

## SDC LEADERSHIP TEAM MEETING MINUTES

April 10, 2017 / Carpenter Hall 521 / 3:00pm-4:30pm

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3:00pm

### Announcements

- VCEA Convocation: Jones Theatre, 3:30pm, on Thursday.
  - Phil would like all program heads to be present. Photos will be taken.
- INTO Familiarization Event (see attached email)
  - Mon., April 24: Small group meeting/tour. One hour.
    - Phil will handle this small group meeting/tour if it is small as they say (or like the last ones), but may need assistance and hoping folks may be around.
  - Tue., Apr. 25: Huge group meeting (75-80 people).
    - Phil is hoping for participation from SDC faculty and students. More info will be forthcoming. Folks indicated their willingness to help as necessary, or to help find students.
  - Current proposal is to have this in the CUB somewhere (ballroom?). They are encouraging faculty/student presentation(s) to show off all WSU INTO programs.
    - David agreed to go with Phil to the CUB if that's where something is: new info: it may be in Jones Theatre.
  - If in Carpenter, can they come to CM/Arch capstone Sweet 16?
    - Jason clarified that the presentations will not be in CARP 220, so this will not work.
  - Design reviews?
    - ID may have junior students available.
    - LA does not have students available.
    - Jaime commented that we do not want to put students in compromising positions, and we should not disrupt students' progress during dead week.
  - Faculty/staff availability that day?
- Evaluation/survey/assessment season (see attached emails):
  - Exit Surveys
  - Design Intelligence
  - Assessment email from ATL
  - Graduate survey
    - Deadlines were shared.
    - Phil encouraged program heads to encourage students to complete surveys. This is confusing as there are many surveys out there, and there may be more.
    - Jason emphasized the data pieces the college most desires are: placement data, starting salaries, company, number of offers, number of internships, number of internship orders.
    - Phil shared the importance of the DesignIntelligence survey and he encouraged the ARCH, LA and ID program heads to fill

it out, and to encourage students to fill it out. Deadline is May 26, 2017.

- Discussion was had about paying for an HTML link that could be sent out. Using MailChimp.com was discussed. Action item: Jason will give Jaime a contact of a company that can facilitate the sending of such emails. Jamie offered to investigate the feasibility of using such system.
- Action item: Phil will look for examples of HTML emails from different institutions and share with the LT.
- Key return and studio checkout deadlines/procedures (Charlotte request)
  - Action item: Carrie will discuss this with Charlotte and Jessica on Wednesday and come up with a tentative plan to share with the LT on Monday, 4/17/17.
- SDC Ambassadors (Julie request)
  - Jaime shared that VCEA pays ambassadors. CAHNRS provides swag for ambassadors. Jaime suggested SDC provide a reward for ambassadors and the leadership team agreed that providing incentives would be beneficial.

### Summer Session

- Summer negotiated salary cut-off date (if students can add classes up until the day that class starts, at what point do we need to settle on the negotiated salary?)
  - Carrie shared the deadlines for PERMS actions to be submitted.
  - Steve asked about the deadlines to decide whether or not to teach.
  - Discussion were had about different strategies that could be implemented in the future.

### SDC 555

- Review of SDC 555 proposal(s)
  - We have two proposals.
    - There was some discussion about the proposals, but voting members of the LT (program heads and director) wished for more time and agreed to advance “votes” to the director by Friday the 14<sup>th</sup>. One LT member asked to be recused from the voting process because of a conflict of interest with one of the proposals.
    - Action item: Eligible LT voting members will submit recommendations/votes to the director by Friday, 4/14/17. Phil will announce his decision at the 4/17/17 leadership team meeting.

### Awards

- Review of student votes for outstanding faculty awards
  - Phil was sent the results just before this meeting. All students voted for all programs. Only 52-59 students voted. Two programs had substantial, clear winners at this stage.

- An additional email will be sent by Phil to encourage more votes and re-open the poll for a prescribed period. (Action item: Phil send a separate email to students encouraging them to vote).

**4:00pm SDC Visioning Exercise III**

- Discussion of structure for the meeting

**4:30pm Adjournment**

**Upcoming reminders:**

- April 15: TA applications due (will need to discuss at April 24 meeting prior to May 1 notification)