

**DCP ADMINISTRATIVE COUNCIL
MINUTES
November 17, 2011**

Attending: P. Carr, J. Frey, T. Gurucharri, M. Portillo, R. Ries, C. Silver, B. Tilson, P. Zwick, D. Jourdan

1. Fine Arts Library (C. Silver)

- A proposal to close the Fine Arts library has been shelved (plans to move the music library and digitize its collection remain.) DCP remains committed to helping Fine Arts utilize its library space better. An Interior Design studio class will study the space in the Spring semester as part of its class work and make recommendations regarding space use and health and safety needs to improve studio and student meeting space.

2. Minutes (all)

The minutes of the October meeting were approved without change.

- *Faculty Evaluations* – there was a clarification of an earlier question regarding the student evaluations to be used for faculty evaluations. For Spring 2012, evaluations for Spring, Summer and Fall 2011 should be used. In subsequent years, the evaluations for the previous calendar year should be used.
- *Visiting Scholars* – there is one U.S. based visiting scholar coming to UF in Spring 2012 (Jeanne Lambin from SCAD for HP)
- *T&P wording* – need to change wording in materials to reflect change to internal reviewers rather than external.
For evaluations of junior faculty, a number of other institutions use set forms so that everyone is consistent in what is being evaluated. Dawn Jourdan will try to obtain copies of those forms from Texas A&M and FSU to use as a guide.
Teaching styles – because DCP course classes, which are studio and team teaching, do not usually follow more traditional teaching methods, there needs to be some clarification when T&P packets are sent to the Provost.
- **Action: C. Silver, P. Carr and P. Zwick will explore the best way to reflect how our teaching methods are unique to the college and the professors who may be seeking tenure or promotion. The outline will go to each unit for use beginning in Spring 2012.**
- CLAS has training sessions to teach faculty how to peer review teaching classes.
Action: Peggy Carr to explore whether they would be amenable to having our faculty join those classes or if there is information they could share.
- The deadline for submission of syllabi for online posting is December 1.

3. Senate Report (Ries)

- Recent discussions at the UF Senate included discussions of new hires and UF attempts to recruit more minorities, and development of a strategy to support graduate cohorts
- A plan for UF to put its own health insurance program (self-insurance) in place is proceeding with January 2013 the anticipated introduction

4. Student Recruiting (Carr)

Undergraduate numbers are down from last year, the number of students dropping courses is up from the year before and the number of transfer students applying for summer entry is well down (to 3-5

applications rather than the normal 15-20). The numbers of students in sustainability courses are up, however.

Peggy Carr outlined a number of recruiting initiatives (see attached.) Several suggestions for helping students were made, including possibility using scholarship money now used to reward current students, to attract new students instead. In addition, programs can target students from Caribbean and Latin American countries who are able to get in-state tuition rates if they can get a State money funded scholarship.

5. **Class sizes** (Carr)

High demand for undergraduate courses may mean having to look at increasing class sizes. Another option would be adding a section to meet the increased load.

6. **Required humanities class** (Carr)

Plans for the required humanities course for all students are moving forward with Fine Arts and CLAS. DCP needs to make sure it has people ready to teach the course.

7. **CityLab** (Tilson)

CityLab in Orlando begins operation in Fall 2012 and around 15 students are expected for the first class. Interviews for a director are currently underway.

8. **PhD Analysis** (Zwick)

The final draft of the PhD analysis was reviewed. DCP has 104 PhD students who take, on average, 4.6 years to obtain their doctorate. The next step is to develop a plan for improvement. Copies of the analysis have been sent to faculty and comments are due back December first for final submission by December 15.

9. **International** (Silver)

- Dean Silver reported on a recent trip he and International Center Dean David Sammons took to Indonesia, including a reception at the US Ambassador's residence with 50-60 people in attendance. The visit was part of a push to continue building UF's presence in the region. Part of the push is ensuring that UF is familiar to officials once they start funding PhD students to study abroad; a plan that is now in the works.
 - UF recently signed a memorandum of understanding with the Institute of Technology in Bandung
 - Bill Tilson reported that UF has also signed a MOU with the Center for Urban Greenery and Ecology of the National Parks Board in Singapore.
 - Part of the Dean's Indonesia trip was also to try and find ways to provide funding for students to spend some time in Indonesia. UF will soon sign an agreement with the University of Indonesia
 - These and other agreements will allow some of our students to do not only visits, but internships in Indonesia. Money is now available to help students visit for several months.
- Action: proposals to help students should be discussed with Dean Silver and Bill Tilson who will get the process of funding going.**

10. **International Educators Award**

Donna Cohen and Hui Zou were selected for this award from DCP faculty.

