

## SDC LEADERSHIP TEAM MEETING MINUTES

November 30, 2016 / Carpenter Hall 521 / 4:00pm-5:00pm

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4:00pm

### Burning announcements

- Reminder: two meetings left: next week (Dec. 7) and a “retreat” on Dec. 14
  - The next faculty and staff meeting will be Dec. 14 from 12:00-1:00. A holiday potluck for all faculty and staff will follow. Leadership team retreat will follow the potluck from 1:30-5pm.
- Clean-up reminder
  - Action item: It was decided that around 12/9/16 Carrie and Phil would work together to send an email to faculty and staff with clean up instructions and reminders.
  - The possible change of studio space to move first year students into Carpenter Hall was discussed and will continue to be discussed at the 12/14/16 retreat. It was agreed that if we are going to shift Capstone as a result of this desired move, then we should at least discuss with faculty (Rick and Greg) before making a move.
- Otis
  - From now on, Jessica will be taking over OTIS. Phil will be communicating this with faculty and staff at the faculty-staff meeting on Dec. 14, if not earlier.
- INTO
  - Phil shared the advising sheets Julie M compiled as sample pathways for international students who have difficulty with language. David shared his concern whether or not departments can realistically support an influx of international students and meet promised deliverables. Discussion continued, and Phil recapped by sharing that this is simply a roadmap for international students to see how they could get a degree from WSU in four years. It is our hope that additional considerations such as certifications and acceptance into programs would need to be added and well communicated if this goes live.
  - Action item: Department heads should review the plan for your respective departments and let Phil know “yay” or “nay” regarding including this information in the INTO program before the deadline of Friday, 12/2/16 at 12:00pm. Phil will be sending the programs of study to the Vice Provost by that time.
- Holiday potluck
  - Jessica will be planning the potluck and preparing the sign-up sheets.

4:15pm

### TA Discussion (Review and Approve Assignments)

- Letters will be sent to faculty this week. Jaime asked the leadership team for support. Additional discussion ensued

regarding a couple of positions that are still under consideration. Phil reminded everyone that since these are leadership team decisions, we need to be transparent that decisions were made as a group.

- Action item: Carrie check with HRS and possibly International Programs regarding Amiri Arsalan's appointment with SDC (done).
- Action item: Jaime check with John A. about his TA preference.

4:40pm

#### Treehouse review

- Any changes?
  - The group agreed that the three policies that have been submitted are complete and ready to be implemented. Phil reminded the group that these are starting point documents which can be modified later—all of this is for the giant policy packet that we hope to have up for approval, in total, early next semester.
- Need somebody to draft syllabus statement to copyright best practices
  - Steve Austin agreed that he will draft this statement.

4:45pm

#### SDC 5-Year Assessment

- Reminder: due to deans on Feb 10
- What from Don Bender's Sept. 17 email (below) needs to be included? See suggested sections below:
  - enrollments and graduation figures (undergraduate and graduate)/(**Enrollment data**)
  - external revenues/(**Budget data**)
  - scholarly outputs (**Executive summary**)
  - development funding (**Budget data**)
  - space needs/utilization (**Strategic plan**)
  - design competitions/clubs (**Executive summary**)
  - outreach activities (community service, economic development, technology transfer, etc) (**Executive summary**)
- Possible arrangement of sections (open for discussion)
  - Executive summary (**Jolie, Jason, Bob**)
  - MOA (revised/suggested revisions) (**Phil, Carrie, Jaime**)
  - Program accreditation documents (aspects) (**Program heads**)
  - Budget data (**Carrie**)
  - Enrollment data (**Jaime**)
  - Strategic Plan (**Phil**)
  - T&P Guidelines (**Phil**)
  - Treehouse documents (which? who?)
    - Jason suggested that the document address the strengths and weaknesses of each program in addition to the SDC as a whole. Discussion continued about what the document will look like and how much detail it should include, and where. Discussion will continue at the retreat on 12/14/16.

- Phil proposed spring semester leadership team meetings occur on Mondays from 3:00-4:30 pm starting 1/9/16. This was agreeable for all. Action item-Carrie-send Outlook requests to the leadership team for spring meetings (done)

**5:00pm      Adjournment**