

Present: Beecher (presiding), Chan, Denison, Edbrooke, Gill, Graham, Haase, Mayo, Melsop, Nini, Palazzi, Price, Sanders, Shim, Tippery, Valamanesh

Excused: Stone

1. Announcements from Department Chair, Mary Anne Beecher:

- a. Please report achievements, new support, initiatives, etc. to me at the beginning of each month. They will appear in the agenda and minutes under “Announcements.”
- b. Annual Reports are due January 31st. Please include a “Five Year Research Plan” with anticipated projects, publication/presentation/exhibition (etc.) goals, grant support goals, anticipated leaves, etc. I would love to meet with each of you individually throughout the autumn to assist in the development of these plans if that would be helpful.
- c. Alex Bandar, Director of the Columbus Idea Foundry (Columbus’s MakerSpace) will be coming to talk to the students on September 17 at 4:00 in 191 Mendenhall Lab. He would like all interested faculty from Design to attend.
- d. New manager position and staff position in the Art and Design Workshop should be filled soon.
- e. The department recognized Paul Nini for his hard work and his contributions to the department during his service as Department Chair.

2. Approval of minutes (May, 2013 meeting)

J. Haase motioned to approve, P. Chan seconded.

3. Committee Reports (updates since last meeting)

No updates

4. Chair’s Report

a. Summary of new Dean’s goals

M.A. Beecher summarized the new Executive Dean’s goals as interdisciplinary research, growth in majors, increased diversity, and creating a budget and culture that discourages silos.

Discussion: C. Gill recommended that the department consider developing curriculum and faculty positions that relate directly to the Discovery Themes as a means of being more strategic.

b. Search update

Fewer positions will be available in general. Sixty-six positions were requested but only 11 were approved by ASC. We were granted one new position. We are looking at Dec 1st as the application deadline for a new faculty position in Interior Design. J. Haase will serve as Search Committee Chair.

c. Budget update

The first budget cut was finalized in spring semester and a second occurred during the summer. The budget cut resulted in less GTA positions. The current office improvements (closed cabinets and new chairs which will arrive soon) were either planned or are being funded with monies negotiated by the Chair.

Discussion: The faculty agreed that future budget cuts might be addressed, at least in part, by eliminating faculty phones as long as a phone for use for long-distance/international calls is provided in each of the faculty office suites.

Action: M.A. Beecher requests a meeting with the Facilities Committee prior to the next faculty meeting.

d. Communications/marketing update

Our web site needs revisions and updates. Printed material is less desirable because it quickly made out of date. We need to find an effective way to get information about our programs out to students other than just printed materials and our website. Suggestions for how a system of supporting and updating our promotional materials might be established are always welcome. M.A. Beecher is considering hiring a student to work on our web site as a short-term measure and to test the workability of this arrangement.

e. Summary of recent meetings with stakeholders

i. Development

M.A. Beecher met with Liz Burns and Meghan Russell from Development. Their “targets” and travel plans were shared and she shared the department’s priorities for support (facilities improvements, support for lectures, and scholarships for students)

ii. Alumni Relations

M.A. Beecher - had a meeting with Annie Gordon who will provide lists of department alumni. Annie will start with the 1970s. M.A. Beecher wants to keep in contact with alumni and wants to create more regular communications with them.

Discussion: An Alumni Advisory Board might be an effective means of connecting with alumni.

iii. Entrepreneurship and Innovation minor

M.A. Beecher had a meeting with Michael Bills and Pat West (Fisher College of Business) about the possibility of the department contributing to the Entrepreneurship and Innovation minor.

Action: We need to identify a current course that could be modified to serve as our required course. We can consider creating a specific course to address this need as a long-term action. M.A. Beecher will meet with P. Nini to study the ability of our own students to fit this minor’s requirements into our undergrad curricula.

5. Old Business

a. Liz Sanders: discussion of program assessment tool

L. Sanders provided a handout “Pilot Test for Program Assessment at the Undergraduate Level” representing her goal of creating a survey to collect information about how the students perceive when and if they meet learning goals set by the department.

Discussion: G. Tippery suggested that we do the assessment at the end of autumn semester since there are courses taken by all students in that term. L. Sanders said it also has to be done at the end of the students’ 4th year to determine their perceptions at the completion of their programs. M.A. Beecher stressed the importance of explaining the purpose of this survey to students so that they are clear that it is not a course evaluation.

ACTION: Assessment tool will be fine-tuned and used this year toward the end of autumn semester. It will be administered to graduating students toward the end of spring semester as well. Feedback on the twelve questions should be submitted to L. Sanders by 9/16/13 so that she can complete a final draft for testing.

6. New Business

a. Travel/eRequest update (Chris Edbrooke)

C. Edbrooke provided a revised handout explaining the processes for eRequests and Travel. Please keep this sheet handy and use as a guide when completing an eRequest or Travel Request/Reimbursement. Please contact her with any questions.

b. “Peer review of teaching committee”/Mentoring system

M.A. Beecher’s review of the department documents revealed the need for the establishment of a “Peer Review of Teaching Committee.” This committee is responsible for the regular review of teaching for professors at all levels. The purpose of the review is to document teaching performance and to provide constructive feedback. The Chair will create this committee so that it can complete this task starting this year.

M.A. Beecher is also interested in formalizing mentoring for un-tenured professors. Each mentor would agree to serve as an advisor to tenure-track faculty members throughout their probationary period. Tenured faculty who are willing to serve as mentors should notify the Chair so that pairings can be established. The expectation is that the mentor will meet with his or her mentee 1-2 times per semester. This will be an acknowledged service contribution to the department.

Discussion: Questions about whether the mentors would write or speak on behalf of their mentee during the P & T process were considered. It was determined that due to the smallness of the department, it is not feasible to eliminate the mentor from all participation in the P & T process. Mentor/mentee relationships are to be casual and advisory, not evaluative. When possible and appropriate, a mentor from outside of the department can also be sought.

Action: the Peer Review of Teaching Committee will be established by the Chair. Faculty mentors for our three tenure-track faculty members will be determined by the Chair.

c. Planning lectures for this year/future strategies

M.A. Beecher is considering the creation of a departmental committee to focus on advanced planning and programming for lectures/round table presentations, etc. Her goal is to plan an annual lecture program at least one year in advance starting this year.

d. Clarifications/updates to committee structure for consideration at next meeting

M.A. Beecher has reviewed the department's committee structures.

Action: M.A. Beecher will attempt to develop statements of purpose for each in consultation with current members. She will consider whether inactive committees are necessary.

7. Adjournment

N. Mayo motioned to adjourn, G. Tippery seconded. Meeting adjourned 12:10PM

8. Next meeting: Oct. 14, 2013 10:30-12:00, 122 Hayes