

**Minutes of the Administrative Council meeting**  
**March 15, 2012**  
**Dean's Conference room, 331 Architecture Building**

Attending: Chris Silver, Paul Zwick, Peggy Carr, Bill Tilson, Julie Frey, Crystal Lee, Robert Ries, Meg Portillo, Kristin Larsen, Tina Gurucharri, Ray Issa, Martin Gold

**1. Approval of Minutes (all)**

Several items were reviewed from the last meeting.

- The changes to the PhD continuous enrollment policy were made and the final document distributed.  
*Action:* Maria Gavidia and Zhong Ren Peng to send a letter to PhD students and faculty to let them know about the change. To ensure compliance, it was agreed that the PhD advisor can monitor students to ensure that everyone is continually registered.
- Faculty Evaluations: Faculty service reports are due to chairs by March 15. The question of how to deal with late submissions was raised. It was decided that it would be up to each unit to determine how to deal with faculty that missed deadlines, and chairs could decide on their own whether the late submission should be part of the evaluation criteria or not.
- The minutes were approved without changes

**2. Senate Report (Robert Ries)**

- the university's move to self-insurance is continuing to proceed with faculty input still being collected
- there was discussion of an anti-hazing task force being formed

**3. Budget (Chris Silver)**

- the \$36 million cut described in news reports is actually \$58 million – includes \$12 million from last year
- in addition the dividend paid into the optional retirement system has been cut by 2% cutting another \$8 million from the university budget
- the requested tuition increase will probably be granted and take effect in 2013
- the net effect is an approximately 5% budget cut across the board
- there has been no determination yet how this cut will be administered but DCP should be prepared for a 5% cut
- it is important to show that we have been making efforts to cut costs and are continuing to explore options
- options for future savings include:
  - capitalizing on large enrollment classes
  - teach only required courses in the summer
  - possible reallocation of personnel responsibilities once Paul Zwick steps down as Associate Dean
  - evaluate the need to fill vacant faculty positions once faculty in DROP have retired
  - reallocate funds from the IDC account to pay for advising
  - increase the number of grant proposals going out. These funds could help to pay for some faculty positions
- the suggestion was made to run summer programs as “off-book” or to run them at Santa Fe College using their facilities

- the suggestion was also made to form a working group to help everyone understand the implications of the budget cuts, off-book classes, distance learning opportunities, etc. and the financial impact on faculty and doctoral teaching.

**Action:** suggestions for further savings should be sent to Dean Silver

**Action:** a group will be formed to look at the impacts of the budget and courses that could be web-based, etc.

#### **4. New Development officer (Chris Silver)**

- Ann Baker, a UF development officer based in South Florida, was hired as the new DCP Development Director
- starting date April 9, 2012
- the job of assistant to the DO and HP director has been posted – the person will help with both functions, with a focus on event planning

#### **5. SPA and IDC: (Crystal Lee)**

- Crystal outlined the draft protocol for faculty to submit proposals requiring budget checks and chair signatures
- a draft proposal checklist and timeline were developed

**Action** any comments on this draft should be sent to Crystal

#### **6. Commencement (Julie Frey)**

- DCP commencement is May 5 at 3pm. Please let Julie know if you plan to attend

#### **7. Unit Awards (Julie Frey)**

- Julie asked that units let her know if they have student awards coming up.
  - IND has an award ceremony April 6 @ 10 am
  - URP has its award ceremony March 29 @ 5:30 pm
  - ARCH has its ceremony April 2

#### **8. Witter Competition (all)**

- a standing committee will be formed to look at the competition
- for this year we need to decide what weekend it will be held and how faculty will be involved
- Robert Ries will lead the initiative by possibly piggybacking on existing spring studio classes

#### **9. Common Humanities course instructor (Peggy Carr)**

- the deadline for applications was March 16. We have two slots to fill. More than two names may be submitted but in ranked order

#### **10. Admitted student data (Peggy Carr)**

- Peggy distributed a chart showing the history of students accepted, not accepted, etc. since 2008

#### **11. Syllabus submittal deadline (Julie Frey)**

- the due date for submittal for summer semester syllabi is April 23
- the final deadline for submittal for fall is August 13

- chairs were urged to encourage faculty to submit early in order to get them used to the process which will be done every semester

**12. Board of Governors program review** (Chris Silver)

- almost all programs are being reviewed
- the deadline for submission of required information is July 15

**13. Center review** (Chris Silver)

- There are five DCP centers on the list to be reviewed. Required information is due April 16

**14. Career resource center career fair** (Peggy Carr)

- IND, LAE and ARCH have agreed to take part in the CRC career fair. BCN will not. ARCH will take part but needs to talk to the ACC first to inform it of the decision

**15. SACS reporting** (Peggy Carr)

- SACs reporting information must be completed before the end of the semester. Peggy and Andrew Wehle will meet with each unit to talk about what needs to be done.

**16. Annual Faculty Evaluations** (all)

- the criteria used by all units to evaluate faculty was summarized and distributed. Dean Silver will take the findings to Assoc. Provost Angel Kwolek-Folland to ensure that all criteria are in compliance with the collective bargaining agreement

**17. Other Business** (all)

- Graduate student funding letters have not yet gone out because of confusion over the amounts. They will be sent once this is clarified.

Next meeting – April 12, 2012