



Administrative Council Meeting Minutes September 6, 2012

Meeting Called to Order

Start time 8:40 am

In Attendance

Christopher Silver, Dean; Peggy Carr, Associate Dean; William Tilson, Assistant Dean; Martin Gold, Director School of Architecture; Maria Gurucharri, Chair of Landscape Architecture; Kristin Larsen, Chair of Urban and Regional Planning; Margaret Portillo, Chair of Interior Design; Robert Reis, Director Building Construction; Marty Hylton, Program Director of Historic Preservation; Raymond Issa, Construction; Crystal Lee, DCP; Bradley Walters, School of Architecture.

Approval of Minutes

Minutes were approved with minor corrections, as follows:

- "Discussed QEP Development" was added to the first item "SACS" (Carr)
- Under "DCP Top goals (All)" LAA1720 was corrected to LAA 1920.

Motion to approve: Tilson, Seconded by Gold.

Approved unanimously.

Tilson mentioned that he has a list of international students and followed up on the idea that a reception should be held to welcome these students.

Senate Report

Bradley Walters

- This year marks the 150th anniversary of the [Morrill Act](#) of 1862, donating public lands to establish Universities. The university is preparing a series of events and has launched a dedicated site.
- Student debt: 61% of grads of the Class of 2010 have an average debt load of \$5,066 compared to the national average of \$8,240.
- The average student GPA is a 4.2 and 35% of the student body ranked in the top 5% of their class. The average SAT test score is an 1891.
- Online, [open –access](#) classes are being discussed and proposed on a university-wide scale.
- At the "State of the University" address, Professor Sugiyama from the University of Tokyo, Department of Molecular Pharmacokinetics was just awarded an honorary degree ([profile](#))
- The termination of the Masters of Insurance degree program.
- 36 General Education credits requirement is being changed to 30 credits. (25 courses in 5 subject areas). There is a committee to decide what the courses should be comprised of members in Fine Arts, Business, Liberal Arts & Sciences, etc. The courses will be identified and

set in the Spring of 2014. Courses are set to be offered in Fall of 2014. This was passed by Florida statute in 2012.

- The main idea is to establish basic competencies
- Strategy is to have as many UF faculty as possible so that we have input.
- There is also discussion about AP/IB courses applying towards the general education credits. There is both expressed approval and concern over this idea.
- Students must demonstrate competency in a foreign language. DCP can contribute to the humanities requirement.
- A working committee has been established to re-word the University Mission Statement. Nawari is on this committee.
- UF Presidential Search. Key criteria: academic background, advanced degree, experience in managing a university, entrepreneurial and charismatic personal aptitudes ([more information](#)).

Report from Provost Meeting and other Initiatives

Chris Silver

- PhD program review. Provost stated that UF is not allocating more funds to the weak programs. There are very visible programs not addressed in the PhD report. DCP is among those not on the list.
ACTION ITEM: Silver will send out the PhD program report.
- Self Funded Opportunities:
 - Summer Institute as self-funded. Courses such as Cities of the World, Design Innovation and Architectural History might be offered in this manner.
ACTION ITEM: Silver suggests that DCP puts together a proposal quickly and possibly be able to offer these courses by next Summer. Pre-BCN courses are already taught by Santa Fe.
 - DCP-Santa Fe College collaboration for lower division coursework in landscape architecture, architecture and interior design.
 - There is also the possibility of doing a completely online degree on sustainability and the built environment. McCullough is interested in an undergraduate degree that is online. Business already has a strong online component.
 - Business College – BA in Business Administration is required to have a minor. There has to be some “content” to the degree. DCP should put together on line minors that could support the BABA. The College already has three minors: 1) landscape architecture 2) planning and 3) sustainability, but none are yet offered entirely on line. That should be a goal for the College.
 - Ries expressed concern that a minor in construction management could be misunderstood by industry people, thinking the BABA student in fact graduate from the Rinker School.
- College of Engineering is exploring the concept of design. It would be interesting to team up with Fine Arts and Design, perhaps organize a conference or symposium to explore the concepts of design in engineering and design as a method of problem-solving. There would be some funding available for this and DCP would be positioned as one of the voices of design.
 - SEC academic conference
 - Gurucharri: former chair of engineering worked with landscape architecture on issues of storm water management. Specific disciplines in engineering would be more compatible than others

- There will be a meeting with IFAS (Institute of Food and Agricultural Sciences) Extension representatives on September 17th at 1:00pm. Representatives from all units are encouraged to attend to explore potential collaborative opportunities.
 - o Dean Silver distributed notes from a study done by the [IFAS](#) extension offices of projected community needs for the next 4 – 5 years. DCP should head in the direction of collaborating with them.
 - o IFAS needs a flyer to distribute in September /October to extension offices describing DCP.

