



## SDC LEADERSHIP TEAM MEETING MINUTES

August 17, 2016 / Carpenter Hall 521 / 1:30pm-5pm

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1:30pm

### Burning Announcements

- Welcome-Carrie was introduced. Matt Melcher will be taking leave starting Sept. 15<sup>th</sup> and ending July 31st. Bob K. will be filling in during Matt's absence. Jolie will be taking sabbatical next spring. Steve Austin will be filling in during her absence.
- WoW event, Thursday, Aug. 18 (tomorrow), 2:30-3:30/4:00-discussion of who will be attending. Phil sent an email to students to remind them. Jolie will try to remind students. Phil gave an overview of the schedule for the event. Phil shared results from student experience survey. School data is showing positive numbers overall.
- Faculty-Staff Welcome Back Meeting finalization & potluck-agenda shared. Jaime asked if the course fee information could be added to agenda and distributed (done).
- All-School Welcome, Friday, Aug. 26, 4:30 pm with BBQ to follow-Jolie asked if students were part of the program or if Phil will be doing all of the presentation. Phil confirmed only staff/faculty will be presenting. Jaime reminded the group that T-shirts will be handed out at the BBQ.
- AMS Connection-contract has been made for the entire year to cover all meetings. David Wang asked about the lead time for setup. Jaime found the information online. It was requested Jaime email the information. She did.
- Fees question: when students study abroad, should they be responsible for paying shop and computer fees? David asked how many students were impacted. Jolie asked if this applied to internships. Discussion about access to computer and shops while away. Jason said yes to computer fees, no to shop. Jaime said yes to both as the fees are for ongoing shop maintenance and materials. David said no as a kind gesture they should not have to pay. Jaime read what the website says for these fees. Matt asked about the amount of dollars we are discussing. Jaime explained the process for waiving fees and related computer/shop fees to Health fees, Rec Center fees. All LT members ultimately voted to maintain fees for study abroad. Jaime updated the website to reflect "ongoing" maintenance and this decision.
- Future LT and Faculty-Staff meeting minutes on website-Phil feels if faculty and staff want to know what we are discussing the notes should be posted on our website. Process for taking minutes reviewed. Carrie takes minutes, forwards them to Phil, he edits for clarity and shares. Discussion where to post the minutes on the website.
- Future LT meetings, fall 2016-first week of Oct. meeting cancelled. Carrie-take off Conference room calendar. Phil asked everyone to send dates for meetings they cannot attend for the fall semester.

2:00pm

### SDC Budget

- Discussion-5% budget cut from CAHNRS & VCEA had a big impact on our current budget (approximately \$150K). Kimberly's shadow booking system shows \$192,756.90 in expenses last fiscal year. Phil notes he will be building the initial SDC budget at 100K as we must keep operations moving to continue to support school.
- Phil adds the cost of startups and hiring new faculty members over the last couple of years—a good thing as we are building the school in a research direction but we are bearing the financial impact as nearly all of the costs are being taken out of our PBL. The SDC is not alone in this respect. Phil explained that, with some exceptions, we have hired a few tenure-track faculty instead of instructors or clinical faculty as VCEA has done to fill vacant positions and that we have been fortunate not to lose any positions in this transition.
- Carrie shared EBB dollars. Phil shared that he knows that the LT and the school has worked very hard on recruitment. Questions and answers about the EBB model and how calculations are made. Jaime comments that the model discourages collaboration between the disciplines, but recognizes that CM has been producing positive numbers every year. Jolie asks what we do now? Matt-what we can control is recruitment, retention, enrollment. Phil-agrees, and we are doing an increasingly good job at that (and, in fact, the numbers in the school have been increasing overall in the past few years, but the EBB baseline cut in 2011 has continued to affect the design disciplines; the situation is not unique to WSU, although the EBB is). Phil thinks there are a few other things we can do.
- Summer Session – we can control the “to-make” number accuracy in the future and be sure Summer Session does not cost SDC overall. Phil adds that we ought to consider focusing upon or encouraging the classes most likely to attract larger numbers of students (such as the CM Planning and Scheduling class and/or SDC 100) or continue to foster entrepreneurial activities that also advance student learning (such as the Arch off-campus professional grad studios).
- Matt-we should explore the idea of offering more classes online for a future revenue stream.
- SDC Budget Breakdown: We will begin with \$5,000 per program this year; this will be tight relative to previous years, and faculty will need to be aware of the challenges related to this. Phil encourages supplementing with 17A funds where possible. Certain costs are challenging for the operating budget, such as membership fees for various national organizations without which our programs would be challenged to retain professional status. IT/Computers and faculty development must remain flush to continue to “keep the trains running” and stay committed to a research mission. Jolie asks whom to direct account balance questions to (Carrie). Jolie asks whom to direct fees like program accreditation fees to (Phil).

