

SDC LEADERSHIP TEAM MEETING “RETREAT” MINUTES

December 14, 2016 / Carpenter Hall 521 / 1:30pm-5:00pm

Present: Steve Austin, Tony Burt (part of the time), Phil Gruen, Carrie Johnson, Jolie Kaytes, Bob Krikac, Jaime Rice, David Wang

1:30pm **Burning announcements**

- Next meeting: Monday, Jan. 9, 3:00pm-4:30pm
 - Can we find a time for meeting the following week, with the holiday?
 - MLK day is 1/16/16. If LT meeting is needed the week of 1/16/16, we'll look for another day (nothing was scheduled at the moment).
 - Days/weeks when LT members know they will be gone?
 - Please inform Phil as soon as possible when you know you will miss any LT meeting in spring. If two or more LT members are unable to attend, the meeting may need to be re-scheduled.
- SDC Experience (faculty needed: program heads sign up for at least one)
 - Saturday, February 25: Experience WSU (Bob)
 - Saturday, March 4: Future Cougars of Distinction
 - Friday, March 10: Future Cougars Embracing Diversity (Steve)
 - Saturday, March 25: Out-of-state Experience
 - Saturday, April 1: Experience WSU (David)
 - Saturday, April 15: Experience WSU (Phil)
 - Saturday, April 22: Preview for Juniors (Bob & Jason)
 - Jaime informed the group that the program for these events may be changing towards more hands-on activities, although Phil mentioned he believed this was something requested from outside in the spring and questioned whether we were required to reinvent our Ambassador-led programs—particularly because we have been improving them and they seem to be a big success (and because the one-hour format seems to allow little time for anything beyond the opening, the student presentations, and the tours.
 - Phil mentioned also that it was still thought by Julie and Matt Staley (M.Arch. students, SDC ambassador) that having a faculty presence at each of these was a good thing. With the SDC video, faculty really have to do very little but just be there now.
 - Action item: Phil will check with Julie to discover if it is a mandate that the format of these experience events change.
 - Action item: Carrie send this list to Julie M (done).
 - Action item: Phil ask Ayad if he is available for one of the remaining dates.
- Annual reviews reminder

- Program heads will be evaluated by faculty, as we agreed sometime in spring semester. **Action item: Carrie and Phil develop a method for evaluation.**
- For faculty annual reviews Phil will take the first run on all reviews, and then will share each review with the appropriate program head and/or supervisor before distributing to faculty and/or staff.

1:45pm

Cleanup and Spaces

- Cleanup reminder
 - Discussion took place about amicably dividing studio space.
 - **Action item: Carrie correspond with groups of faculty members who will be sharing studio space, and ask the groups to work together to divide up the space and report plans by Jan. 3 (done).**
 - **Action item: Carrie will work with Jessica to label desks and space the week of Jan. 3. Help would be appreciated from any LT members who are available.**
- Perhaps Matt Schuchardt will be available the week of Jan. 9?
 - **Carrie reported that Matt is available the week of Jan. 9.**
- Carpenter 401 (for SDC 140) and Carpenter 325 (for ID 333, sec. 2) emails:
 - **From Greg Kessler:** So Phil Can I assume that the first year lockers as well as screen and projector will be available in 401? I plan on giving lectures and presentations in 401 and I will need a space to meet with all of them and since they are hot desks the students need place to store their materials. I am glad however that the first year will be in Carpenter.
 - **From Tony Burt:** Phil, According to this sheet Carpenter 325 is slated to be a studio. That is our printing room for 24-7 access to printers and is used heavily by students. Are we supposed to vacate this room? Nothing has been mentioned to us.

Genell came in to talk to Chris this afternoon and has indicated that she doesn't want students entering the room and even though it says it's only 13 students, MWF 1:10-4pm. She said it is actually 28 students and that they will be in there doing woodworking and creating dust.

I'm not quite sure what we're supposed to do and would like some help or guidance. Can some sort of wall or partition be constructed to cut down on noise and dust?

On another note, I see your note that SDC 140 is moving up to the 4th floor in Carpenter. This may or may not have been thought about or discussed, but our non-certified, 100 level students do not have card access to interior doors in Carpenter, other than the student lounge. They will not be able to get into the studio space after hours. If you plan to have 100 level students start coming up into Carpenter, it will be important that ALL studio doors are locked and kept closed.

- **Carpenter 325 concerns:**
 - **Dust: Carpenter 325 should only be used for studio, and Daggy 1 should be used for detailing. Another**

option is Genell could use Daggy 1 for both studio and detailing should she wish to use just one space.

Action item: Bob: send an email to Genell with her options (Bob drafted email on 12-14-16).

- Noise: A sign could be hung in Carpenter 325 reminding students who are printing to be mindful of any students in class at that time.

Action item: Phil: Offered to send an email to students via listserv around the beginning of the semester to remind them of shared space throughout the studios and to be respectful of noise—particularly during class times.

