

**Minutes of the DCP Administrative Council meeting
May 3, 2012
Dean's Conference room, 331 Architecture Building**

Attending: Christopher Silver, Peggy Carr, Meg Portillo, Crystal Lee, Tina Gurucharri, Raymond Issa, Bill Tilson, Bradley Walters, Robert Ries, Ann Baker, Kristin Larsen, Julie Frey, Marty Hylton, Martin Gold

Dean Silver opened the meeting by welcoming Ann Baker, the new Director of Development

1. Approval of Minutes: The minutes were approved without change

2. Budget (Chris Silver)

- the college must turn in its final budget proposal to the Provost by May 11
- the current estimate is that the college deficit will be approximately \$446,000
- the current plan is to propose to cover the deficit through carry-forward money in return for giving up four faculty positions once those people in DROP have retired. This way we hope to show that by the end of FY14 the cuts will equal what is needed this year
- this would make up almost the entire total. The only alternative to this plan would be to cut people in other areas.
- the cuts will have a negative impact on graduate student funding and could impact masters enrollment and faculty how graduate assistantships are allocated
- most of Dean's office OPS commitment is for PhD students – therefore it is essential that we make as much use of these students as we can for teaching, faculty assistance, etc.
- Dean Silver will meet with the Provost on May 16, before the Board of Trustees meets at the beginning of June
- the result is that some graduate student funding may have to be cut. Students who do grading or provide technical support could be made OPS, but students who provide direct teaching must be given tuition waivers
- units were advised that between May and June 30 they should not use State funds for OPS hires unless it is an absolute emergency – this will allow us some surplus and impact the budget for next year
- Dean Silver warned that faculty should be prepared to teach more with less GTA assistance, and that GTAs are a luxury and it is the faculty member's responsibility to ensure that the class is taught
- the only other idea is looking at restructuring either within the college or merging with another college. This would not help the short term situation but would help long term
- it was suggested that the college follow up on the idea that students not in direct teaching roles should not be given tuition waivers
- it was noted that we need to look at how we generate more money ourselves, by looking at where there are more self-funded opportunities
- the question was raised as to whether we are using our tuition-waiver students to maximum effect. Those students could be utilized up to .74 FTE and its not clear that we are at that rate
- Paul Zwick noted that it costs more to educate an undergraduate student (they pay only around 25 percent of the cost of their education) and we may need to look at how many undergraduates we accept vs. becoming a more graduate based model
- Peggy Carr raised the idea of looking at off-book programs to ensure that they are really paying for themselves and the people working for them and not borrowing from state lines

- Other suggestions included:
 - evaluating the size of the PhD program and how many graduates and undergraduates we accept
 - re-evaluate the DCP strategic plan, which was last done five years ago
 - organize working groups to explore issues with strategic planning and self-funded programs
- **Action:** after a commitment from committee members that they would make themselves available to meet over the summer to explore these issues, all were asked to send Chris Gaynor their summer schedules so we can find days to block out for discussion. Topics to be explored include, but not limited to:
 - funded research – how we deal with it
 - publication and creative work and how essential they are
 - undergraduate vs. graduate program levels and priorities
 - self-funded programs
 - development efforts and direction/message
 - international students

3. Commencement update (Julie Frey)

- Julie updated the committee on the last minutes details regarding commencement, held May 5 at the Phillips Center.

4. SACS deadline (Peggy Carr)

- Peggy reported that most of the information they need for the SACS reporting is in. Undergraduate assessment plans have a template for assessment, which was handed out. The deadline for undergraduate and online compliance was May 18.
- Action: Peggy will email the template link to department chairs and directors

5. Other business

- Program reports for the Board of Governors are due in July
- the Florida Trust for Historic Preservation is holding its national conference in Gainesville from May 16-18. UF is a sponsor
- the PI:N 40th anniversary celebration is being held on Nantucket July 27-28
- the deadline for turning in a syllabus for summer programs is past. If departments still have outstanding syllabi they should get them to Julie or Ginny as soon as possible

6. Next meetings

- Administrative Council Retreat – Thursday August 16, Reitz Union, Room 364
- Full Faculty meeting, Monday August 20, 1-5 pm at the Harn Museum