



SDC LEADERSHIP TEAM MEETING MINUTES

October 19, 2016 / Carpenter Hall 521 / 4:00pm-5:00pm

4:00pm

Burning Announcements

- SDC "Value Proposition" meeting time: 9:00-10:30, Wed., Nov. 2nd.
Confirmed. Phil stressed that we may need to prioritize LT meetings as we work to complete this over the course of the year.
- SDC Summer Session RFP
 - Move towards approval

After our last meeting, Jaime updated the Summer Session RFP. Following this, there are no additional changes. Phil will send it out via email to the faculty soon, and will remind faculty at the November faculty staff meeting.
Action item: Phil to send the Summer Session RFP to faculty.

4:10pm

Pro Practice

- Email from the registrar's office on 10/14/16 stated:
 - *"Per the new Combined Sections procedures email that was sent yesterday LND ARCH 480-01 and ID 392-01 are no longer in a combined section with ARCH 573-01 for Spring 2017 and the meeting time, facility and instructors on LND ARCH 480-01 and ID 392-01 have been removed. If the department wishes to have these courses/sections taught in the same room at the same time a request for an exception needs to be submitted. More information about requesting an exception can be found on the Academic Room Scheduling website at <http://registrar.schedule.wsu.edu/schedule-builder/combined-sections-scheduling-guidelines/>."*
- Based on the exception policy, our courses do not seem to qualify.
- How do the Arch, ID, and LA programs wish to address this for spring 2017? Does an exception want to be requested anyway, on a one-time basis? Who is willing to write the memo and address any issues in the syllabus in terms of different credit loads and work between graduate level and undergraduate level?
As soon as possible, a memo needs to be submitted to the registrar's office. Phil is going to start the memo, David and Jaime will be working on this with Phil. Phil reminded everyone that the memo will not guarantee we are granted an exception, as it may not be accepted. Jaime added that our course violates 5 of the 6 criteria. Bob suggested communicating through the memo that we have successfully taught this class for a number of years, and all accrediting teams have reviewed it and standards have been met, as this demonstrates success.
Action item: complete this soon! (Begun; Phil has submitted draft of memo to David and Jaime for review.)
- Curricular change request to formally rectify for spring 2018 (and beyond) needs to be submitted by February 1.

Phil shared that assuming our request is approved, we move towards making this an SDC course. A discussion ensued around the number of credits this course should offer as the LA component is two credits, and the ID and ARCH components are three. Ideas were shared including: dropping the Architecture Ethics course to two credits to match LA (David); reviewing the LA curriculum to see if there is wiggle room to bump it up to three credits (Jolie).

Phil recapped the conversation: there is the potential for combining courses, as there may be some duplication, and some possible consolidation opportunities in the future.

David commented that Sue Lani for Spring 2017 will need to structure her class so that the class and syllabus caters to the needs of this memo.

Action item: David will talk to Sue Lani about this.

4:20pm

TA Selection Process Part I (faculty for spring 2017 requests were due 10/15)

- “Upon submission of TA request forms the director’s office (or his/her appointees), in close consultation with the academic program manager and program heads, will review all requests to determine vacancies that will be open for application. This will take place between October 16 and October 31 for spring semester requests. Please note, not all requests may be supported depending upon funding availability, nature of request, etc.”
 - Vacancies/application posted by November 1 and due by November 15
 - Applications reviewed between November 16 and November 30
 - Offers made and accept/decline between December 1 and December 15
- All dates were approved by the Leadership Team with no suggested changes. Phil shared the spreadsheet Jaime put together. Additional requests have come in since the spreadsheet was created. Phil emphasized the need for our TA budget to remain positive or at zero.

Phil shared the list of additional requests that need to be discussed, recognizing that he may not have had the complete list: Arch 303, Arch 496, ID 460, LA 363, LA 499, LA 600, LA 365, Arch 209. Phil commented that he would like to accommodate as many TAs as possible, since we all know TAs can benefit our teaching enterprise. However, he stressed that if we are unable to pay for TAs, faculty *do* have the opportunity to recruit unpaid TAs for variable credit—whether undergrad or grad. The other option is to use program allocation funds to pay for “crucial” positions that we are not able to fund. David inquired about using 17A funds.

Phil suggested everyone look at the changes made in the revised TA policy that Jaime sent. Jaime encouraged everyone to look at section 9, which is new, and also the biggest change (please note: this is already undergoing changes since these minutes were taken; please wait for another revision to be sent before reviewing anything)

LA 363, LA 499, LA 600-Because of the small course size relative to other courses in which there are TAs and because LA studios have not had TAs in the recent past (also a function of class size), Jolie removed these courses from consideration for spring 2017.

ARCH 496-Discussion about whether or not a TA is necessary, in part because this appeared to be the only non-required course requesting a TA. We recognized the value (and growing potential value) of this course, but suggested the instructors ask a student to do this for credit.

Action item: David will communicate this decision to the instructor(s).

ID 460-Discussion occurred and an idea transpired to share the funding of this TA between ID and ARCH if a student could not be found to do this for academic credit.

Action item: Bob will inquire about whether or not this class needs a TA, and if so, how many hours would be necessary for that TA. Bob will communicate decision to the instructor.

ARCH 303-David feels this course needs a TA. Jason shared that a 4th year student could be the TA for this course for elective credit. Jaime shared that sent an email to 60 undergrads today to recruit a student to do this for credit.

LA 365-Jolie shared that this course has had a TA at some point in the past and that it is essentially a civil engineering-type class. However, as above with LA 363, LA 499, LA 600, because of the small course size relative to other courses in which there are TAs... and because LA studios have not had TAs in the recent past (also a function of class size), Jolie is considering, and will likely suggest the removal of this course from paid TA consideration for spring 2017.

ARCH 209-is on the list for academic credit.