# SDC LEADERSHIP TEAM MEETING MINUTES
August 24, 2016 / Carpenter Hall 521 / 2:15pm-3:30pm

**2:15pm**   **Burning Announcements**
- Welcome to Bob!
Bob Krikac joined the leadership team meeting for the first time. Welcome Bob!
- Future LT minutes on website (where)
Over the weekend, Phil proposed and the team approved the process for how minutes will be taken, reviewed, shared with the LT and posted on the website.
- SDC Video update
    - Rice*Fergus*Miller bid (note attachment)
    Phil commented that while this is a huge resource intensive project to create this video, RFM didn't offer to do it for free, or offer any discounts. Dave asked what the difference is between the two bids. Phil answered that it is the number of minutes 2-3 vs. 6. Phil shared that research suggests people don't have the time to watch a 6-minute video. From RFM the cost of the 6-minute video is approximately $13K and the 2-minute video is approximately 6K (with no discounts offered.) Dave suggested asking Don Bender for funds. Phil said John S. has seen the already created video and liked it.
    - Propaganda?
    Phil mentioned contacting the company Propaganda (Spokane) that Matt suggested last week. Matt suggested offering RFM or others a flat amount to see what we could get. It was also discussed that we could ask Advisory Board members if they would do it as a donation, perhaps at the Central meeting. Jason asked if there was a chance of any SDC Excellence Funds being applied to this project. Phil said not at the moment because the Excellence dollars were being budgeted to finish the Virtual Lab, as those are what we fundraised for.
    CAHNRS Video Team
    Phil showed the already-created video by Kyle Redzinak to Kari Sampson and Gerald Steffen from CAHNRS, as well as Becky Dueben from VCEA. They loved the video. Phil said CAHNRS can make similar videos for about $500. Jaime mentioned that in today's WSU announcements there was a Student video contest. Dave emphasized that we already have a video created that we could use. Phil commented that we haven't fully "focus grouped" the video yet to ensure it appeals to our target audience, although we have received positive feedback from people outside the SDC. He emphasized the importance of making sure all programs feel equally represented. Phil agreed that the existing video should not be hibernated and could be pushed forward. Jason asked if we could use the first-year group from last week's WoW event as a focus group. Jaime said yes, that we could survey them using Qualtrics or

Survey Monkey.  David emphasized that given the reality of what we are dealing with budget wise, we already have a video, a very nice video, we can use.  Phil agreed, but also shared he thinks we should pursue a 2-minute video, whether it's done officially, done through a student, or made through CAHNRS.  David mentioned the segment with Michael and Charlotte and how Charlotte didn't speak.  Phil and Jaime agreed, and said a list of changes was given to Kyle to consider.  However, Kyle had already graduated, was about to begin his full-time job, and didn't go back and make edits.  Jaime commented that because we have seen the video multiple times we are able to pick up on more problems.  Our target audience is likely only going to see the video one time and are less likely to pick up on every small detail.  Bob asked if we had the right to modify the video.  Jaime responded with yes, we own it.  We could modify it.  Bob asked if in the meantime could we modify this video to make it work for our needs.  Jaime said yes, the cost is not known.  Jaime mentioned the importance of preserving school spirit and at the very least the existing video could be polished up.  Action item – keep this as a future agenda item and Matt and Phil, in the meantime, will have a discussion with Jennifer Fleming (RFM) about the bid, what we can afford, and what they might provide.

- SDC BBQ Update
Keep telling people about the BBQ.  Tonight Phil will send out a notice to the SDC student list reminding them.  Jaime mentioned faculty and staff would be receiving a shirt to wear Friday for the BBQ and picnic.  [Done]

- SDC Central Board Call (Phil has monthly call with Mark Brands and Jim Hillier scheduled for tomorrow… any thoughts?)
Phil shared that Mark tends to ask Phil exactly what we need for the school, and not to be shy.  Phil said the advisory board hasn't seen the virtual lab yet and they will be thrilled with it.  They want to see that we are using the money for exactly what they are giving it to us for.  Phil asked the group if they have anything they would like him to talk to Mark and Jim about.
Matt-meet and greets, invite and encourage advisory board members to attend and share their experiences at the meet and greets. [Done, but set ups would need to be done with individual program heads]
Yesterday Jason and Phil talked about the spring meeting and how the advisory members want more interaction with the students.  A theatre idea was briefly shared.  This would be a major integrated, play-like event using props and focusing on the benefits of having an integrated program.
[Discussed with Mark and Jim; both were very happy to just do something more simple, such as individual advisory board interaction with studios and classes, giving design crits and the like.  Would still require some coordination, but would require *far* less coordination than something like an IPD Theater and might be just as valuable.  We will pick up again.]
Phil showed a picture of the Amazon Biosphere building under construction in Seattle.  Jason shared this would have to be approved through Amazon's process.  [Also discussed with Mark and Jim; Mark thought something could be done along these lines at the spring meeting and also offered to arrange a

tour for SDC Central members at the Nov. 4 meeting—perhaps at the tail end of our meeting and before any afternoon meetings.]

Open discussion—

Jason – course fees and shop fees.  Tony called Jason today to make sure double major students are not being double charged.  Jaime mentioned students would need to bring this to our attention.  Jaime indicated there was no automated system in place to ensure this doesn't happen and that Chris G. would have to review and remove charges manually.  Jaime suggests students have the responsibility to bring this to our attention, but we all agreed we may need to remind students as well. Charlotte, for example, was double charged last year.  Jason suggests getting a list of double major students from Chris; sending out an email to all with how to look at the statement, and how to request a refund.  Jaime will make a note and get these refunded.  Jaime added that the only double charge is computing, not shop.  We need to be aware of it every semester for these 10-15 students.  Jaime will follow up with Jason to get a list of double major students and see that an email is sent to them with directions.

