

SDC LEADERSHIP TEAM MEETING MINUTES

October 26, 2016 / Carpenter Hall 521 / 4:00pm-5:00pm

4:00pm

Burning Announcements

- SDC “Value Proposition” meeting time: 9:00am-10:30pm, Wed., Nov. 2.
 - Remember that we also have a regular LT meeting later that day
 - Jaime will connect via AMS, and Phil stressed that all parties need to get that set ahead of time to avoid the otherwise-inevitable technology glitches. Carrie-submit AMS request and the morning of the meeting make sure it is connected.
- DC Central Board meeting reminder
 - We will reserve part of Nov. 2 regular meeting for any “final” prep
- No meeting on Wed., Nov. 16
 - Jason in Reading, UK/Phil in Provost’s Chairs and Directors meeting)
- No meeting on Wed. Nov. 23
 - Thanksgiving week (discuss alternate day if necessary)
 - Additional dates where we are not scheduled for meetings: Dec. 21 and 28.
 - Discussion was had about extending the scheduled Dec. 14 meeting to do a mini-“retreat”... fall wrap and spring prep. It was decided that directly after the Faculty/Staff meeting from 12-1, the Leadership meeting would “hang out” in the big conference room and meet until 5pm (only if necessary). Tentatively, Phil suggests that the meeting will begin at 2pm. Carrie-reserve conference room and send meeting invite. All LT folks should block 1-5 on Wednesday, Dec. 14.
- Policy tome drafts due Nov. 18
- Pro Practice memo update
- SDC brochures update Jaime-assemble a packet to take to the SDC Advisory board meeting to share.
- SDC newsletter update
- A decision was made not to compile, design, print, and send a print newsletter—which cost upwards of \$7,000 last year and several hours—with no (or little) measurable outcome. Instead, we will do an electronic newsletter, where we can track metrics (number of clicks) and pay only the costs necessary to create the html introduction sent to alumni over email. In order for this to be successful, the alumni email address list will need to be kept up-to-date—especially those of recent alums. At this time, our goal is to send the e-newsletter this fall.

4:15pm

TA Selection Process Part II

- Process:
 - (Paid) TA position application will be posted by Nov. 1
 - Applications will be collected/organized after Nov. 15 and sent to faculty to review (and submit preferences)

- TAs will be placed into spreadsheet (based on multiple factors)
- Spreadsheet will be sent to LT to review
- We will reserve November 30 meeting for final decisions
- Offers made beginning Dec. 1
- Jaime reviewed the process and timeline. It was agreed upon by the Leadership team as acceptable.
- Jaime updated the TA spreadsheet with students who have committed to working for academic credit.
- Jaime asked and the group discussed if the process should be the same for TAs working for academic credit as TAs working for pay. It was decided that the LT would make group decisions to place TAs working for credit into positions.
- Jason shared the way CM recruits TAs. In CM, TAs working for credit are the responsibility of the faculty member to recruit. This alleviates the duty from Jaime and ensures the faculty members are satisfied with their TA selection.
- In conclusion, Phil and the LT agreed the approach Jason shared could be beneficial for the entire SDC. It was decided that for spring 2016 Jaime will continue to initiate these searches. For fall 2017 we must have all SDC faculty recruit their own TAs—or at least aware that they should not assume that it is the responsibility of the academic program unit.
- Update on communication
 - Several positions already recruited (see revised spreadsheet)
 - Should faculty review applications for academic credit and make preferences, or does LT make placements?
 - Update on I_D 460
 - Jaime shared that because this is a fourth year class, it is not eligible for a TA working for academic credit (the TA would not be able to grade papers, etc.)
 - Discussion was had about I_D 460 and whether this class should have a TA and, if so, how it could be funded. **David and Bob will follow up to make a final decision.**
 - Update on courses not approved for funding (Arch 303, Arch 209, Arch 496) and note that we currently have students for credit in Arch 303 and Arch 209 (if acceptable).
 - Arch 303 – possible future course fee could be added.
 - All courses above are plugged in for academic credit with potential instructors suggested.
- Any more courses we need to discuss?
- SDC Teaching Assistant Policy Revisions
 - Move towards approval?
 - The current TA policy, emailed to the LT by Phil on 10-25-16, was approved. However, Jaime has a few more updates based upon recent discussion that will require updating again. An updated version will be up for approval at a later date, presumably when we bring all policy documents to approval for the completed tome (ideally prior to May 31, 2016).

4:45pm Value Proposition (VP) Meeting Prep (to cover on Nov. 2, reminder):**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

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?
- Reserve a date or two for an LT “retreat” (yes, we can order food) where we work on this, possibly in December?
- 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, and thus who we might invite:
 - 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?

At the meeting scheduled for Nov. 2nd from 9:00-10:30 we will be covering the Interim Director appointment process and the SDC Self-Evaluation.