to faculty-staff and solicit feedback on candidates (via paper? via email?), and faculty-staff should indicate whether they are faculty or staff, temporary (instructor or clinical) or permanent on paper recommendation or email
 - Deans announce appointed interim director for 2017-18 (by Friday, March 10? This would prevent distractions around SDC advisory board meeting, scheduled for March 2-3)
 - If above list is adopted, we will email deans (and Nelda and Lisa) and let them know this is the process we have developed
- This email to deans will include that we are working on the “SDC self-evaluation” process

4:45pm **SDC Self-Evaluation**

- Timeline? (Should we push to complete this prior to end of 2016 academic year?)
- Presuming we need to send out a packet to external reviewers, what does this contain?
 - MOA (revised/suggested revisions)
 - Program accreditation documents (aspects)

- Strategic Plan (aspects)
- T&P Guidelines (aspects)
- Or the whole policy tome?
- External Reviewers
 - When are we looking to bring them out?
 - Should this be like an accreditation visit (where they evaluate work that we need to set up) or more a series of interviews/meetings with faculty, staff, students?
 - Identifying possible colleges/programs with “similar” configurations
 - Auburn, Mississippi State, Cal Poly SLO, Florida, Washington
 - Should we focus only on public institutions? Land grant? PAC 12? Western region? NW?
 - Possibly somebody/people from profession/industry?
 - Similar to external letters for tenure and promotion, maybe one person we *know* and two we don’t?
 - Select a date for an LT “retreat” (yes, we can order food) where we work on this (we can select this date later)

Jason suggested we meet to outline our plan in the next thirty days, based upon the above two LT meeting items which we did not have time to cover in the meeting. He proposed a separate meeting. It was suggested Carrie send a doodle poll or a “whenisgood” poll to see when everyone’s schedules can align in the next month or so.

Action item: CJ sent out a poll, although the times have not yet been determined.

4:55pm SDC Central Board Meeting

- SDC Central Agenda
 - Any alterations?
 - Food/coffee arrangements (what/who/how much)

Coffee, pastries, fruit in the morning-to be delivered to WSU west by 7:30am.

Action item: CJ will place a food and coffee order to be paid for with SDC Excellence funds. Jolie will share contact information. DONE.

- Please be prepared to provide updates to group:
 - Opening statement and board-supported initiatives (Phil)
 - Program head summaries (program heads)
 - We did not cover this in any detail, but all are aware that they should be prepared to talk for approx 15 minutes (minimum) at the Central meeting about their program.

5:00pm Adjournment