Present: Mary Anne Beecher (presiding), Peter Chan, Chris Edbrooke, Carol Gill, Polly Graham, Jeff Haase, Noel Mayo, Susan Melsop, Paul Nini, Maria Palazzi, Liz Sanders, Scott Shim, Gabe Tippery, Roozbeh Valamanesh
Absent: Scott Denison, Alan Price, Brian Stone

1. **Achievements/Announcements**
    a. Assistant Professor Roozbeh Valamanesh and graduate design student Saeide Doustmohammadi each presented at the IDSA International Conference in August 2013 in Chicago. The conference is the premier professional development and networking event for Industrial Designers practicing in the U.S. and increasingly from abroad as well. Both talks addressed different aspects of personal fabrication as a new emerging mode in manufacturing systems. Roozbeh's talk entitled "Ecosystem of Virtual Objects" discussed a methodology for adopting an emerging culture of personal fabrication. Saeide's talk " Personal Fabrication: Digital Cultural Imperative" studied potential applications of personal fabrication as a whole system. More information about the conference can be found at: http://www.idsaconference.org/index.php/education-symposium/symposium-speakers.
    b. Professor Brian Stone presented on the topic of Visual Literary and Data Visualization and its relationship to Meta Literacy via a MOOC webinar (MOOC=Massive Open Online Course). Participants logged on from various parts of the United States, Western Europe and Japan. 16 October, 2013. http://metaliteracy.cdlprojects.com/week4.htm.
    c. Visual Communication students under the direction of Professor Brian Stone developed and exhibited two 6ft Sugar Skulls for Highball Halloween Columbus. 25-26 October http://highballhalloween.com/.
    d. Textbook orders should be handled from now on by individual instructors. The university bookstore web site has an online information and a form to be used for adopting textbooks for a class at http://www.facultyenlight.com/?storeNbr=218#adopt-landing. Please process your orders in a timely manner.
        *   The suggestion of listing course textbooks and prices on our web site was made. If instructors are prepared to provide this information at least one month in advance of the start of each semester, we will be happy to develop a web site link to this information.
    e. The contribution deadline for Bucks for Charity is November 15, 2013. Please turn in your form to Chis if you wish to make a contribution.
        *   Department contribution is up to 41%. C. Edbrooke is planning a potluck on Nov. 14th to raise additional money. A $5.00 per person donation at the time of the potluck is requested along with a dish to share with others for lunch.

2. **Approval of minutes (October 14, 2013 meeting)**
    *   R. Valamanesh motioned to approve, S. Melsop seconded

3. **Committee Reports (updates since last meeting)**
    a. Graduate Studies Committee
        *   The GSC is developing a more specific method for mentoring and evaluating GTAs. A three-part process is proposed with the first meeting focused on goal setting, a second meeting focused on progress and problem-solving, and a third meeting focused on reflecting on successes and areas for improvement. Outcomes will be used by the department chair as a factor in determining eligibility for reappointment. A more specific outline of the proposed process will be provided at a future meeting.

b. Space and Facilities Committee
   - Improvements to the Lobby space and the graduate student space are viewed as first priorities
   - Waiting to hear from FOD re: replacement of lobby flooring. This will also be a good time to install outlets for free standing displays.
   - Exhibition of student work in corridors…Roozbeh will coordinate. Please identify the spaces that are available. Need to determine whether we use students' original work or copies. Jeff noted that we may also have pedestals for use in displaying 3D work.
   - Old ceilings above drop ceilings in 105 & 124/125 need to be secured so there's no more pieces breaking off. This work will most likely be done this coming summer.
   - There's an on-going problem with the lobby doors letting in too much cold air. Jeff has a couple of solutions to present to the FOD project people at their next meeting so that we can maintain a more constant and comfortable temperature in that space.

