



**Administrative Council
Meeting Minutes
October 18, 2012**

Meeting Called to Order

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 Ries, Director, M. E. Rinker, Sr. School of Building Construction; Crystal Lee, DCP; Bradley Walters, School of Architecture.

Approval of Minutes

Minutes from September meeting were approved with minor corrections, as follows:

- Martin Gold title changed from Chair to Director
- Tilson title changed from Associate to Assistant
- Director added to Robert Ries
- Correction made adding campus QEP to page 5
- "IMP drive" changed to "I and P drives"

Motion to approve: Gold, Seconded by Gurucharri.

Approved unanimously.

Julie Frey thanked Bradley Walters for the extensive calendar of events he distributed.

Senate Report

Bradley Walters

Faculty senate is meeting today. There are two items that the Senate will be voting on:

- 1) Policy for undergraduate teaching assistants. Undergraduate TA's cannot be assigned as instructors for a course. They must also complete FERPA training.
- 2) Co-listed graduate and undergraduate courses – UF is interested in reducing the number of co-listed courses. 4000, 5000, 6000 are acceptable course prefixes. Curriculum committees have to approve courses, followed by an approval at the Unit level.

Chris Silver mentioned that the Faculty Senate is accepting nominations for its Academic Review Board. Martin Gold mentioned that they have to be full professors. Silver asked the department chairs and directors to encourage faculty to apply. It was also mentioned that faculty participation on all university committees is encouraged. Deadline for applications is November 17.

GTA's for "The Good Life" Course

Peggy Carr

This year the Good Life course graduate assistants have been appointed for 9 months with a .33 FTE stipends and 9 credit tuition waiver. A discussion arose on how best to handle appointing DCP graduate teaching assistants for the Good Life course. The College has been asked not to hire first year Masters or Doctoral students—who generally have relatively heavy course loads themselves. Should current GAs be given the opportunity to teach again?

Carr asked chairs for their recommendations and thoughts.

- Portillo suggested limited a GAs appointment in the Good Life to no more than two consecutive years.
- Gurucharri pointed out that some students may choose not want to continue, while others may find the experience a rewarding and beneficial one and wish to continue.
- Silver mentioned that the course stipend can be used as a recruiting tool as an activity to be conducted the second year, while having students conduct some other project their first year.
- Portillo suggested that it is important that the student is a good fit for the course.
- Gold argued that keeping talented students should be a goal; the College should not "farm out" talented students. He suggested a three year appointment should not be ruled out.
- Crystal Lee – Good Life students' stipend reflects the significant amount of work required on their part for this course. If they decide to teach another course, they will likely be offered a reduced stipend.

It was resolved that a call for GAs will be sent to chairs and directors for 2013 – 2014 as it was for 2012 – 2013.

Carr reported the Good Life course is going well. Even though it is now required of all incoming freshmen students, feedback is positive thus far.

Santa Fe College (SFC) Joint Lower Division Program

Martin Gold

A draft of the proposal was distributed. It outlines a self-funded arrangement called the Design Academy. The Design Academy will serve this joint program with SFC and might serve as an off-book way to offer some if not all of the DCP courses usually offered in the summer. The SFC proposal will allow students to attend SFC to complete their AA degree while preparing for upper division pin-up and transfer to UF. Gold and others will meet with SFC Provost to discuss this further. Previously he has supported the idea 100%. If SFC is satisfied, the next step will be to discuss both the Design Academy and the SFC agreement with Vice Provost McCullough. If the Design Academy is to begin in 2013, there will likely not be any SFC students attending the first summer, but transfer students will enroll to complete D1 and D2. Portillo asked if there are any incentives for students, such as financial aid. Silver explained that the program is a gateway into UF, but does not guarantee admission to UF. He suggested that perhaps the program is better promoted by SFC than UF. Carr mentioned the benefit of access to UF faculty for the participating students. Gold agreed and stated reiterated UF needs to exercise caution in giving the appearance that these students are automatically qualified to be admitted at UF. Locations for the summer design 1&2 studios, and fall design 3&4 studios are still being determined.

Tech Fee Proposal Ideas

Peggy Carr

There is an annual proposal for tech fees levied on students. She was seeking suggestions for possible elements to include in this year's proposals. Among the ideas that have been floated are:

- 1) Purchase of another laser cutter for the Fab Lab. Suggested by Mat Chandler (who is doing a great job.)
- 2) Purchase of an HP Plotter that prints on fabrics and plastics. Suggested by Jason McNeely (Chris Silver suggested working with development to show the use of this machine. Julie Frey suggested photographing students using the machine.)
- 3) Martin Gold asked that ventilation upgrades in the Fab Lave be included as part of the package. Carr mentioned that the use of the funds may be limited to technology. Such improvements would be included in the proposal if allowed under the Tech Fee parameters.
- 4) Carr described a model seen at Perkins+Will in Atlanta which used a 3D plotter to print files generated in BIM, pointing out there's possible synergy for BCN with the Fab Lab.

SACS Summer Credentialing for Instructors of Record

Peggy Carr

Costs of ordering transcripts for Instructors of Record (required by SACS) are being paid for by colleges that have the financial wherewithal and not being paid by those who do not. DCP falls into the latter category.

ACTION ITEM: Dean Carr will send an e-mail regarding the SACS requirement of transcripts to all faculty members with a deadline of 3/15/2013.

