

SDC LEADERSHIP TEAM MEETING MINUTES

February 13, 2017 / Carpenter Hall 521 / 3:00pm-4:30pm

3:00pm

Burning announcements

- No LT meeting next week
 - Jason and Phil will be in Florida at a conference.
 - The next meeting will be 2/27/17 and we will do last minute preparations for the advisory board meeting.
- Fall course schedule
 - Jaime shared that the course schedule is due on Friday. The Digital Classroom will be open in the fall. If we wish to request a class be taught in the Digital Classroom, now is the time to make the request.
- Final SDC Spokane Day logistics
 - David shared the agenda for the day. The start time is 9:30 am in Carpenter Hall 101. David encouraged all leadership team members to be there prior to 9:30. David asked Jason if Carpenter 220 would work for lunch. Jason confirmed it would. **Action item – Jaime reach out to Solar Decathlon team and confirm a presenter for the SD portion of the event.**
- SDC Advisory Board logistics
 - RSVP update
 - Phil shared the RSVP list and asked the department heads to reach out individually to those members who have not yet let us know they are attending. **Action item – program heads follow up with members in your discipline who have not yet RSVP'ed.**
 - Agenda
 - Jaime is working on room assignments for program meetings. **Action item – program heads email Jaime room needs for program meetings during the advisory board meeting.**
 - Items were added to the agenda.

Annual Reviews

- Progress update
 - Phil has completed 11 draft annual reviews so far. In the future annual reviews may be moving to department heads.
 - When reviews are completed, there will be time in March for the faculty members to meet with Phil and their program head to discuss their review.
- Leadership sandwich
 - If implemented, faculty members have a chance to evaluate their program head. This information may or may not be included in Phil's review of the department head. Discussion ensued regarding the pros and cons of such.

SDC Faculty Awards

- Suggestions for SDC process (not Reid Miller)
 - Phil and Jaime met today and discussed a potential process. They will continue working on the process and will be sending it out via email.

SDC Student Awards

- CAHNRS Honors
- VCEA convocation
- Commencement

4:30pm Adjournment

Upcoming reminders:

- **March 1:** Call for faculty TA requests for fall 2017 (due March 15)
- **March 10:** SDC 444 proposals due for fall 2017 (decisions rendered by March 31)
- **March 15-30:** TA requests reviewed and approved by LT
- **March 27:** SURCA judging (let's discuss who is available for the LT meeting)
- **March 31:** SDC 555 proposals due for spring 2018 (decisions rendered by April 15)