



**Administrative Council Minutes
Thursday, January 17, 2013**

Dean's Conference Room, 331 Architecture Building

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; Marty Hylton, Program Director of Historic Preservation; Crystal Lee, DCP; Julie Frey, DCP; Ann Baker, DCP; Raymond Issa, Construction; Bradley Walters, School of Architecture.

Approval of Minutes from December 6, 2012 meeting (All)

Item tabled. Minutes will be sent after the meeting to all admin council members for their review.

1. Senate Report (Walters)/ Senate Election Update (Lavernia)

Walters updated administrative council on Faculty senate items. The University Committee Senate Council deadline has been extended to February 15th. Walters mentioned that homecoming date was grouped with Veterans Day in November.

ACTION ITEM: Lavernia will send instructions for the Faculty Senate Nominations via email.

2. Faculty Council Report (Issa)

The faculty council will get acquainted with financial management. DRF process needs to be clarified and information needs to be provided. Information is currently not on the DCP website.

3. PhD Report (Silver)

Dean Silver submitted a PhD report to the Administrative Council dated January 15 "Response by the College of Design, Construction & Planning to the Findings and Recommendations of the Doctoral Education Improvement Plan Review Committee." This report was subsequently forwarded to the Provost.

4. International / Indonesia Update (Silver)

Bill Tilson and Dean Silver will host a conference with NUS on the subject of Tropical architecture. The conference will be next December and will be hosted here and also virtually.

The college is also exploring the possibility of establishing a coLab in Shenzhen

5. UFRF Award (Silver)

Dr. Silver mentioned the award is for faculty members with a distinguished record of research. Full-time associate and full professors who are tenured at the time of the award and who have

been on the UF faculty for at least five years (as of May 1 in the year of nomination) are eligible. Candidates must be nominated by their chairs. Application deadline is March 11.

6. Research Showcase Update (Carr/Frey)

The Research Showcase is February 1, 2013. Registration link has been sent to the students. The event will be free to those who register and \$25 at the door. Earl Starnes will be interviewed by Jim Nicholas in the opening session. This has been confirmed. Schedule is available online.

7. Cleveland Award for Staff Excellence (Silver)

Dr. Silver announced the creation of the Cleveland Award for Staff Excellence, a college level award. Nomination and selection cycle will pair up with the Superior Accomplishment Award (in the fall around homecoming). Financial support will be sought for the award with the help of Development Officer.

8. FEOs (Silver). Faculty Enhancing Opportunities (FEOs).

There are currently some issues with the UFF and FEOs. As a result, they are currently only available to non-bargaining unit faculty (in the case of DCP this means administrators). FEOs are similar to sabbaticals, but more flexible and thus are used to cover expenses for learning opportunities. They can cover travel costs, salary buy-outs and will cover SPA charges. DCP has to contribute around \$5,000 for Summer/Fall 2013. DCP has three potential FEOs.

9. Changes in general education requirements update (Carr).

Dean Carr explained a current negotiation regarding humanities requirements and the good life course. The 2012 legislation reduced general education credit hours from 36 to 30. Consideration is being given to requiring the Good Life course increasing the general education requirement at UF to 33 hours. DCP has volunteered to participate in the development of the introduction to environmental sciences courses. Among the areas that DCP might address in such a course are: green Infrastructure, design with nature, resilient cities and ecosystem services. Chairs/Directors were asked to provide names of faculty who might be interested in working on this course with others from across the University.

10. Faculty Evaluations (Carr)

The results of faculty evaluations are online and can be accessed [here](#). The rates of completion for Fall 2013 were discussed.

11. Innovation Academy Update (Carr)

- a. On-line courses we would like to see included in the Fall Connection course offerings include ARC 1720, IND 1020, and IND 2100.
- b. Creativity and Innovation – Dr Portillo explained the course she has helped develop. There are 300 students 2/3 of this core is shared curriculum and 1/3 is an opportunity to introduce design learning.

12. HR Policy Changes (Carr)

Three (3) policy changes are being considered by human resources:

- c. University bargaining with GAU on leave – form 5 days to up to six weeks unpaid.

- d. TEAMS – period of employment required after non-renewal is issued will likely go from six (6) months to three (3) months
- e. Leave – when you leave the University there is no longer payout for sick leave and a maximum payout for vacation of 160 hours. Policy for faculty to provide departments a semester’s notice regarding their departure. HR has drafted this policy.

1. April 11 Symposium as a closing event for Land Grant/Morrill Act Celebration (Carr)

There will be a wrap-up symposium as a closing event on April 11th as a part of the “Land Grant” festivities celebrating the Land Grant / Morrill Act. The event is titled “Bricks and Mortar in a Digital Age: The Uncertain Future of Higher Education.” The event is a day-long symposium. For more information, visit the [Land Grant website](#). Speakers include Jeff Selingo, Editor of the *Chronicle of Higher Education* and the author of *College (Un)Bound: The Future of Higher Education and What it Means for Students* and Daphne Koller, MacArthur Fellow and Stanford University Professor in Computer Science and co-founder of Coursera, an online education platform.

There is also a conference being held April 2-3 entitled “Sustaining Economics and Natural Resources in a Changing World: The Role of Land Grant Universities” held at the Reitz Union (abstracts for poster presentations due March 4, 2013).

2. Tech Fee application Update (Carr)

Dean Carr has assembled a committee to review and suggest potential options for new proposals for Tech fee funds. Everyone in the UF community with an idea is encouraged to apply for funding through the tech fee solicitation. Concept papers are due February 15. If we are invited to submit a proposal, the deadline would be April 15. A Technology Fee was implemented for all UF students beginning fall 2009, and is used to enhance instructional technology services and infrastructure for students and faculty at the University of Florida.

3. Studio update (Carr)

Dean Carr informed the Administrative Council that construction would end the weekend of Jan 18th.

4. Enrollment (Carr)

Enrollment numbers are lower in 2012 than 2011 by 30-40 students. There are many factors contributing to this, including the increased competition throughout the state of FL. She presented graphs and other data to demonstrate enrollment trends over a number of years.

5. M&S Toner Fees and Copy Paper (Lee)

Materials and Supplies (M&S) need to be tracked by each department to ensure student use of the materials being purchased. There has to be some physical log.

6. Update on Teacher of the Year Award (Lavernia)

Ms. Lavernia announced that the awards committee met and deliberated on the Teacher of the Year. For 2012 calendar year, Professor Maruja Torres was selected at the College level. Maruja will go on to represent DCP at the University-wide competition.

7. SLAP Update (Silver)

Dean Silver updated the administrative council on the appointment of Kristen Larsen as the Director of SLAP. A new chair of Urban Planning is expected to be announced shortly.

8. Other business:

Ann Baker notified the administrative council about the Young Alumni Award, given to alumni 35 years or younger. Faculty and Chairs are encouraged to submit nominations. For additional information, faculty are encouraged to contact Ann Baker.

9. Next Meeting Dates:

- a. February 7, 2013
- b. March 21, 2013
- c. April 4, 2013