Design Symposium

Chris Silver

Chris Silver met with the Provost in August who informed him the College of Engineering was interested in organizing a symposium about the importance of design. The symposium would potentially be organized by DCP in conjunction with fine arts and engineering. Chris Silver drafted a guiding document for a symposium for fall 2013. The idea is to bring three (3) "rock stars" of design and have panels and focus groups. This symposium could potentially be a big draw for alumni and could be used as a fundraising tool. Both Deans Lavelli and Abernathy responded positively to the draft document. Silver requested feedback and suggestions from members of the administrative council. Chris Silver suggested forming a steering committee comprised of 2 to 3 members from each unit for the symposium and for speaker selection. Portillo stated that she attended a similar symposium in Arizona and was very impressed. She suggested that the committee should be comprised of PhD students. Peggy Carr suggested having a significant dollar amount allocated for speaker honoraria. Chris Silver suggested the program be put together and funds sought, rather than first establishing a budget.

Science Communications Academy

Peggy Carr

UF will host the National Science Communications Academy here next year. There will be 40+ faculty selected to participate. DCP should identify some candidates. The UF deadline is 11/19/2012. An internal deadline of 11/13/2012 has been set. Silver suggested that this is an excellent opportunity to raise awareness for research being conducted in the College.

ACTION ITEM: Peggy Carr will send an e-mail to all faculty alerting them to the opportunity.

Space Update

Peggy Carr

Concrete Repair - Contractors are making progress on the concrete repairs.

South Studio Walls – The project was discussed. Carr explained PPD is waiting for a price from the contractor to determine exactly how many studios may be done. Carr asked whether the Gallery should be included in the scope of work. It was agreed, the Gallery needs to be addressed as part of a separate upgrade.

Use of the Atrium – There was a general discussion about allowing groups from other parts of campus to use the Architecture Building's Atrium. Among the concerns raised were amplified noise and other activities that interfere with students' concentration. Bradley Walters suggested that if an event is permitted, there should be notice given to the students. Another complication for effective use of the Atrium is the limited electrical service. The only working outlet is reported to be close to the studios. Silver mentioned that he thinks we should try to accommodate UF sponsored events, but there should be a strict cut-off time for amplified music.

Development Update

Ann Baker

Overall, UF Development just completed a 7-year, 1.72 billion campaign. This is the 6th largest public university campaign to date. The College [DCP] reached 70% of their fundraising goal. For donors, DCP needs to look beyond its alumni. Silver also pointed out that DCP needs to expand outreach efforts and reach more alumni. According to Baker, the Foundation was pleased they were able to garner good returns in bad times. A new campaign started on 10/5 tentatively named "Florida Next." Portillo asked how many Colleges reached 100% of their fundraising goals. Baker replied that most did, but clarified that there is a strategy to setting campaign goals.

ACTION ITEM: Baker will send a list of campaign results for all colleges so the Admin Council can ascertain how DCP performed in comparison to other Colleges.

Peggy Carr asked if, as part of the capital campaign, DCP could have naming the atrium as a stated goal with naming rights priced at around \$1,000,000. Chris Silver mentioned that DCP needs to integrate into the campus network better and reach out to those who may not be DCP alumni, but may have ties to DCP.

International Program

Bill Tilson and Chris Silver

DCP's International Program is having an exhibit in the Gallery November 12-16. This exhibit will feature College programs and posters from both faculty and students. The exhibit can be seen as a preview to the Research Showcase. There will be a reception in the Gallery November 13.

Chris and Bill just returned from Singapore. They are developing a relationship with the National Parks and the Center for Urban Greenery and Ecology (CUGE). Student and faculty fellowships are available. NUS exchange program relationship is still successful. CUGE publishes a magazine twice a year – there are opportunities for faculty to publish there.

Online Courses Update

All

IND completed the first course this summer and two are slated for this fall. Chris Silver asked about enrollment and Portillo confirmed that enrollment is at about 20, indicative of the program's pilot stage. Kristen Larsen said her class, the first offered in the new online MAURP program went well. Five of the fourteen students are practicing professionals working in planning departments and two are in the military. The target audience is being reached. The department is developing more courses.

Bill Tilson inquired about GIS courses being taught online. Kristen stated that the GIS certificate is not going to happen for now. Bill mentioned that the GIS online course was very popular. Gurucharri mentioned that Landscape Architecture will launch a course for this summer and will be developing two courses for fall 2013. Glenn Acomb launched a 1 CH course this fall on Green Roofs and without advertising roughly 17 students are enrolled. He is developing another more advanced course for spring.

Research Showcase

Julie

Research Showcase is slated for February 1 and will include an opening speaker, faculty presentations, two panel sessions and a keynote speaker. It will also include a poster session available to students and faculty. There will be a specified poster format. There was discussion about the sign-up date. Should students sign up before they leave for the holidays? Or after? It was agreed students would express intent to participate before leaving for the holidays, with a deadline for poster submittal of January 28.

ACTION ITEM: Julie Frey will post a mock-up of the poster requirements online soon. A call for participation in the poster session will be sent out in a week or two.

Other Business

- Bill Tilson informed faculty about the International Faculty Awards and that only one candidate had been proposed.
- The School of Architecture accreditation visit (NAAB) is February 16-23.
- Bradley Walters mentioned to the Administrative Council that the Faculty Council has called a convocation for DCP faculty in the Atrium November 7th to discuss and vote on the Faculty Council's proposed amendments to the DCP constitution. Portillo asked if the document will highlight the proposed changes, and hoped it would clarify the new structure of Departments and Schools. Gurucharri expressed concerns that there were suggestions put forth by the Landscape Architecture faculty that were not addressed by the Faculty Council. Martin agreed that faculty should be receiving proposed drafts as part of the amendment process. Bradley Walters clarified that much of the proposed amendment was drafted last spring. He clarified that representatives from each unit have brought forth concerns and these have been discussed. The proposed changes were voted on by the Faculty Council.

Meeting Adjourned