4. **Chair's Report**
   a. Summary of recent activities
      o Image for New Year's greeting card update
         - Design Circle will facilitate a competition to generate a student-designed image for this purpose
      o Data Analytics proposal update
         - A proposal by Design/ACCAD with input from Art, Computer Science Engineering, Geography, and Psychology/Neuroscience has been developed for the Discovery Themes RFP. The title of the submission is *Transforming Data to Information to Knowledge through an Information Interaction Design Discovery Studio (IIDDS).* We have requested new faculty hires in creative coding and computation arts, interaction design, information design, visual cognitive neuroscience, and field based learning and collaboration.
         - Our proposal interfaces with a proposal for a new major in Data Analytics from Engineering and a proposal from Public Affairs et al for a central lab space in the library for collaborative data analysis and interpretation.
         - Another Arts Division proposal involves ACCAD and Susan Melsop. It is entitled *Movement Analysis for Optimal Health and Expression.*
      o Peer review of teaching…. Adjustments to schedule, process info
         - See handout attached to agenda. Jeff has been added to the committee to accommodate for the increased number of reviews required in Spring Term.
      o "Priorities" survey results report
         - Interest was shown in all possibilities. Improving facilities was #1 priority, but this needs to be done in conjunction with development/alumni relationship because of the need for sponsorship; "Housekeeping" in the form of curriculum development and fine-tuning departmental procedures was #2; Industry relationships and other research initiatives related to the Discovery Themes was #3.

5. **Old Business**
   a. Tenure-track annual reviews procedural changes—for vote (attached)
      - All agreed to approve. M. Palazzi motioned to approve, J. Haase seconded.
   b. More thoughts about "Design Camp"
      - Mary Anne researched other universities and most geared their summer camps toward high school students. And most camps were one week in duration.
      - Timing and funding need further research to see what our most likely market is.
      - Other universities have scholarships available to encourage participation by students who need financial help.

- Carol proposed that we consider offering workshops or short courses to adults as continuing education programming. This could be a revenue source for the department.

6. **New Business**
   a. Advising request
      - Related to exhibition issues: Gabe Tippery would like to display the 3 best-of-show posters of graduating students' projects in his office for student visitors. He would also like to have additional samples of students' work to show. Please provide him with digital examples categorized by course and term in a Buckeye Box he will set up.
   b. Workshop hours
      - Scott Shim expressed concern about the number of hours that faculty are allowed for research and teaching in the workshop.
      - Roozbeh Valamanesh said weekend times are a challenge because students need to be able to access Hopkins Hall. Names of students will be provided to Art so that ID cards can be programed as keys.
      - A meeting with workshop staff persons was requested and will be scheduled.
   c. Course fees proposal
      - Mary Anne asked each area to meet to discuss what an appropriate range of course fees might be based on expected student activity and resource usage.
   d. Computer standards for department
      - We need to have specific standards for computer purchases to help guide students about what to buy and when to support each of our programs.
      - We will set up a task force to define what they should be… one from each program.
      - Examples from other schools can provide us with a good starting point.
   e. Expansion of curriculum plan… strategy to implement?
      - This is a task for each area to work on this spring Each program should review their course offerings in terms of content and ordering. We will bring proposed revisions together to look at opportunities to work together and resolve potential conflicts at faculty meetings in March and April.
      - Any new courses or course revisions should be prepared for vote no later than the May meeting.
      - The Wiki curriculum plan needs further development to include learning objectives for individual courses.
      - Discussions should also consider work load so that due dates and types of assignments can be balanced against the other courses taken each term.
   f. Inter-related topics for spring semester
      - Mary Anne recommends that we think about creating some continuity in studio offerings across the department in order to encourage interdisciplinary learning, opportunities to share lectures or studio critics, etc.
      - Healthcare-related topics- If any of the studios focus on healthcare topics in the spring, Mary Anne will bring in a lecturer to focus on that area.
      - Formica- We will have an alumna present information about this material/company early in the Spring term. Please consider using Formica in your studio projects in some way. Samples will be made available for experimentation. Coordinate your need with Mary Anne.
      - Faculty, please suggest lecturers with expertise that supports your research and studio projects. We can bring in at least two during the spring term.

7. **Adjournment - Gabe motioned to adjourn – 12:05PM**

8. **Next meeting: Dec. 9, 2013 10:30-12:00, 122 Hayes**