



SDC LEADERSHIP TEAM MEETING MINUTES

September 7, 2016 / Carpenter Hall 521 / 1:30pm-3:30pm

1:30pm Burning Announcements

- Possible upcoming LT meeting conflicts:
 - Sept. 28 (David will be absent for Arch Meet and Greet)
 - Oct. 19 (Jason & maybe Phil may be absent for Stonebridge/HBM Courtyard by Marriott event)

A few added absences:

- September 14 – Jason in Seattle for AGC Education Foundation meeting (might be able to phone in)
- November 16 – Jason in Reading, UK for Region 8 ASC student competition.
- December 14 – Jason in Seattle for the AGC Education Foundation quarterly board meeting (might be able to phone in).

A decision was made to meet anyway *unless* two people are missing. If room 521 is booked, 522 will be used; if 522 is booked we will look elsewhere. With Phil hosting Tim Davis (guest lecturer) the meeting on Sept. 28 will be cancelled, as the 4pm-5pm time abuts the lecture.

- APU update: curricular changes due Oct. 1

Discussion ensued regarding who will teach Pro Practice in Spring 2017. We resolved that:

- At this juncture, given availability, we did not feel comfortable with any current faculty teaching this interdisciplinary course for spring 2017
- We will use 17A funds on a one-time basis to hire an outside instructor for this purpose
- As this is intended to be a future SDC course, we will be putting together a “how to teach an SDC course” so that instructors understand how to speak to all disciplines, no matter their discipline/profession.
- We will work to ensure that all faculty who do not otherwise have particular contractual agreements will be “fully employed” at a 2-2 load
- We will need an in-house backup if nobody from outside will teach it

- SDC Video update

Austin Flink from RiceFergusMiller was contacted and thanked for his quote. Our budget situation was explained as the reason we will not be moving forward at this time. Jennifer Fleming was also thanked.

- Construction Toys from Eitech: Space Shuttle set

A free space shuttle set will be arriving soon.

- Digital Classroom Building *Theatre in the Round* – SDC 100 fall 2017

Bob attended the informational meeting held 9/6/16. Bob commented that there is a tremendous amount of technology built into the room. There is an opportunity to help design parts of the room including the podium. Organizers

are willing to come to SDC to give a presentation to show us what teaching in the room would be like. Bob explained some of the engaging features of the room. Phil added that it is likely SDC 100 could be held in this room for fall 2017 if we wish to use it.

1:50pm

LT Policy Projects (all drafts due on Friday, Nov. 18)

Phil commented that each of these projects would take about two hours to complete in terms of a *draft*, and the names below are simply reflecting who will get the documents started. They will all be shared with the LT and we will all edit/change before sharing them with faculty-staff and moving towards adoption. He referenced the deadline of Nov. 18th and pointed out that it is over two months away.

Jolie reminded the group that we likely will have new deans in fall 2017 and that this is an opportunity to develop and put into practice new policies and operating plans. Completing these projects now gives us the chance to share with new leadership what has been decided and how we already operate at the SDC, as opposed to having new leadership tell us how we should and will operate. Jolie added that while these are painful to complete they can give us more power in the long run. Phil confirmed this and suggested how useful these documents could be for new faculty.

- **LT “Position Description” or definition.** Essentially, these would be bylaws, indicating frequency of meetings, voting and/or decision-making procedures, budget recommendations, advisory board planning, event planning, general responsibilities, orchestrating faculty-staff wide polls, and *de facto* committee responsibilities (TA selection, fall and spring course schedule, summer session, new SDC courses, major space considerations, commencement, awards) and/or delegating some of those duties to faculty-staff committees **(Phil)**
- **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. For tenured faculty, we may be able to suggest a change in the balance between teaching and research, although that would have to be approved by the director on a case-by-case basis. This document must engage all the program heads should there be a desire or necessity to create separate roles and responsibilities per program given the nature of the program or current or projected resources **(David)**
David commented that the Faculty Roles and Responsibilities document could touch on faculty’s contractual appointments and is not something that the LT alone should be responsible for; Phil reminded that it was a provost directive to allow for chairs/directors to discuss shifts in tenured faculty roles to maximize unit efficiency. We would draft and discuss and “vet” anything with faculty-staff and deans.
- **IRB, Permissions, Licensing, Copyright, Publishing:** Policy document(s) that covers the following: 1) That SDC faculty teaching studio should, in many cases, be submitting applications for exemptions (as the RCDI has done) if faculty ever intend to publish student work in research/publications 2)

Information regarding what SDC faculty/staff are responsible for telling students regarding the use of images/text from copyrighted sources (RCDI situation from spring 2016), and/or what they must be aware of before putting anything online via website or social media 3) Process for collecting the licensing permissions forms for publication of student work, created by Steve Austin in spring 2015. To establish this document, communication with AG's office might be necessary, but also with college-wide offices that may handle this sort of thing **(Jolie)**

- **General SDC or Cross-Listed Course Instruction** (for SDC 100, 120, 140, 250, 350, Pro Practice, etc.): Something that might start like so:
"Congratulations, you have been selected to teach an SDC prefix course! These courses are critical for us to build our integrated mission... No matter your discipline, training, or frame of reference, as an instructor you must work to incorporate all disciplines represented in your class and/or focus on the integrated nature of the course... References could and should be made to what the SDC CCC Committee Guidelines say, but this document is specifically for instructors teaching those courses... **(Bob)**
- **Will You Build Me a Treehouse?** Continuation of a discussion we had last year. This is a document that should include sample, downloadable replies for several situations so that none of us are spinning wheels over these requests. Some of these requests may be worth investigating, so this document need not automatically say "no." However, there should be clear directives regarding how we operate, how courses are planned and scheduled months in advance, how instructors have certain curricular responsibilities for accreditation/skills, student club possibilities, liability issues, links to other organizations (CCE, Habitat, for example), and charge/costs **(Jason)**
The idea behind this document is to have something in writing that can be easily sent out when outside requests are made to the SDC. A couple of individuals and groups with similar documents were shared with Jason.
- **Overall Policy Tome:** Collecting *all* policy documents for our school, no matter their state, and placing them in organized fashion into our crimson strip template with Cambria 11 point. This will include incorporating the drafts of the above as well as all documents already completed (e.g., position descriptions, tenure and promotion guidelines, ambassador handbook, student policies) and communicating with others who have yet to complete theirs (e.g., Computer Systems Administrator, Fabrication Labs Manager, Gallery Manager) **(Jaime?)**

Action item: Each LT member will begin to work on their project with a due date of 11/18/16.

2:15pm

SDC Director Discussion (continued)

Discussion ensued regarding the future SDC Director. We all agreed that the deans will need to initiate this process. To aid them, we decided:

- We will write an email inviting the deans to an LT meeting so we can gain clarification before communicating with the entire faculty-staff
- Prior to invitation (or along with the invitation), the LT should provide information to the deans that we support the current direction of the school and that we would like to continue on the same path.

- Phil suggested that we also indicate to the deans that we understand the budget crisis and thus we would support the appointment of an interim candidate because of this.
- We also considered that if an internal candidate will be named, it would be helpful if we had a recommendation as to who this might be.
- **Action item:** The LT will invite the deans to a future meeting with the LT

2:40pm

Third Floor Hallway Lift n'Move

- Workers comp is limited (budget crisis), so only the fit and able need apply
 - Thank you to all for moving!

3:00pm

Adjournment