

**Minutes of the DCP Administrative Council meeting
February 16, 2012
Dean's conference room, 331 Architecture Building**

Attending: Dean Chris Silver, Raymond Issa, William Tilson, Peggy Carr, Robert Ries, Meg Portillo, Martin Gold, Kristin Larsen, Crystal Lee, Julie Frey, Tina Gurucharri, Kevin Thompson

The meeting was called to order at 8:40 a.m.

1. Approval of minutes. There was discussion about progress on several previous action items including:

- the DCP PhD analysis – there has, to this point, been no response to the report from UF
- Building addition committee – a letter has been sent to possible committee chair Albert Socol. The college will move on forming the committee and moving forward with its task after the March spring break.

The minutes were then approved without changes.

2. Senate Report. Kevin Thompson reported on a number of items coming from the January Senate meeting including:

- discussion about the progress towards offering a common humanities course
- State budget and suggestion the State may cut the UF budget by 12.5%
- UF hopes that the 3% faculty raise will take effect March 1
- RCM – the Provost expressed the view that most Dean's feel that the RCM model is working.
- Applications are now being accepted for the Creative Scholar-in-Residence program which allows faculty to spend one or two semesters away from their traditional program to conduct research in another department.

3. SPA and IDC. Crystal Lee will distribute files to each director/chair showing the distribution of SPA next year, along with projected IDC return.

With regard to budgets, she says it is the responsibility of the PI to take it to Jamie Anders to have it checked before it goes to the department chair for approval. Chairs need to emphasize the importance of giving staff time to do a budget review, rather than waiting to the last minute to get signatures. Kristin Larsen suggested that it might be worth having a written policy to govern how grants are developed and approved.

Action: The Dean's office will work up a timeline with processes and procedures for the grant process including time needed for review and approvals. This will be done for review at the March meeting.

Action: Bill Tilson suggested that it might be worthwhile to have a workshop on the SPA/IDC and overall grant process to help faculty, especially those who are new to the process. This idea will be considered for a future date.

4. Research Showcase. A schedule of events for the Feb. 24 Research showcase was distributed. The events will take place on Friday in an effort to minimize conflicts with graduate level classes. Chairs were also urged to have faculty encourage all students to participate by registering by Tuesday Feb 21 (an extension of the original Feb 16 deadline).

5. Commencement Deadlines. Julie Frey updated the council on upcoming commencement deadlines, including the Feb. 27 deadline for submitting names for Marshalls.

6. Draft PhD policy. Dean Silver unveiled a draft policy regarding continuous enrollment for PhD students. The policy states that a student must sustain continuous enrollment for a minimum of 3 credit hours in spring and fall and 2 credit hours in summer. The only exceptions are for medical circumstances or imposed duties such as military service.

After discussion there were changes suggested including:

- adding a comma in the second line after “continuous enrollment” and deleting from “once they have completed” through to “examination phase.”
- in the sixth line, delete “must be maintained”
- in eight line, change “and” to “or”
- in the second last sentence, add “the unit DRF faculty will approve the absence and the terms of the absence”

Action: a new policy reflecting the discussed changes will be brought to the March meeting.

7. Good life course. Assuming a positive vote by the UF Senate, it looks as though this required common humanities course will go forward. Department chairs have been asked to nominate potential GA’s and a call will soon be sent out to solicit faculty interested in teaching the course.

8. Development officer interviews. Four candidates have been identified for the position. The first interview will be conducted Feb. 17. All candidates will have completed their interviews before Spring Break.

9. SFC transfer program. There has been no word yet from the Provost regarding the idea of a potential transfer program with Santa Fe College.

10. SACS. Andy Wehle and Peggy Carr to review SLO’s vs. the SACs reports to determine if there are any inconsistencies, and will then meet with department heads to address any deficiencies.

11. Innovation Academy. DCP suggested three degree programs for the academy and one was accepted (Sustainability.) Students from Architecture and Landscape Architecture, the degrees not accepted, will be canvassed to gauge their interest in joining the sustainability program instead.

12. Morrill Act celebration. UF will honor the 150th anniversary of the Morrill Act (land grant act.) DCP will institute a new award to recognize a faculty service learning project. The official “kickoff” is April 20 with a lecture by Senator Bob Graham.

Action: A group comprising William Tilson, Peggy Carr and Chris Silver will develop draft criteria for the award to bring back to the Council for the next meeting.

13. Career Resource Center career fair. Departments interested in participating in the Spring and Fall CRC career fair should send a list of companies they would like contacted to Peggy by March 12.

14. Annual Faculty evaluation criteria. Dean Silver talked about the need to have a set of faculty performance measures/criteria to determine how a faculty member is judged satisfactory or not. Performance measures used by HHP were passed out as one example, though not one that would necessarily suit DCP purposes.

Action: before the March 15 meeting send the criteria used in each department to Chris Gaynor for evaluation at the next meeting. The aim is to have standardized criteria in place for the college by the beginning of the Fall semester.