

**March 23, 2015
OSU Design Department
Faculty Meeting Minutes**

**SP 2015
NO. 7**

Present: Mary Anne Beecher (Presiding), Scott Denison, Chris Edbrooke, Carol Gill, Jeff Haase, Rebekah Matheny, Noel Mayo, Susan Melsop, Paul Nini, Maria Palazzi, Alan Price, Liz Sanders, Scott Shim, Brian Stone, Gabe Tippery, Roozbeh Valamanesh

Absent: Peter Chan, Polly Graham

ANNOUNCEMENTS:

Student Exhibition Reception (Spring Show): please note there is a planned after party with a newly established alumni group on March 31, 8-10 p.m. at Strongwater Food and Spirits .

New equipment in 208: Hayes 208 is the recipient of new digital equipment: A Makerbot 3D Printer and 4 large Cintiqs are in the process of being installed to create a “digital resource room” for students and faculty. Please encourage your students to purchase the needed pen for using the Cintiqs (details will be posted in Room 208) and students will also be expected to provide their own filament for use in the 3D printer (specs for that will be posted as well). Roozbeh is preparing a brief required orientation for students who wish to the use of the printer. The equipment has been purchased with Student Tech Fee funding, so please encourage your students begin to experiment once they have gotten the proper equipment and supplies, free software and some training..

Curriculum discussion/assessment: Each area should plan to hold a mini-curriculum discussion/assessment based on student outcomes (so bring and share work at the meeting) to occur at the end of this semester prior to our retreat in May. The April 20th meeting time set aside for such meetings might be the ideal time for these to begin to occur. I would like each “area” to prepare a list of observed strengths and weaknesses that cross-references with curricular content that may require revision to address any gaps or redundancies observed.

AREAS

- Foundations (Denison and lecturers/GTAs)
- Industrial Design
- Interior Design
- Visual Communication Design (yours can take place after your exit meetings with students)

Graduate program (DRD is occurring in Graduate Studies Committee; Maria and Alan can look at the DAIM work/curriculum)

Visitors from Spain: Carol Gill provided background information on two visitors from Spain who will be presenting their work to Design students (4/1/15) and faculty (4/2/15).

Faculty meeting minutes approval: The motion to approve meeting minutes for 1/12/15 and 2/16/15 was made by Paul Nini, followed by Noel Mayo.

COMMITTEE REPORTS: none

NEW BUSINESS:

Animation Faculty Search: The person hired for our open position is intended to fill the following roles for the department:

- Support of students in the DAIM program
- Support of MIP program instruction, once established
- Ability to teach undergraduate courses, existing and new

Promotion and Tenure document update: Faculty discussed the P&T Committee's recommended changes of the department's Promotion and Tenure Document. Further modifications/clarifications are still needed, and will be made and reviewed at the April faculty meeting. These include:

- Establish a clearer articulation of the process for collecting feedback from the faculty when hiring decisions are under consideration. This includes amending the process for voting and ranking prospects; determining the weighting of the faculty recommendation and the search committee recommendation, especially in instances where conclusions are not unanimous; and clarifying whether or not search committee members vote as part of the eligible faculty or not. Proposed clarifications can be found on the new APT draft, p. 9
- Establish a list of the materials to be provided by probationary tenure-track faculty members as part of their annual review by the P&T committee. Proposed edit can be found on the new APT draft, p. 10
- Establish a clearer list of materials to be submitted to the chair for annual performance reviews for both pre-tenure and post-tenure faculty members. Proposed edit can be found on the new APT draft, pp. 12-13
- Strike the word "extremely" from the description of the level of importance placed on teaching within the department. (p. 15) My review of the ASC APT has determined that this word is not used by the college so we will omit it from our document as well.
- Establish that the time period for reporting of scholarly activities as part of a record of achievement is when hiring at OSU in present position occurred more clearly. Add "securing of patents and licensing of intellectual property" to the list of acceptable additional scholarly activities. Proposed edits can be found on the new APT draft, p. 16.
- Clarify whether multiple screenings are allowed in accordance with Faculty Rule 3335-6-04.

- Consult with UCAT to determine issues around the collection of discursive teaching evaluations prior to accepting the inclusion of statement recommending their collection.

****The ASC APT document states the following with regard to the matter of discursive evaluations:**

"Faculty are also encouraged to use in-class discursive evaluations of teaching. Such evaluations should be administered in accordance with unit policies and expectations. Someone other than the instructor should distribute and collect discursive evaluations while the instructor is out of the room, and completed evaluations should be held in the department or school office until the faculty member has turned in grades."

Discursive teaching evaluations discussion: Faculty discussed the merits/limitations of discursive teaching evaluations. Mary Anne Beecher will compile a draft of suggested questions and present at the April faculty meeting.

A motion to adjourn the meeting was made by Paul Nini, followed by Noel Mayo.