



SDC LEADERSHIP TEAM MEETING MINUTES

September 14, 2016 / Carpenter Hall 521 / 1:30pm-3:30pm

1:30pm

Burning Announcements

- Matt's last meeting for 2016-17, also our last "scheduled" two-hour meeting for fall 2016
 - ❖ LT meetings will now be one hour, from 4-5pm on Wednesdays. In order for the one-hour time to work, we need to be on time and ready to roll at 4pm.
- Deans meeting on Sept. 21 from 3pm-4pm/5pm (reminder)
 - ❖ Don and Ron will meet with LT from 3-4pm. Our regular meeting will be from 4-5pm. Don may choose to stay as he indicated he is available.
- No meeting on Sept. 28 or Oct. 5
- Alternate one-hour time during week of Sept. 26-Sept. 30?
 - ❖ It was decided not to add an additional meeting this week, but if we need to have one we can work to arrange that later.
- Kimberly position update (if any details not covered in fac-staff meeting)
 - ❖ Phil showed the position posting on wsujobs.com. The position is open until Tuesday, 9/20/16. Interviews have been scheduled for the week of 9/26/16.
- Preliminary discussions: Fine Arts/ Foreign Languages & Cultures
 - ❖ Phil had a preliminary discussion with the chair of Fine Arts (Squeak Meisel) about a possible exchange of courses and instruction. There are many parallels, especially with the design disciplines. Jolie suggested we approach the relationship with cautious optimism, and Bob and Phil agreed.
 - ❖ The chair of the Foreign Language and Cultures department (JT Hughes) has approached Phil about a possible collaboration to offer Spanish classes to CM students. Jason and Phil are discussing a possible meeting in late Sept., but not set. Phil stressed that in all cases there is an understanding between chairs/directors that exchanges must benefit both programs/schools/departments.
- SDC 100: Cognella opportunity for future
 - ❖ Phil met with Kristina Stolte, a representative from Cognella, Inc. Kristina, a WSU graduate, is asking about creating textbooks for our school. Discussion was had about whether or not there is a need or advantage to having a published book for SDC 100, for example. Phil passed out some handouts; there seemed to be some interest in pursuing the *possibility*, and Phil indicated he would follow up.

1:45pm

SDC Budget

- Summer session
 - ❖ Accounting mistakes were made in summer 2016 calculations both for "to-makes" and for appointments. Currently, overall, our summer session accounts are negative. Until they are positive Phil asked that no

expenditures be drawn from these accounts. Carrie projects that once the Summer Session department process revenue for 2016 the accounts will combine to a positive balance. At that point, we will re-assess, as we need to (once again) look carefully at summer session and clarify the “to makes” and the RFP. We will do this before the end of the semester.

- Proposed breakdown/quick guide
 - ❖ Phil shared a draft breakdown of how expenses should be divided amongst fund types for director and program heads. He explained that there was no need for something like this in the past, but the current budget climate necessitates such a thing. Jason thought that, in general, it was good to have.
 - ❖ Matt suggested that more information be provided as to the logic behind the assignments.
 - ✓ Carrie – put together an explanation of the different colors of money available for use at the SDC (already begun)

2:15pm

Academic Program Unit (Jaime)

- Spring courses final: okay to release teaching assignments?
 - ❖ Jaime shared the final course schedule for spring 2016. Phil encouraged program heads to talk with faculty members about their teaching assignments. Jaime added that for SDC classes that will have a change in instructor, seasoned instructors should communicate about the class setup, the expectations, and the background of the class.
 - ❖ Jolie asked if there was a policy in place to provide teaching assistants for classes based on the number of students. Jaime explained the process of applying for teaching assistantships, but recognized that we do not have a policy that provides an exact ratio of students/TA. **New action item: we will need to look at this again in a later meeting this fall. It may be that we need to put in writing that this may fluctuate from year to year and may be discussed on a case-by-case basis.**
 - ❖ Jaime brought back up the idea of bringing first year students to Carpenter. Discussion was had about who would move to Daggy to make room in Carpenter—possibly the CM/Arch Capstone class. Discussion will continue at future LT meetings.
- Curricular changes due Oct. 1 for summer/fall 2017
 - Jaime working on SDC 400 (gallery), SDC 495 (seminar), SDC 497 (instructional practicum—undergrad TA for credit), SDC 498 (topics), SDC 499 (special problems).
 - Any others?
 - ID 590 (graduate internship)
 - ID 478 (Paris: A Designer’s View)
 - Philosophy/Theory (SDC 530)
 - Pro Practice (SDC 473/573)—due Feb. 1st for Spring 2018
 - Research Methods (SDC 540)—due Feb 1st for Spring 2018
 - Update catalog descriptions and/or drop courses (minor; can be submitted at any time; please examine in your program’s faculty meeting)

- ❖ Jaime is working on the curricular change forms with supporting rationale to move these courses to an SDC prefix, along with compelling justifications to support the changes. Jaime noted that these are all courses that are interdisciplinary and should be listed as “SDC” courses.
- ❖ Some discussion ensued regarding how many SDC courses we have and the desire to keep individual programs strong; Matt pointed out that when it comes to accreditation what matters is the syllabus and the outcomes—not the prefix.

2:45pm

SDC Demographics

- We’ll look at the sheets I sent the other day (attached again)
 - ❖ David suggested subcontracting to a department on campus who could create the graphs and charts. Phil wonders if we can get this done for free.
 - ❖ Jaime and her department will be working on pulling more detailed data and organizing it. She also pointed out this is 10th day data. This data, while important, will change throughout the course of the semester.
 - ❖ Jason explained that the CM numbers (for first year) are lower because many CM students join in spring. Expect those numbers to jump.

3:00pm

Meeting with deans

From Dean Bender’s email:

- Possibly identify external reviewers of the program?
- Evaluate metrics such as:
 - enrollments and graduation figures (undergraduate and graduate)
 - external revenues
 - scholarly outputs
 - development funding
 - space needs/utilization
 - design competitions/clubs
 - outreach activities (community service, economic development, technology transfer, etc.)
 - Please give this some thought, and anything else that should be included in a value proposition for the program.
 - As you pointed out, we need to plan for a leadership transition. Clearly the evaluations listed above (and augmented as necessary), would inform our search for a new leader.
- ❖ Jason pointed out that much of this can be pulled from our accreditation reports.
- ❖ Discussion occurred whether or not we are supposed to have this information prepared and ready to present at Wednesday’s meeting (9/21/16) or if this is information an external reviewer would be responsible for compiling.

- ❖ Carrie asked if she should follow up with Dean Bender to ask. It was decided she should not. The group decided to wait until next week's meeting to find out exactly what information the deans need.

3:30pm **Adjournment**