



Administrative Council Minutes
Thursday, December 6, 2012
Dean's Conference Room, 331 Architecture Building

Meeting called to order 8:40am

In attendance

Christopher Silver, Dean; Peggy Carr, Associate Dean; William Tilson, Assistant Dean; Martin Gold, Director, School of Architecture; Robert Ries, Director, M. E. Rinker, Sr. School of Building Construction; Maria Gurucharri, Chair of Landscape Architecture; Kristin Larsen, Chair of Urban and Regional Planning; Margaret Portillo, Chair of Interior Design; Crystal Lee, DCP; Julie Frey, DCP; Ann Baker, DCP; Raymond Issa, Construction; Bradley Walters, School of Architecture.

Approval of Minutes from November 8, 2012 meeting (All)

Motion to approve minutes: Gold, Seconded by Tilson. Minutes approved unanimously.

Senate Report (Walters)

Paul Zwick has agreed to be nominated for the academic approval board. The College needs members for the land use committee and the historic preservation committee, and the transportation committees.

There will be a strategy meeting by the development office- a visioning exercise. Development will inform the College as to what month that will be.

March meeting confirmed for the 21st.

Faculty Council Report (Issa)

The council developed 33 questions for the incoming president. Briefing binder was provided so that the candidates would understand UF. Milestone goal: financials. The College constitution, and its amendments, has been approved and is online. With slightly more than 50% of voting faculty present, there was a quorum. Three changes corrected that Urban and Regional Planning adopted faculty rights from the collective bargaining agreement.

North Florida US Green Building Council (USGBC) (Peggy)

USGBC contacted Carr. They have written a proposal to the DuPont foundation to construct a building in Jacksonville but only if UF is affiliated in some way will this be funded. UF would not incur any costs. BCN could use the space for LEED lectures and other activities. Architecture has been running a studio in Jacksonville. Martin Gold thinks it is a good idea. Carr will suggest a full proposal. There is no competition for our services and Jacksonville is a large alumni market.

Common Humanities Course (Peggy)

Call for faculty for the online course. Commitments for fall and spring. Suggestion was made that first year GA students can work on the course, but they cannot be GTAs until their second year.

Budget Matters (Chris).

DCP has not yet received the 9% funds from last year for promotions. SPP is gone and the Provost is unsure if the president is going to come up with money for promotions this year. Dean Silver commented that several of the units around campus have done promotion and salary equity measures. The real threat is that the department will have to pay promotions out of a non-existent budget. Overhead release was 2 months late.

Research Grants /information (Peggy)

Certificates – Academic Procedures (Peggy)

The College awards six (6) different certificates. They have been approved and certified by the University. For next fall, the College needs to send a list to the Registrar to certify. These will show up on student transcripts SACS requires certificate monitoring. You cannot have two concentrations, but students can have more than one certificate. Since certificates appear on transcripts concentrations may be phased out, except for PhD concentrations.

Academic Integrity for Online Testing

- a. ProctorU-- Assistant Dean Carr spoke to the council about “Proctor U” a program that provides online proctoring of exams. The cost is \$17/student. Live proctor monitors the student. There is a lot of concern with international students and plagiarism. She asked the Admin council if an advisory force should be assembled. Any online class that has quizzes taken online has the same risks. There are ways to track how many students are online at one given time for monitoring purposes. Carr suggested developing exam ‘best practices’ to track academic honesty. Faculty senate did appoint an academic task force that id develop testing best practices, but not for online courses. Carr will reply that this will be dealt with at the College level.
- b. Draft Policy (see attached) – Carr distributed Draft policy which the advisory council discussed and suggested modifications to.

Research Showcase (Julie)

Call for participation was sent out and deadline date is December 12. Frey sent out call through Constant Contact system and she also sent an email and has featured the call for participation in DCP News. Eight slots are available and only one presentation. She will send out an email to Alumni asking them to participate. This will go out Tuesday.

Space (Peggy)

Dean Carr updated the advisory council that construction will take place in rooms 216, 218,220, 416, 418, 420. Construction schedules are driven around class time, with room 200 as the highest priority. Carr has not seen the full schedule at this point, but alerted that there may be some minor jack hammering.

SACS Update (Peggy)

There are spring deadlines which department chairs should be made aware of for SACS reporting. Grad assessment plans are due March 1, 2013. Grad coordinators know what needs to be done. College has

submitted the institutional effectiveness plan and is working on templates for the end of the year reports.

PhD Program (Zhong-Ren)

Dr. Peng advised the council that there are currently 39 DRF (Doctoral Research Faculty). The new constitution requires a meeting every semester. Committee is voting on participation. The current stance is that if you do not participate as a DRF, you can lose your status.

ACTION ITEM: Dr. Peng will provide a course syllabus for DCP 7911 (advanced Design, Construction and Planning) a Doctoral Core course being taught this spring which requires 4 faculty members to co-teach.

Foreign Scholar Procedures (Tilson)

Assistant Dean Tilson updated the Administrative council on the procedures regarding foreign scholar visas (J-1). He and Laura Lavernia met with International Studies to go over the process and procedures.

Holiday Party (12.12.12) (All)

Dean Silver reminded the Admin Council about the Holiday Party December 12 at the Best Western.

Social Media Procedures (Julie)

ACTION ITEM: Julie Frey will circulate the Social media policy

Next Meeting Dates:

1. January 17, 2013
2. February 7, 2013
3. March 21, 2013
4. April 4, 2013