

COLLEGE OF DCP
ADMINISTRATIVE COUNCIL
MINUTES
MARCH 24, 2011

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

1. Review of February 10, 2011 Minutes (All)

A motion was made by A. Chini and seconded by B. Tilson to approve the minutes as transcribed. The motion carried.

2. Senate Report (R. Ries)

R. Ries reported briefly on several items from the February 24 Senate meeting.

- UF has added more advisers as a result of the Corry Village incident of a year ago.
- The internal search for a Director of Institutional Assessment has commenced. The immediate task for the new director will be to prepare for the SACS accreditation.
- A nationwide search for a new dean for the College of Education will start soon. Dean Steve Dorman will chair the search committee.
- The BOG is considering the elimination of some majors --included on the BOG list are the BSSBE, FES, and ICM. Justifications for retaining these majors have been submitted to the Provost's office.
- UF's privacy officer, Susan Blair, made a presentation about social media and UF's draft guidelines for social media.

For additional information about the February 24 Senate meeting, please refer to the minutes and the webcast on the Senate web site.

3. New UF Requirement for Syllabuses Online (P. Carr)

As a heads-up, P. Carr reported that UF will most likely adopt a proposal from the Council of Academic Deans requiring syllabuses to be posted on publicly accessible web sites at least three days prior to the beginning of classes. DCP will need to determine whether to post the syllabuses on the college site and link them to units or vice versa. The syllabuses will be required to remain on the web site for three years.

4. Faculty Evaluations – Additional Questions (P. Carr)

Using the lists of current additional questions for the Colleges of DCP and Health and Human Performance, the DCP Faculty Council developed two sets of revised additional questions that they are proposing for the faculty teaching evaluations: a set for lecture classes and a set for studio classes. **Action Item: Admin Council members were asked to review the two lists of proposed questions and send comments to Associate Dean Carr.**

5. Convocation and the Common Reader (P. Carr)

- The common reader for the 2011-2012 freshmen convocation is *OutcastsUnited* by Warren St. John.
- The convocation will be the same format and place as last year and the same time, Friday before the beginning of classes. DCP will also use a similar format as it used last year – a panel discussion with participation by an interdisciplinary group of three faculty members, perhaps more.

Action Item: P. Carr will email faculty to ask for volunteers to serve on the panel. (Professors Van Bawja and Maruja Torres-Antonini were suggested as potential panelists.)

6. Survey of Graduating Students (P. Carr)

P. Carr presented a draft survey instrument for graduating students. Some potential benefits of such a survey include: (a) responses could be useful for accreditation; it could be used as an assessment tool; it could help determine how satisfied students are with the education they receive at DCP.

- *Is DCP interested in conducting an exit survey?* Yes—Council members agreed that an exit survey would be helpful.
- *Are the questions in the draft survey appropriate?*
 - There was concern that some questions were too specific/personal and might not be in compliance with the IRB.
 - It was suggested that, if possible, the request for contact information be included.
- *When would be the appropriate time to conduct the survey?* There were mixed opinions about this, however, most Council members felt that within six months to a year after graduation would be good.

Action Item: P. Carr will revise the document, using input from today’s discussion, and present another draft at a later meeting.

7. Budgets and Reconciliation (C. Lee)

- Office managers were provided the link to, and requested to participate in the self assessment survey being conducted by the UF Office of Audit and Compliance. The survey is to determine if units are in compliance with applicable fiscal and administrative procedures. An example of compliance: the person who prepares payment of an invoice and the reconciler cannot be the same person. C. Lee will receive a report of how questions were answered by DCP office managers and will follow-up on ensuring DCP is in compliance.
- FYI: Office managers should be providing monthly reports to their chairs/directors.
- FYI: Regarding personnel records for faculty, evaluative material used for tenure and promotion should be in a file separate from appointment and salary data, etc.

8. Budget/Summer Sessions/Grants and IDC (C. Silver)

- Budget/Summer Sessions: There is no word yet about budget amounts, but DCP will try to cover at least the required summer courses.
 - IDC: C. Silver reported on a recent meeting that he and P. Zwick had with VP Win Phillips and others at DSR regarding research overhead returns, RCM tax, etc. C. Silver expressed concern about the DSR policy for distributing overhead returns and suggested to VP Phillips that the balance of the IDC returns (after DSR takes its tax off the top) be sent to the dean’s office for that office to make further distributions as appropriate to the PI, department etc. VP Phillips didn’t agree.

- A college review of IDC, how DSR distributes the returns and the RCM tax on grants has shown that grants with a 10% or less overhead rate either produce no returns or just break even. The Dean's Office therefore will no longer approve any proposal for less than 10% overhead.
- Council members agreed that an in-house research workshop would be very beneficial.

9. Distance Learning Fees (B. Tilson)

- UF has proposed to add student fees and service entitlements on distance education programs. If adopted, the fees would apply to all students in distance education programs, even if they have no assigned time on campus.
- All distance learning programs must be specific on what services are provided. UF is recommending the entitlement information be included with syllabuses.
- B. Tilson suggested that DCP review its distance learning programs and document what services are provided.
- If anyone is interested, B. Tilson has a document he will share that provides detail about international distance education programs—such as concept for these programs, how to develop successful programs, etc. It's about 35 pages long.

10. Recap of Research Showcase (J. Frey)

J. Frey shared attendance statistics and results of the survey conducted to get feedback from the 2011 Research Showcase. Of the 30 responses received, 97% indicated the Showcase met or exceeded their expectations. Faculty and doctoral student presentations and panel discussions received the highest ratings relative to the value of the showcase. Among other feedback received were comments about timing of the event, what was done well, what can be improved upon, etc.

Action Item: Council members agreed that by next month's Admin Council meeting, the date for the 2012 DCP Research Showcase will be set.

11. RCM – Endowments (L. Capece)

L. Capece shared an email from Leslie Bram, Associate VP for Development, which was sent to development officers about the RCM tax. Ms. Bram confirmed that per the master RCM document recently released by UF's Chief Financial Officer, endowment earnings and gifts have been removed from the expenditures calculation.

FYI: L. Capece will be in the Virginia/DC area next week and is available for visits with potential donors, alums, others. Please let her know if there is someone you wish her to contact.

Academic Unit Awards Ceremonies:

Architecture: March 28, Atrium of Architecture Building

Building Construction: April 29, Graduation Dinner, Emerson Hall

Interior Design: April 11, 411 ARCH

Landscape Architecture: April 15

Urban and Regional Planning: March 31, Best Western

12. Visiting Scholars (All)

A proposal for a DCP policy regarding visiting scholars will be presented at the next Administrative Council meeting. The proposal will cover things such as information about the formal registry

process, space, policy for auditing classes, opportunities for scholars to get together once a year or per semester, and other information pertinent to visiting scholars.

13. Other

- Carr: The Freshman ice cream social is this Saturday, March 26 at 2:00pm. DCP has 20 new students.
- Silver: In response to a question from the Faculty Council about access to the minutes of the Administrative Council meetings, C. Silver confirmed the minutes are available on the DCP SharePoint site under Committees/DCP Administrative Council. They are available to faculty and staff, however, access requires login with one's Gatorlink.
- Reminder: The session on dealing with troubled students is next Thursday, March 31, 11:45am-12:45pm in 411 ARCH.
- Silver: The Bandung Institute of Technology is interested in working with DCP to develop a studio/student exchange—where 12 to 15 of their students could come to UF for part of a semester and then some of our students would go there. C. Silver is hopeful that Dr. Machen's office will agree to cover our students travel to Bandung.

The meeting was adjourned at 11:20am.