**3:00pm**      **Break**

**3:15pm**      **SDC Spaces**

- Studio/classroom moves and requests (what to expect in week one?)  
Has anyone heard of any requests for moving? Jason – CM computer lab moved to 212 due to remodel. Other than that, CM should be good. Jolie hasn't heard anything for LA. Jaime mentioned she is working with Steve for one move. David – confirmed with Jaime one move was already made. Matt discussed the use of Carpenter 412 virtual lab and status; we will tour at the fac-staff meeting. We can move monitors, lock them down and it would be functional, although there are more details to be worked out (console, donor wall, computer, camera, etc.). Looking towards a spring 2016 “opening.”
- Locker request: Determined that faculty offices will remain the spaces where faculty in the SDC will be able to store personal items.
- Daggy 1: Kathleen and Ayad brought concern and request regarding storage spaces for first-year students to ease congestion, particularly during spring. LT made aware of specific estimate. All agreed that some consideration be given to those requests, though budget concerns preclude it at the moment, but could be consideration for spring.
- Another spot for SDC 120 and SDC 140 other than Daggy 1?
  - Concern that this room is not conducive to student creativity and learning
  - Possibly for spring 2017

Phil – is this the best space for our first year design students? Is this room affecting our long term retention of students in the program? Jaime – we don't have excess space. All of our studios have 40-50 people in them. Phil – why can't we move the first years into Carpenter studio(s) and move some of our certified studios into Daggy 1? Matt's feeling is that while our focus is on recruiting and retention one of the easiest and most effective ways to do this would be to give our first year students a fantastic space in Carpenter Hall. He feels it would make students feel immediately connected to school. While Daggy 1 isn't the best space for the SDC, Jaime noted for older students it is closer to the shops. David and Matt suggested making this change for spring—all agreed. Jolie suggested thinking critically about this decision and everything that would be involved. Discussion about moving furniture and the extra costs associated with the switch. Matt brought up the shelving that is in Daggy 370 – could shelves be cleaned off, disassembled and moved to Carpenter? Phil suggested waiting to consider specifics until later, but we will start with moving first years into Carpenter for spring 2017.

Discussion on retaining students – SDC 120 sections are all over-enrolled for fall according to Jaime. Phil feels the increasing interest in our school is a direct result of all of the positive things this group and all of the faculty have been doing.

3:45pm

## Marketing/Recruitment

- Monthly accomplishments for President Schulz (through Lisa J, CAHNRS/Brett S., VCEA). Need these from program heads by the end of the *third week* of each month. They should not be long. Phil needs to send accomplishments to Lisa at CAHNRS and Brett at VCEA, every month. Jaime volunteers to help. Phil suggests program heads turn items to Jaime for collection each month. Jaime will send the collection to Phil monthly who will forward them to Lisa and Brett.
- Brochures – Kari Sampson is waiting to hear back from Kim Kidwell on approval of LA brochure. Gerald Steffen is moving the brochures through the process. Formats, fonts, style all the same, elimination of some text for design disciplines and no separate “card.”
- Meets and greets (set dates?) – Phil suggested Jolie share what she did in LA to increase enrollment.
- Student mentors
- Student club involvement
- SDC Ambassador involvement
- SDC video – Typical charge is \$11-14K. There will be a phone meeting on Friday to discuss the costs. The key is to work with Jennifer (Advisory Board member). Matt suggested also working with a company called Propaganda in Spokane.
- SDC newsletter – At a minimum cost the newsletter mailed last spring cost a few thousand dollars. Analytics on an email copy show very few people viewed it. Jason suggested that sending out this newsletter electronically could save thousands of dollars. Jason shared that CM newsletter was sent out this way in the past. Analytics showed 1.5% response rate but he did hear positive feedback. Phil recaps by thanking Jason for sharing. We would like to move ahead with another newsletter this year but with budget situation we must be cognizant of costs.

4:15pm

## Big LT Responsibilities, 2016-17

- Professional Travel and Development Policy for 2016-17 (this is a small responsibility, and may be complete) Phil sent it via email before the meeting. All who responded, approved.
- LT “Position Description” or definition – In Phil’s annual review he received feedback that LT needed to be defined. Phil is committed to start the document defining our roles and explaining the importance of the LT regular meetings for overall school management and planning.
- Faculty Roles and Responsibilities document (should comply with VCEA and CAHNRS but may have differences per program)- Document should be created to combine faculty roles and responsibilities for our school; another annual review ask. For tenured faculty a change in the balance between teaching and research can be made. Are there ways to utilize faculty’s strengths over time?
- Permissions, licensing, copyright, publishing - We need to get a handle on this, start working through the information and putting together a policy. There is a document already created through Steve Austin. It was previously

decided that programs would distribute a blanket form. Add to Faculty Staff Meeting Agenda – reminder to distribute this form (done).

- Overall Policy Packet/Tome-similar to BPPM-for SDC. Still a work in progress; Phil shared that some work had been accomplished on this.

**4:30pm SDC Committees List**

- Final discussion/review - updates were made to the sheet. A question about the PhD program committee was asked by David. Phil explained the complexity of what has to happen to make this go forward, and that it needs a champion to put forward the work.

**4:45pm SDC Advisory Board Meetings**

- Central: Nov. 4, 8:00am-12:00pm, WSU West, Seattle - dates are set. Phil suggested that we must be mindful of budget and that perhaps not all LT members need to attend. Jolie is going to be there anyway as her ticket is already purchased, Jason and David have it on their calendar. Discussion is tabled.
- Virtual Lab - Could be used for Central Board meeting—or a few folks in SDC could connect this way from Pullman while others travel to Seattle.
- Solar Decathlon
  - IPD Theater (Integrated Project Delivery) idea for the advisory board meeting in March
- Program Meetings
  - LA: Nov. 4, Site Workshop, 1:00-3:00?
  - Arch: Nov. 3, Gensler, time? Confirmed by David 11/3. Time is not set, around 3 was suggested.
  - CM: Jason suggested scheduling for 11/3 or 11/4 since he may not be attending the Central meeting.
  - ID: discussion has been started, not finalized yet.

**5:00pm Adjournment**