- Printing equipment. The equipment will stay as the entrance is on the other end of the room.

- Fourth floor concerns:

- Discussion was had regarding 100-level students having card access to interior doors in Carpenter (when SDC 140 is moved to the 4th floor). It was decided the access would not be changed.

- Jaime suggested Phil send a precautionary email to all students to welcome first year students to Carpenter Hall and ask all students to be more aware and mindful of their possessions and space as there are more students coming in and out of Carpenter hall now. Action item: Phil draft this email, run through the LT and send to students. This might be part of the same email mentioned above.

- Tony brought up that 401 has a pod of computers in it that are used for printing to printers on the 3rd and 4th floor. It was decided this will not change.

- The LT discussed Greg's request for first year lockers to be moved to 401, but decided against this proposal as experience has shown they have not been used in the past. However, regarding the installation of a screen and projector, the LT supports this. Tony checked the room and reported back to the group that it may be possible and it was decided that Phil will send an email to Greg informing of him of his options. Action item-Phil-send an email to Greg (done).

- DREAM Room (Digital REality And Meeting) Room

- Proposed internal name change from "Virtual Laboratory" to "Dream Room" until somebody wishes to pay for naming rights...

- From John Schneider in an 11-20-16 email about the use of this room by an engineering faculty member: "Not that anybody asked me, but I think there are better things to call this space than the Virtual Laboratory. There are virtual labs out there already and they typically involve either simulations or Web-based control of things in a distant physical lab."

- Discussion will continue as time permits—not a particularly important item. Not all LT members are in agreement of naming this room the DREAM Room.
- Priority use of room when it's complete
 - John Schneider had asked if Howard Davis (from engineering who teaches the entrepreneurship classes) would be able to use the room. This raised the issue of how we will administer use of the room.
 - **Action item: LT will need to create a policy for use of this room (eventually; the room is not yet ready for use).**

2:15pm

Events for Next Semester

- LuxMotus (Saleh) event Jan. 18 or Jan. 25 in Black Box Theater
- Spokane Architecture Day, Feb. 15
 - Discussion took place about whether or not this event would just be for Architecture students or schoolwide. Dave asked the group how much the different programs want to be involved.
 - Bob suggested this be open to all disciplines in the SDC and could be an all-SDC high school recruitment day. Bob suggested another event could be planned for Seattle-area students in the future.
 - Agenda ideas were shared: lunch, discussion about how to apply to WSU, possibly involving the WSU Admissions support staff for District 81.
 - It was proposed this event be renamed “Spokane SDC Day.”
- SDC Advisory Board, Mar 2-3
 - **Reminder: Thursday, Mar. 2 is the Central board meeting. Friday is the all SDC advisory board meeting in the morning.**
 - Discussion continued regarding how disciplines could also have individual advisory board meetings during this time, as well as allow board members to visit studios and meet with students.
 - Discussion continued about the happy hour/mixer at night.
Action item: Phil will talk to Mark and Jim about what they would like to have (done).
- Others

2:30pm

Summer Session

- Final decisions must be made today
 - There was ongoing discussion regarding Michael's proposal to teach SDC 120 with iPads, and the age-old discussion of hand-sketching vs. computer sketching. Phil was concerned about the costs for something such as this, particularly with high potential for rapid computer obsolescence. Phil suggested the CCC committee continue this discussion. **Action item: Bob will talk to the CCC.**
 - It was decided that SDC 140 will be offered but it would likely have higher enrollment if it was offered second session. It was

decided that if Steve is unavailable for the second session, another faculty will be identified to teach SDC 140. Action item: Steve report to the LT his availability as soon as possible.

- Carrie V – ID 305/Arch 456 should be named ID 305 for simplicity reasons as Carrie V is an ID faculty member.
- Genell's course will be listed as an SDC course.
- Discussion was had about ARCH 301 and other offsite courses which are valuable for our students, for our mission in providing experiences connecting our students to the profession, and for recruiting and marketing. Different sources of funding were discussed to continue to fund these opportunities.

2:45pm

Treehouse docs

- Copyright License Best Practices
 - Need syllabus statement (this has been completed by Steve and incorporated)
- Faculty Roles and Responsibilities
 - Discussion (the first draft was begun by David and Phil agreed to take a crack at the first revision)
- Will You Build Me a Treehouse? (if time)
 - \$1,500 for travel/expenses coverage or additional?
 - Additional information needed on this document to cover potential faculty hires for expertise or consultation? (Jason had agreed to update this document via email exchange with Phil earlier in the week)

3:15pm

SDC 444/Study Tour Requirements Proposal

We did not have time to discuss this; Phil encouraged the LT to look at this and offer feedback via email.

3:45pm

SDC 5-Year Assessment

- Reminder: due to deans on **Feb. 10, 2017**
- 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**)
- 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)**

We ran out of time to discuss. Jolie has offered to put together a template for the executive summary and send to all by Monday, Dec. 19.

5:00pm Adjournment