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| **2:30pm** | **SDC Director** |

- We owe it to faculty and staff to bring this back to them.
    - o Do we schedule an "interim" fac-staff meeting to discuss (say, next Wed, whoever can make it)
    - o Do we do a Survey Monkey poll with another "Search Now" or "Search Later" or "Search and Rescue"
    - o Do we just invite deans to our next faculty-staff meeting and start discussing?
    - o Does LT wish to make a "recommendation" to fac-staff as to how process might happen to help direct the discussion (e.g. we'll do a survey monkey
    - o Phil's editorial comment:  I think if we don't look *relatively* unified in what we are wishing; we are going to look poor in the eyes of leadership.
    - o Who is going to carry the torch on this process?

Phil would like to have someone who is not in a program carry the torch so that is viewed as a neutral process and not having the perception of favoring one program at the expense of any other. Jason suggests going in with the approach of "this is what we want to do," so we look organized and cohesive.  Jolie asks if there is a way for Phil to meet with deans or the deans to meet with the LT to discuss.  David – Due to financial climate, we need to know from the deans what our options are.   David and Jolie suggest Phil communicate with the deans to see what they are thinking.  Phil shares that Ron and Don should be meeting in early September.  Phil's sense from Don is that Don wants us to come together and make some sort of recommendation, and not wait for the deans to show up and ask.
Jaime shares the results of last survey, and how our wishes were not acted upon.
David – we need to know if we have the funds to go out for an external search.
Bob K – comments that we are a stronger group if we go to the deans with "this is what we want to do" and then have them tell us what they are thinking.
Jason – send a two question survey to the faculty: search within existing faculty and leadership for a new director or open it up externally?

Jolie – when Greg stepped down, we had a part of it, but we didn't really have a feel. Jamie offered to make a survey (done); Carrie offered to send and carry this torch.  Carrie will follow up with Tony to send list of people who are on designandcm list serve list of people (done).  Over the weekend Phil shared with LT the faculty manual and noted that there is a typical process for initiating a search, and it is done by deans, not faculty.  Phil stressed that should we move ahead with a poll amongst the faculty, that we stress to deans that the poll is a recommendation only to assist them.

Added discussion – **Spring class schedule**

Jaime – Due date for the spring class schedule is coming up very soon.  Matt, David and Jaime met this morning.  There are some ramifications when adding SDC 100, 140, Portfolio. David and Matt are getting pressure from faculty wanting to know their spring schedule.

Jaime shared the tentative schedule, which takes into consideration what people taught last year, Matt leaving, Bob on reduced appointment, Jolie on sabbatical.  Jolie comments on SDC 100 and how it was proposed that instruction would be rotated between all programs and CM has yet to teach it.  Jason comments that he is already the program head and teaching three courses so he can't teach it.  He adds that it would be difficult to find a CM faculty member to take it on but given the open CM search there is a possibility of a new faculty member teaching it.  Jaime – Ayad wants to teach it.  Since he wants it, do we need to make CM take it?  Jaime shared that Ayad has a lot of enthusiasm for first–year students and this would be beneficial.  Phil mentions that in the future he would possibly like to teach it as well.

David also shared discussed with Greg the idea of Greg teaching one of the sections of SDC 140, which Greg was willing to do.

**Pro Practice:**

Bob asks if there is anyone in mind to teach Pro Practice?

David:  Sue Lani Madsen (part of the visiting team for NAAB, Coug grad, local liaison) has expressed interest in teaching it.  David has the class streamlined and ready to go, and he would give her all of the material.  She could be offered the position with all of the stipulations including using the already developed materials and paid out of 17A funds.

Matt:  Jeffrey Miller from IA also would like to teach Pro Practice.  He holds an important leadership position with IA|Interior Architects – their Seattle Office.  He has taught Pro Practice in the past and has expressed interest in teaching.

Jaime – the big picture question is how do the SDC classes affect the other disciplines?  With a proof date of 9/16, we all need to keep grappling with the curriculum picture.

Matt comments there are three sections of 140 and one section of 120 – two are ARCH, one is ID.

Jaime will send the spreadsheet to the LT.  Faculty can be told that we will have it figured out in the next couple of weeks.

Phil asks whether we are looking to fill Pro Practice with non-faculty members from the outside and if this is the best use of funds in a budget crisis:  especially if we have internal faculty members who are qualified and able to teach it.

Jaime expressed concern that Pro Practice is a multi-disciplinary course.  In the past she has heard it is taught with an ARCH emphasis and LA and ID were not equally represented.

Jolie shared an idea of going to a module idea with some of the clinical positions with a possible four-week rotation of instructors.  This would ensure different disciplines are represented throughout the course.

Matt – Advisory board members could then contribute as well.

Jason - Capstone is done about 1/3 this way.  While it is do-able it takes a lot of organization.

Phil – from what he heard, the long-ago former 202 class with Bartuska was taught with this model and it didn't get very positive results because there was no continuous thread holding the course together.  However, in our case we are dealing with four year students as opposed first or second-year students.

Jason – As Pro Practice is at the end of students' undergraduate education in the SDC, it would be pretty cool to have the industry professionals as guest lecturers.

Phil suggested the Virtual Lab as a possible teaching venue.

Jason suggested an AMS connection but doesn't think there are any AMS rooms on campus big enough to teach this class.  He added that the biggest challenge is getting Advisory members to fly in.

[We must continue this discussion on Pro Practice at the next meeting and come to conclusions]

**3:30pm          Adjournment**