

SDC LEADERSHIP TEAM MEETING MINUTES

December 7, 2016 / Carpenter Hall 521 / 4:00pm-5:00pm

4:00pm

Burning announcements

- Reminder: the “retreat” is scheduled for Dec. 14, 1:30-5:00
- Course evaluations reminder (thru Dec. 16)
 - Phil suggested the Leadership team encourage all faculty to encourage students work on evaluations now, during “dead week”, as finals week will busy for students, taking tests and leaving town.
- TA follow-up?
 - Carrie is processing the appointments. Jaime is waiting for accept letters.
- Course fees
 - Jaime reminded the group that the deadline is 12/16/17 for new or revised course fees for the academic year 2017-2018. Please submit the requests to Jaime.
- Clean-up/prep (may need students to help move desks during week one)
 - We need to continue to clean out Daggy 370. The tables on the second floor will remain on the second floor until spring semester starts and it is determined whether or not they are needed.
 - Reminder that students need to clean out studios before leaving school of the semester.
 - Action item: Carrie check to see if Matt S. is available to work during the break to move tables and get classrooms set up (done and Matt is only available on Thursday, Dec. 15).

4:10pm

INTO

- All documents were approved. Thank you to everyone for their efforts.
 - Action item: everyone must now look at Erica Austin’s confirmation email and Phil’s suggested response to three items. Phil must send confirmation of the confirmation by close of business on Tuesday, Dec. 13.

4:15pm

Treehouse docs

- Approve \$1,500 donation for treehouse?
 - David expressed concern about liability to which Jason commented that liability will only be a concern if we build something, and is not a concern for design work. Discussion continued about ways the \$1,500 donation could work or could be problematic. Action item: Carrie research WSU Service Centers, Phil add this to the “retreat” agenda.
- SDC-Prefix Course Instructional Responsibilities
- SDC Course Coordination Guidelines

- Phil expressed gratitude to all who have contributed thus far and added that both documents are a work in progress and will continue to be very useful. At the moment, Phil indicated we just “go” with this and add to the policy packet for later “approval” by us and the entire faculty and staff.

4:25pm Spaces preview (will continue next week)

- The proposed space assignment spreadsheet Jaime created was shared. It was created with the attempt of moving first year students to Carpenter, but also avoiding moving students to Daggy. To implement the plan every space except for 320 and 114 would need to be reconfigured in terms of layout.
- Phil encouraged everyone to emphasize the reason why these changes are being made to both students and colleagues.
- Discussion was had about getting the information out to faculty as soon as possible so that faculty can be make arrangements for shared space and make sure classrooms are set up and ready for the first day of spring 2017 classes.
 - Action items: Jaime will update the spreadsheet and resend (done), Phil will send it to faculty and staff. Phil will also add to the faculty staff meeting agenda to briefly discuss.

4:40pm Summer session selection (will continue next week)

- Action item: Carrie send faculty individual spreadsheets with to-make and enrollment numbers once the selection process is over.

4:59pm Retreat Preview (not necessarily in this order)

- Executive summary template draft due prior to Dec. 14
- SDC 5-Year Assessment
- Signing up for Saturday SDC Experience events
- Annual reviews
- Any “event” planning for next semester
- Dates when LT folks will be gone
- Summer session finalizing
- SDC 444/Study Tour proposal
- Spaces for next semester
 - DREAM Room?