

ADMINISTRATIVE COUNCIL
MINUTES
JANUARY 20, 2011

Attending: L. Capece, P. Carr, A. Chini, J. Frey, M. Gold, T. Gurucharri, M. Hylton, K. Larsen, C. Lee, L. Muszynski, M. Portillo, R. Ries, C. Silver, B. Tilson, P. Zwick

1. Review of December 9, 2010 Minutes (All)

Updates:

- Witters Competition: Ravi Srinivasan will meet with P. Zwick to discuss this year's competition.
- Faculty Now: President Machen wants more information about how bequests will be funded beyond the 2013 commitment.
- Housing and Community Task Force: Committee members have been identified and the Task Force can begin its work.
- Technology Fee Proposal: The deadline for submitting a proposal is Feb.7. It was agreed chairs/directors will meet with P. Carr and C. Silver to prepare a college proposal.
- Enhancement Fee: The Provost is concerned about the legal implications and will forward the proposal to the General Counsel and CFO for review.
- Landscape Architecture is working with Laser Action Plus to lease scanners, printers, and other equipment for the studios.
- The date for the May Administrative Council meeting has been changed to May 3.

A motion made by P. Zwick and seconded by M. Gold to approve the minutes as transcribed was approved unanimously.

2. Academic Learning Compacts (P. Carr)

A folder for ALCs is on the K drive, and within that folder is a folder for each academic unit. Directors/chairs should store annual reports, beginning with AY 2006-07, in their respective folders.

3. Exit Interviews with Graduating Seniors (P. Carr)

P. Carr inquired if the Council would be interested in conducting college exit interviews with graduating seniors. There was interest and discussion about what approach to use: college-wide survey with portions tailored to specific units; focus groups of graduating seniors; survey plus brief interviews, etc. P. Zwick and M. Portillo agreed to work with P. Carr on this.

4. Updates on SERU, Academic Integrity Task Force, Monitoring Transfer Student Admits (P. Carr)

- The SERU survey will be conducted again this year.
- P. Carr will follow-up with an email to all faculty about academic integrity in the classroom and the Honor Code Training Workshop on Feb. 11, 11:30am – 12:30pm.
- Staff in each academic unit are being asked to carefully monitor transfer admits. If DCP doesn't use its allocation, we have to notify UF.

5.(a) Master of Sustainable Design Program Update (C. Silver, B. Tilson)

- The program was launched in second week of January.
- There are 15 students in the program: 9 Chinese here on UF campus instead of in Singapore; 3 from US (they want to go to Singapore in May or next Fall with the faculty); and 3 students are in Singapore, following the program the way it was initially proposed.
- A group will go to Singapore in mid-March; another in summer; and in early fall a group will come here to UF.
- DCP will look at broadening the market.
- There is competition in Singapore, but it's good competition (National University of Singapore, Nottingham University, and MIT).
- There are challenges: time management; admissions process; interaction online with managing people around the globe.

5.(b) Quality Enhancement Plan (QEP) (B. Tilson)

B. Tilson reported: UF is preparing a new Quality Enhancement Plan (QEP) for the next SACS report based on the theme of the Internationalization report. In UF's last report which had a similar focus, SACS criticized UF for not providing precise assessment criteria and outcomes but as the QEP didn't exist at that point, the comments were good advice for preparing the next plan. The Provost has created an Internationalization Task Force (Tilson represents DCP) to develop a set of campus wide student learning outcomes that enhance our collective desire to internationalize the curriculum. These SLOs will be developed with input from unit faculty and administration to make sure they support the collective and individual discipline requirements. Tilson will be reporting on the progress of the Task force to this group, faculty council and any other interested parties. He is available to speak to faculty about the development of the plan.

Update on CityLab Orlando (C. Silver, M. Gold)

- The proposal to the Dr. Phillips Foundation for funding to hire a director/faculty member was successful -- \$140,000—thanks to the efforts of Lynne Capece, Martin Gold and Sally Morris.
- B. Tilson will chair the search committee to find a director/faculty member. Potential committee members include Glenn Acomb, Ruth Ron, Bill Kercher, and others yet to be determined.
- M. Gold will draft a concept paper regarding the program for the Admin Council to review and possibly identify candidates for the director position.
- In early January, C. Silver and M. Gold had a very good meeting with UCF's Provost. CityLab Orlando is very solid with UCF.

6. Training for Faculty Regarding Troubled and Disruptive Students with Suicidal Tendencies (P. Carr)

Council members agreed it would be helpful for DCP faculty and staff to participate in the one-hour training session about dealing with disturbed students with suicidal tendencies, conducted by the Dean of Students Office. **(Update: The training session is scheduled for March 31, 11:45am-12:45pm, place TBD).**

7. Faculty Evaluations (P. Carr)

DCP has the opportunity to customize portions of the online form for student evaluations of faculty.

- March 31-April 20 are the default dates for the evaluations. If a change in these dates is desired, directors/chairs should work with their unit managers to do so.
- Paper evaluations will no longer be accepted.
- The source of data used by UF for the evaluations is the data entered for scheduling courses. If a GA is to be evaluated, he/she must be entered in this dataset.
- UF determines the questions for Part I of the form. Part II contains questions specific to the college and can be revised as the College so determines. Council members agreed the current questions, 11-19, should be replaced with questions more unique to the college and units. **Action Item: P. Carr will work with the DCP Faculty Council to draft a set of college questions for the Council's review; each academic unit will develop questions unique to the unit.**

8. Teacher/Adviser of the Year Award Program (P. Carr)

Council members concurred with P. Carr about establishing a two-tier evaluation process for the Teacher/Adviser of the Year Award program, similar to the process used by the College of Fine Arts. In the initial review process, nominees would submit an abbreviated set of requirements sufficient enough for the College selection committee to evaluate and determine the award recipient. The recipient would then put together a complete portfolio, in compliance with UF guidelines, to be forwarded to the university-level for consideration for an additional award at that level. **Action Item: P. Carr will follow-up on this.**

9. Research Showcase (J. Frey, L. Capece)

- Registration for sponsorship of the showcase is open to alumni, and \$3,000 has been committed to date.
- DCP will waive the cost for faculty and staff to attend the luncheon and receptions.
- To date, fourteen students have signed up for poster sessions. The gallery can hold several more and therefore, J. Frey is considering extending the deadline to encourage more participation.
- L. Capece said this is a good opportunity to bring donors and prospective donors to campus. Council members were asked to contact L. Capece if they have someone in mind.

10. Commencement (J. Frey)

J. Frey reported that 26 graduate students have responded thus far to the survey about participating in the DCP spring commencement; 12 of those said they would attend. Council members agreed that DCP should go forward with including the graduate students in the ceremony. J. Frey will follow-up on this.

11. Budget (C. Lee)

C. Lee reported that budget templates have been sent to the unit budget managers. There are two templates that need to be completed.

12. Other

Capece: L. Capece will forward her spring travel schedule to directors/chairs. Please let her know if there are people she should contact within the areas she will be traveling.

Zwick: P. Zwick reported that at the last deans/provost meeting which he attended for C. Silver, the CFO announced the university will transition to one vendor campus-wide for printing services. It appears the cost might actually be higher for printing than DCP is currently paying. P. Zwick will meet with Matt Fajack, the CFO for more info and clarification regarding this.

Hylton: M. Hylton is working on the strategic planning process for HP and will be contacting chairs/directors for input.

Carr

P. Carr asked about the possibility of BSSBE students sharing studios for the practicum course in the fall rather than having someone teach a separate course. It was suggested, however, that a Ph.D. student could teach the course.

The meeting was adjourned at 11:05am.