

DCP ADMINISTRATIVE COUNCIL  
MINUTES  
SEPTEMBER 15, 2011

Attending: L. Capece, P. Carr, J. Frey, M. Gold, T. Gurucharri, M. Hylton, D. Jourdan, K. Larsen, C. Lee, M. Portillo, R. Ries, C. Silver, K. Thompson, B. Tilson, P. Zwick  
Guests: Dean Judith Russell/UF Library Staff; Dr. Ken Nanni and Cathy Gentilman; Dr. Jan Matthews

**1. New Library Services** (Dean Judith Russell and Library Staff)

Dean Judith Russell and four of her key library faculty talked about support available through the Smathers Libraries to faculty for their teaching and research and introduced new services being offered this fall--copyright assistance for teaching and publishing; financial support for open access publishing, training on VIVO-a web application that enables the discovery of research and scholarship within and across institutions, and UBorrow, a universal loan service with participating state universities.

Dean Russell said her faculty/staff are available to attend departmental meetings to provide more detailed information about these services, if departments are interested.

**2. Support Functions Available through Distance and Continuing Education** (Dr. Ken Nanni and Cathy Gentilman)

Dr. Ken Nanni, Director of Distance and Continuing Education, and Cathy Gentilman, meeting planner for the Conference department-Continuing Education, described some of the support functions available to faculty through the Office of Distance and Continuing Education. Some that were mentioned are:

- New web site for on-line courses/course production at <http://teach.ufl.edu/>
- Center for Instructional Teaching and Technology—no charge for services.
- Conference Department and the various services it can provide through all phases of conference planning—more info about this is attached to these minutes. Some of the services are provided at no charge – for instance, registration services, registration webpage development and hotel contract review. (In response to questions about assisting with conferences other than UF events, i.e., organizational conferences/maintenance such as JPH, AICP, Dr. Nanni said the Conference Department can assist with these events.)
- TREEO Center for non-credit professional development training/teaching
- Stipend programs for development of new courses/new programs

**3. St. Augustine Properties** (Dr. Jan Matthews)

Dr. Jan Matthews presented a brief history of how the State of Florida acquired these historic properties, how UF assumed stewardship responsibilities, and reported on the status of the properties/UF's stewardship to date. The University of Florida Historic Saint Augustine (UFHSA) was created in accordance with State statutes as a DSO to facilitate the management and operation of the properties. Its purposes include: building preservation and restoration; authentic interpretation; integration with academic units; to promote of research and education; to secure funding.

The properties include 38 buildings, 23 parcels, 9 parking lots and 9 vacant lots. Within the properties are museums, collections, event rental and lease properties, and academic resources. Dr. Matthews described some of the UFHSA's work/projects currently in progress and projected. An upcoming major event will be the celebration in 2015 of the 450<sup>th</sup> anniversary of St. Augustine's settlement. UFHSA will be instrumental in this event.

**4. Review of May 3, 2011 Minutes (All)**

A motion was made by Paul Zwick and seconded by Martin Gold to accept the minutes of the May 3, 2011 Administrative Council meeting as transcribed. The motion carried.

**5. Review of August 17, 2011 Retreat Minutes (All)**

Council members were asked to review the minutes at their convenience and be prepared to vote on their acceptance at the October 20<sup>th</sup> Administrative Council meeting.

There was an inquiry about whether the final version of the college's policy for visiting scholars had been distributed and where the policy and list of visiting scholars should be posted on the web. Bill Tilson did email the final version to Council members, but will resend it to be sure everyone has it. Regarding the issue about posting on the web site, it was agreed that step one will be to find out who are the current visitors and some brief info about them. **Action Item: Directors/Chairs are asked to send names and information about their visiting scholars to Bill Tilson. Bill will report on these at the October 20<sup>th</sup> Administrative Council meeting.**

**6. Senate Report (Kevin Thompson)**

Kevin Thompson provided a summary report of the UF Senate meeting for August 25, 2011 (report attached to these minutes). President Machen made his State of the University address at that meeting. Three major points of the address were: faculty diversity; 3% UF payroll reductions; re-examine and renew UF's graduate programs. The President's address and minutes of the meeting can be accessed via the Senate web site at <http://fora.aa.ufl.edu/FacultySenate/Pages/Faculty-Senate/AgendasMinutes2011-2012> .

The Administrative Council talked briefly about the NRC report and about it being based on six-year old data and a methodology that has been shown to be flawed.

**7. Admission Strategies (Peggy Carr)**

Peggy Carr reported on recent discussions about decreasing enrollment numbers and admission strategies to increase the numbers. One strategy being considered is to sponsor open house events to advertise university-wide DCP's graduate and undergraduate programs.

- Graduate Open House will target those students considering graduate school. The date/time agreed upon for this event is October 20, 4:00-7:00pm, place(s) TBD.
- UG Open House will target students who are undecided on a major or are considering changing majors. This event will be held on October 25, 4:00-7:00pm, place(s) TBD.

There was a suggestion that pizza/something similar be provided at the open houses.

Peggy Carr said she will need assistance from units to market the events, and confirmation that units' graduate and undergraduate coordinators will participate. **Action Item: Peggy Carr will prepare a draft schedule for directors/chairs to review.**

Lynne Capece reported on discussions with alumni about exploring regionalization of advisory board members—for instances, in a specific area, say Jacksonville, advisory members from the college's academic units would participate as a group in activities to support the college. An opportunity to explore this idea further might be for a group to visit local high schools to talk about curricula offered by the College of DCP. Lynne will keep Council members updated about this.