11. Building Updates (Carr)

Renovations on the Dean's conference room will be undertaken from December 12 – Jan 6, 2012. DCP also hopes to have banners ready to be put up for the start of Spring classes.

12. Solar Decathlon House (Silver)

A plan is now in place to rebuild the Solar Decathlon House at its present UF site. Fund need to still be raised for landscaping. The house will be rebuilt by students as part of a studio course.

13. Research Showcase (All)

This year will feature a new, one-day long format. The day will feature tours of the facilities, a poster session and contest, speaker Fritz Steiner from Texas, and two panel discussions on water and land use and transportation.

14. Budget update (Silver)

Crystal and Sheri Austin are still discussing the implications of the budget shortfall. Strategically this means we need to make some decisions regarding recruiting of faculty, as in do we recruit now and figure out how to pay for it, or wait until the budget is sorted out?

DCP will be submitting a proposal to the Provost to recruit two people for Architecture. There are also plans to make Marty Hynton's HP directorship permanent and then recruit for another HP/IND position. The strategy to be employed will likely depend on the response from the Provost.

15. DesignIntelligence rankings (Silver)

The Interior Design department ranked third in undergraduate education nationally and seventh in graduate studies according to DesignIntelligence's 13th annual survey of America's best Architecture and Design Schools.

16. Alumni Relations (Carr)

Peggy Carr noted that one of the things that Interior Design does very well is maintain and build relations with students and alumni and that maybe this is something that other departments are not doing quite as well. She suggested that one thing the college may want to consider it reorganizing/realigning the college to have someone focus more on alumni relations.

17. Adjournment and Next Meeting

The meeting was adjourned at 11:05 am. The next meeting is December 15, 2011 in the Architecture Conference room, second floor, Architecture building.

Recruiting Activities

November 17, 2011

1. High School activities that would indicate student aptitude and success in our majors
 - a. List of special activities has been provided to Admissions for special consideration in application review.
2. Departmental support in the form of scholarships for FTICs
 - a. BCN is still considering the possibility to:
 - i. Get a list of students considered by UF Admissions to be competitive available in early January – BCN will assess all these students, but need to establish criteria for selecting those eligible for scholarship.
3. Innovation Academy
 - a. BCN, BSSBE and LAA are signed up.
 - b. Trying to gain access to info about number of applicants in each of these majors.
4. Recruiting Transfer Students
 - a. Silver, Gold and Maze met with SFC
 - i. Timeline for program development?
 - ii. Will all programs participate?
 - b. Schattner, Wehle and Gurucharri attended SFC Gator Day on 10/12
 - c. BCN Alum attended transfer student fair at Palm Beach College 10/26
 - d. Maze has visited CFC and Valencia
 - e. Other transfer student recruiting activities?
5. College Open Houses to Attract Change of Majors
 - a. Fall
 - i. Grad Open House held 10/20, 43 attendees, 3 from outside college
 - ii. UG Open House held 10/25, 5 attendees
 - iii. We did not participate in Graduate School Open House sponsored by the Career Resource Center. Cost to participate in excess of \$500. See attached list of participants.
 - b. Spring
 - i. DCP will participate in SG sponsored Majors fair on Union Colonnade, February 29th
 - ii. Do we hold other open houses for potential change of majors students?
6. College Open House for Admitted DCP students (and Undecided Students)
 - a. Proposed Date: Saturday March 17th
 - b. Format: Roughly the same as last year
7. Summer Programs for High School Students
 - a. School of Architecture Design Exploration Program

- i. 3 weeks – approximately 6/20 – 7/11
 - b. Collaborative Program with ACE
 - i. 7/15 – 27th
 - ii. Possibly 1 two week program or two one week programs
 - iii. Level of interest/degree of involvement?
- 8. Other recruiting activities, e.g. travel to high schools, advisory council visits to high schools or webinars?
 - a. ACE sponsored recruiting event in South Florida?
 - b. Working with Julie Frey will develop a display/exhibit for use at recruiting events.
 - c. Develop a flyer of courses open to non-majors similar to that developed by Fine Arts?
 - d. Have graduate program rec