Faculty Council Update

Raymond Issa

Faculty council is trying to assemble a convocation to discuss and pass constitutional amendments and/or college by-laws. There is a meeting scheduled for today (September 6, 2012) at noon. More information to follow.

Review of Committees

Chris Silver

- Members of the Faculty Council were confirmed
- Marty Hilton was added to the College PhD Committee representing Historic Preservation.
- Suggestion was made to place all the committees on the SharePoint site for review.
- P. Zwick was added to the Faculty Council
- Jan Matthews was added to the Historic Preservation Committee
- Jan Matthews and Dixie Nielsen (Museum Studies) were added to the ICCHP Governing Board
- S. Belton was replaced by Charlie Hailey on the Witters Competition Committee. Frey was added to this committee, as was Robert Martin as an Ex-Officio member.

Special Item: Awards for International Students and Faculty

Bill Tilson

IEW International Award. There may be a cash award of up to \$3,000 through a competitive selection process. The College currently has about 83 international students. The award requires the student be here on a VISA and not have US Citizen status. DCP can submit several candidates.

- **ACTION ITEM:** Tilson will send out award information, as well as a list of international students in DCP.
- **ACTION ITEM:** There also should be a reception for International Students to welcome them to UF.

PROPOSED DATE: OCTOBER 3, 2012 3:30 – 4:00 PM

-**ACTION ITEM:** Members of the council are to e-mail Tilson a list of their international students and scholars.

2012 – 2013 Calendar

Chris Silver and Julie Frey

ACTION ITEM: Creation of a DCP Calendar of Events (Master Calendar with items such as lectures, exhibits, reviews, etc. Members are to forward a list of their events for 2012 – 2013 to aid with scheduling and public relations/outreach efforts for DCP both in the college and University-wide.

Undergraduate Teaching Assistants

Peggy Carr

P. Carr submitted a draft policy copy for undergraduate teaching assistants.

- It was mentioned that teaching assistants for the School of Architecture (SoA) do not have grading responsibilities. They assist with teaching and generally use their assistantships for course credits in lieu of payment.
- It was discussed that there should be a training module for teaching assistants and a Certificate of Completion so that UG TAs understand their roles and responsibilities.

SACS Update

Peggy Carr and Bill Tilson

- Deadlines for required submittals for SACS are upcoming. Carr and Wehle are working with the UG and Grad coordinators from each academic unit to ensure DCP meets its due dates.
- QEP (Quality Enhancement Plan) for Internationalization
 - DCP should begin to consider what courses might be integrated into the campus QEP.

South Studio Walls

Peggy Carr

Options for addressing the leaking and deteriorating southern studio walls were presented. A small group joined Dean Carr to discuss options after the Administrative Council meeting.

Quick Overview of IT and Security

Julie Frey

- Frey spoke of an “I” and “P” drive issue over the summer. Immediate risk is gone, as there are no “I” and “P” drives.
- There was discussion about placing items on Sharepoint that would serve as training on security measures (laptops and security, use of external drives, which shared folders are public and which are private, and access/permission to shared folders for students on a semester basis, etc.) Policy development is underway which will elucidate differences between public and private servers and best practices for computer security.
- Frey was added to the College Computer and Technology Committee (CCTC) as an Ex-Officio member.
- **ACTION ITEM:** Frey will send a bullet point email to members of council regarding security
- **ACTION ITEM:** The College Computer and Technology Committee will draft a policy statement to distribute to Admin Council.

PhD Issues

- Continuous enrollment policy – There was continued discussion on the draft policy.
- **ACTION ITEM:** There will be a meeting of PhD students on September 10th.
- **ACTION ITEM:** There will be a meeting of DRF faculty on October 1.

CPET (Center for Collegiate Education and Training)

Chris Silver

Program works with 70 High School students, all of which, ultimately, are admitted to the UF or other Ivy League Schools. It focuses on STEM disciplines. There is a cost of about \$4,000 for the program. It represents a significant commitment on the level of the student and the school and the beginning of forging a relationship. At the end of the program, they are responsible for completing a presentation and a 20 page report.

Follow-up on action items

- Extending online course opportunities
- Identifying PhD students who have strengths in teaching
- Identifying PhD students who have strengths in teaching as well as research.
- Strengthening connection with other departments
- Focus on sustainability
- DCP goal: 100 proposals out for grants
- Maintain a dialogue on reporting and accounting for time to meet requirements.

Meeting Adjourned

11:42 pm