Other suggestions were to see if ACE could serve as a resource and to consider the feasibility of conducting summer college-wide programs modeled after the DEP program in Architecture.

#### **8. Witters Competition (Paul Zwick and Lynne Capece)**

Shortly before his death, Col. Witters increased his original endowment for the Witters Competition. He also made revisions to the Purpose of the endowment, affecting how the annual design competition should be conducted. Council members reviewed the new language and discussed its implications and concern as to potential constraints.

- Is the College of Engineering interested in participating? Per Dean Silver, Dean Abernathy of Engineering confirmed her college's interest.
- Can the competition still be conducted as a charrette? Some agreed it could.
- A suggestion to conduct the competition through the IPD class was discussed. Some felt the competition would work using the IPD class; however, there was some concern that to participate, students would have to be enrolled in the IPD class.

Council members agreed that getting the committee together should be the first step and then the committee could work out details.

It was mentioned that the word “should” in the revised language is key as it provides flexibility in instances where it might be impossible to conduct the competition to the full extent of Col. Witters' expectations. Lynne Capece asked that DCP keep the family involved and continue to let them know the college is trying to follow Col. Witters' wishes.

**Action Item: Paul Zwick will coordinate the process to create a committee as outlined in the gift agreement. The committee will work to the best of its ability to accomplish the goals of the agreement.**

#### **9. Faculty Member Annual Evaluation Process Time Line (Chris Silver)**

Dean Silver said that DCP is not in compliance with university regulations--in particular to timing for the annual faculty evaluations. He distributed the time line required by UF for the annual faculty evaluation process and asked directors/chairs to follow the schedule.

There were questions about how a comprehensive evaluation can be conducted using this schedule. The concern is that deadline dates for the evaluation process occur prior to the end of the Spring semester and, per the UF regulation the evaluation is to include Fall and Spring semesters of the current academic year. Much of the information needed for the evaluation occurs the latter part and/or the end of the Spring semester. **Action Item: Dean Silver will follow-up on this with Associate Provost Angel Kwolek-Folland and report back to the Council.**

**10. College T&P Criteria –External Letters (Kristin Larsen)**

There was discussion about the question in the Sample Letter to External Reviewers of the DCP T&P Guidelines which asks the external reviewer whether or not the candidate would be awarded tenure at the reviewer’s university. It was suggested that “...be awarded tenure at the University of Florida” would be more appropriate. Council members were in agreement that the DCP T&P Guidelines need to be revisited. **Action Item: Dean Silver will ask the Faculty Council to review the DCP T&P Guidelines with particular attention to the section about external letters of evaluation.**

**11. Effort Reporting-Dept/College Coordination (Kristin Larsen)**

Kristin Larsen inquired about departmental/college coordination for inputting faculty effort. It was determined that the specific situation in question might have been a clerical error at another level rather than a department/college coordination problem.

**12. Ledger Report (Crystal Lee)**

Dean Silver and Crystal Lee will meet with the Provost in mid-October to discuss DCP’s budget. In preparation for that meeting, office managers have been asked to complete, by the end of September, a spreadsheet for their unit that shows all sources of monies available to their unit and any/all restrictions on those monies, projected expenses, and long-term commitments.

Crystal reminded directors/chairs they should be getting monthly financial reports from their office managers. If not, then please let Crystal know.

Directors/chairs were reminded about faculty/staff evaluations and that now is the time to start conversations about any problem situations.

**13. Other**

**Lynne Capece**

- UFF will provide training sessions for staff and administrators about financial information, if the college is interested. Council members agreed this would be helpful. Lynne will follow-up.
- Lynne is preparing a history of unrestricted funds in the college and will provide that information to fund administrators.
- A listing of DCP development events for 2011-2012 was distributed to Council members. A couple of events within the next week include: a pre-game reception at Lynne and Michael Capece’s home on September 17; “Because of You” campaign events, including a reception and dinner in Orlando at which President Machen will speak. The President indicated he will mention CityLab Orlando at some point during these events.
- There will be a pre-game event on October 1<sup>st</sup> at Chris and Isabel Silver’s home.

**Dean Silver**

A current DCP Ph.D. student, Leslee Keys, was elected President of the Florida Trust for Historic Preservation for this year; and Roy Graham, also a board member, will serve as Co-chair of the 2012 State conference. President Keys approached Dean Silver about helping UF to become a high contributor this year (\$10,000) to the Florida Trust. Dean Silver would like to help and proposed the following plan for Admin Council members’ consideration: DCP Dean’s

Office will commit \$2,000 from unrestricted funds; C. Silver will solicit funding from VP Ed Poppell/Office of Business Affairs and other academic units on campus to secure the remaining \$8,000. Council members agreed that Dean Silver should proceed with the plan.

Marty Hylton mentioned a course he is working on and a possible cooperative agreement between UF and the Florida Trust for HP that might be helpful to Dean Silver in soliciting funding. He will prepare a write-up for Dean Silver to use.

**Bill Tilson**

Phone interviews will be conducted this week with candidates for the CityLab Orlando faculty position. Bill Tilson thinks a question about economies that might come up is what can be expected from upper level administrators for CityLab Orlando. Dean Silver responded that it is supported by administrators and the program is self funded.

The meeting was adjourned at 12:02pm.