Career Resource Center Graduate School Fair Participants

Academy for Five Element Acupuncture
Albany Law School
Albert Einstein College of Medicine
American University School of Public Affairs
American University Washington College of Law
Ave Maria School of Law
Barry University School of Law
Baylor Law School
Boston College Graduate School of Arts and Sciences
Boston College Law School
Boston University School of Law
Brooklyn Law School
California Western School of Law
Campbell University School of Law
Cardozo School of Law
CARLOS ALBIZU UNIVERSITY
Carnegie Mellon University Heinz College
Case Western Reserve School of Law
Chapman University School of Law
CHARLOTTE SCHOOL OF LAW
Columbia Law School
Columbia University, Teachers College
Corcoran College of Art + Design
Degrees Overseas: Earn Your Degree in Australia, New Zealand or the UK
Department of Electrical and Computer Engineering
Department of Family, Youth and Community Sciences at the Univer
Drake University Law School
Duke University Nicholas School of the Environment
Duke University School of Law
Elon University School of Law
Emory School of Law
FIU College of Law
Florida A&M University College of Law
Florida Atlantic University
Florida Coastal School of Law
Florida International University
Florida School of Massage
Florida State University College of Law
Florida State University College of Medicine Ph.D. Program in Biomedical Sciences
Fordham Law School
GAPCOM
Georgia State University College of Law
Golden Gate University School of Law
Hamline University School of Law
Hofstra University School of Law
Howard University School of Law
IAU College of Medicine
IIT Chicago Kent College of Law
Indiana University School of Law-Indianapolis
John Marshall Law School - Atlanta

Johns Hopkins Bloomberg School of Public Health
Keck Graduate Institute of Applied Life Sciences
Levin College of Law, University of Florida
Liberty University School of Law
Loyola Law School | Los Angeles
Loyola University New Orleans College of Law
LSU Law Center
LSU/Manship School of Mass Communication
MAIA Program, University of Miami
MAIB & MSM at the University of Florida
Marquette University Law School
Medical University of South Carolina: College of Health Professions
Mercer University School of Law
Michigan State University College of Law
Midwestern University
Mississippi College School of Law
National University of Health Sciences
New England Law | Boston
New York Law School
Northeastern University
Notre Dame Law School
Nova Southeastern University
Nova Southeastern University – Shepard Broad Law Center
Ohio Northern University Pettit College of Law
Pace Law School
Palmer College of Chiropractic
Penn State Law
Pepperdine University
Princeton University
Regent University
Richmont Graduate University
Roger Williams University School of Law
Rollins College
Ross University
Saint Louis University School of Law
Samford University's Cumberland School of Law
Seton Hall University Law School
SMU Dedman School of Law
South Texas College of Law
Southern Illinois University
Southern University Law Center
Southwestern Law School
St. George's University
St. John's University School of Law
St. Matthews University School of Medicine
St. Thomas University
St. Thomas University School of Law
Stetson University College of Law
Syracuse University College of Law
Temple University - School of Tourism and Hospitality Management
Texas A&M University

Texas Wesleyan School of Law
 The Catholic University of America
 The George Washington University
 The John Marshall Law School
 The Kellogg School of Science and Technology at the Scripps Research Institute
 The Ohio State University Moritz College of Law
 The Thomas M. Cooley Law School
 The University of Alabama School of Law
 The University of North Carolina at Chapel Hill
 The University of Tampa
 Thomas Jefferson School of Law
 Tulane University Law School
 UAB School of Optometry
 UC Irvine School of Law
 UF EDGE (Electronic Delivery of Graduate Engineering)
 UF- Public Health & Health Professions
 University at Buffalo Law School
 University of Alabama
 University of Baltimore School of Law
 University of Central Florida - FIEA
 University of Central Florida, Graduate Studies
 University of Denver Sturm College of Law
 University of Florida
 UNIVERSITY OF FLORIDA
 University of Florida - Food and Resource Economics
 University of Florida Center for Entrepreneurship and Innovation
 University of Florida College of Pharmacy
 University of Houston Law Center
 University of Kentucky College of Law
 University of Maryland School of Law
 University of Medicine and Health Sciences, St. Kitts
 University of Miami Department of Epidemiology and Public Health
 University of Miami Department of Physical Therapy
 University of Miami School of Law
 University of Miami, Miller School of Medicine
 University of Minnesota Law School
 University of North Florida
 University of Notre Dame
 University of Pennsylvania Graduate School of Education
 University of Pennsylvania Law School
 University of Richmond
 University of SC School of Law
 University of South Carolina - Moore School of Business
 University of South Florida Graduate School
 University of Southern California, Gould School of Law
 University of St. Augustine
 University of the Pacific, McGeorge School of Law
 University of Detroit Mercy School of Law
 Urban Teacher Center
 USF College of Medicine Graduate Affairs
 USF Health

Vanderbilt Law School
Virginia Commonwealth University
Wake Forest University School of Law
Washburn University School of Law
Webster University
Western New England University School of Law
Whittier Law School
Widener University School of Law
Willamette University College of Law
William & Mary Law School
William Mitchell College of Law