

SDC LEADERSHIP TEAM MEETING MINUTES

May 1, 2017 / Carpenter Hall 521 / 3:00pm-4:30pm

3:00pm

Items and announcements

- SDC Spaces update
 - Carrie will move to 516 next week.
 - An email is supposed to be sent to the designandcm email list with instructions from Dar on Wednesday.
 - Boxes will be delivered to Carpenter 501 (done).
 - Action items: Phil contact Jolie to inform her about packing/moving options and ask Jolie if she will teach SDC 100 in the fall (done)
 - Action item: Bob contact Matt Melcher to inform him of his options.
- White paper
 - A brief that will be delivered to new Dean Mary Rezac and the current deans is being drafted. Greg Kessler, Bob Krikac, and Phil Gruen are working on this document together.
 - Bob Krikac has spoken with Dean Mittelhammer and shared information from their conversation.
 - The information on the draft white paper was discussed.
 - The white paper will be shared with the leadership team before distribution to the deans.
- Sandi Brabb
 - Sandi spoke with Phil after the ELB about taking over recruiting and internships for the design disciplines.
- LT retreat?
 - The group decided to meet May 10 from 12:30-4:30. Action items: Carrie will order food (possibly Fork in the Road). Carrie send a calendar invite and schedule the room.
- Faculty-Staff meeting and potluck
 - Dean Mittelhammer will be here to talk for the first 15 minutes.
 - Joseph Iannelli will speak for the next 15 minutes regarding partnerships with international institutions.
- Capstone wrap
 - All programs had successful capstone/portfolio experiences last week in Seattle.
- Commencement confirmations and details
 - Jaime will do social media posts announcing graduation festivities starting Wednesday.
 - Carrie and Jessica have planned refreshments.

- TA applications
 - Jaime and Carrie worked together on the spreadsheet and letters. Emails to the TA's will be sent following today's meeting.
- Teaching awards
 - Jaime sent the certificates to Jessica for printing. Phil will be presenting the certificates at the faculty-staff meeting Wednesday.
- Studio clean-up and key return: tomorrow at noon
 - Everyone is encouraged to show up and help clean studios tomorrow.
 - Action item: Phil add to faculty-staff meeting two minutes for Carrie to share about the clean-up project and what remains to be done.

4:30pm Adjournment

Upcoming reminders:

Tue., May 2: Studio clean-up/key return (12:00pm-1:00pm)
Wed., May 3: Faculty-staff meeting and potluck, Carpenter 102 (12:00pm-1:00pm)
Fri., May 5: CM candidate visit
Fri., May 5: CM Banquet, Banyans
Sat., May 6: Commencement reception, gallery (11:00am-12:00pm)
Sat., May 6: M.Arch. commencement, Carpenter 102 (12:00pm-1:00pm)