



# Steering Committee

## Department of Architectural Technology

spring 2011

last update: MARCH 3, 2011

# Committee Members

Attendance spring 2011

Name	initials	Feb 24	Mar 3	Mar 17	Mar 31	Apr 14	May 5
Prof. Jason Montgomery, Committee Chair	JAM	X	X				
Prof. Shelley Smith, Dept. Chairperson	SS	X	X				
Prof. Illya Azaroff	IA	X					
Prof. Barbara Mishara	BSM	X	X				

## Committee Focus Issues

		on point
1	RE-INVENT THE VISION	committee
	cyclical re-evaluation and revision	
2	CURRICULUM	
	submit major curriculum proposal	BSM, IA
3	TEAM WORK	
	continue to build bonds and team spirit among faculty	JAM
4	COMMUNICATION	
	continue to build infrastructure and protocols to improve communication	IA
5	RESOURCES AND STAFFING	
	improve support of Adjunct faculty and facilitate CLT hiring	SS
6	THEORETICAL / ADVANCED TECHNOLOGY	
	facilitate debate on role of Theory and Technology in teaching	IA
7	FACILITIES AND SPACE NEEDS	
	track and communicate facility issues to college administration	SS, JAM

## Meeting Dates + Agenda

meeting date	agenda focus (MAJOR and minor)		on point
Feb 24, 2011	CURRICULUM		BSM, IA
		promotion	SS
		strategic goals	SS
Mar 3, 2011	CURRICULUM		BSM, IA
		facilities	JAM, SS
		promotion	SS
Mar 17, 2011	CURRICULUM		BSM, IA
		facilities	JAM, SS
Mar 31, 2011	CURRICULUM		BSM, IA
April 14, 2011	CURRICULUM		BSM, IA
May 5, 2011	CURRICULUM		BSM, IA

# Meeting Minutes

**Date: February 24, 2011**

## CURRICULUM

1. Schedule laid out by BSM for early fall 2011 submission
2. Studio Sequence
  - a. Discussed tracks, non design sequence
  - b. Agreed to work within studio framework
  - c. Allow for alternate approaches to learning objectives
    - i. Example: tech, fabrication, design build, preservation, adapt reuse
  - d. Question of revisiting 5 credit hours
    - i. Resolved as 9 hours per week with one credit lecture, four credits lab
      1. To meet Monday/Wed/Friday 3 hours each day
  - e. Option full year sequence in fourth year for longer term projects, in depth development, coordination with other disciplines
  - f. Coding courses based on emphasis:
    - i. history, theory, tech
3. Concern about evening students - 6-9pm schedule 3 days/week should be ok
4. Capstone concept to be developed by sub-committee addressing design studio sequence
5. Electives:
  - a. Change four credits to 3, 2, 1
  - b. One credit labs with studios
  - c. Keep credit totals per semester to 15-16 total
  - d. Review how many electives required for next submission
6. Other curriculum issues:
  - a. MCF : JAM to mock up AAS for March 3 meeting
  - b. Design studio subcommittee to meet with steering to review options for present to faculty march 10
  - c. Space implications to be reviewed and assessed. Teaching Training: dept. to develop training workshops
7. Teacher Training: department to set up training structure

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**COMMUNICATION**

8. Promotion
  - a. Set up workshop to communicate requirements
  - b. Prepare a guideline and outline of tips
  - c. Emphasize that documentation is critical (citytech email must be archived independently)
  - d. Blackboard tab to be set up

**ADVISORY COMMITTEE**

9. Shelley setting up spring meeting
  - a. Tasks for board include:
    - i. Funding
    - ii. Review AAS Curriculum submission

**STRATEGIC GOALS AND TARGETS**

10. Current Goals and Targets To be distributed to steering for review
11. Address next meeting

# Steering Committee Agenda

**Date: March 3, 2011**

## **CURRICULUM**

1. Review Schedule
2. Studio Sequence
  - 2.1. Review Progress by Sub-Committee
3. Electives
  - 3.1. Review Progress
4. MCF
  - 4.1. Review for Space Implications

## **ADVISORY BOARD**

5. Prep for Spring Meeting
  - 5.1. Agenda Comments

## **COMMUNICATION**

6. Promotion Workshop and Guidelines

## **STRATEGIC GOALS AND TARGETS**

6. Review Current

# Meeting Minutes

**Date: March 03, 2011**

## CURRICULUM

1. Schedule laid out by BSM for early fall 2011 submission
  - a. BSM to post to Blackboard. Aggressive schedule preferred.
  - b. Template:
    - i. BSM to tighten as much as possible with clear instructions. Authors will be asked to adjust any submissions that do not conform to the template in order to limit required editing this summer.
    - ii. Template to include sample learning objectives, assessments, and a reference link to a Gen Ed list of learning objectives for possible inclusion.
2. Design Studios: encourage a report on strategy for four year design sequence
3. NAAB has list of building types that could guide studio subcommittee.
4. Next Faculty meeting:
  - a. Sub committees to report on progress and schedule
  - b. SS to post list of authors and readers for electives
5. Curriculum support:
  - a. Graduate school talking points by JAM
    - i. For accepted students: what are their strengths and weaknesses?
    - ii. For rejected students: what would help them improve their chances for acceptance?
  - b. Need list of grad schools to contact
  - c. BSM to contact Robert Lopez of Dept. of Ed
6. JAM to develop MCF for next meeting



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## ADVISORY BOARD

### 1. Curriculum

- a. Board to review AAS submission and BTech map and comment
- b. Survey or feedback on skill sets + training for junior staff. Reflection on any graduates currently working in office.
- c. Could be charged to help set up I3 event modeling AVGD industry feedback event.
- d. Request for contributions of CD sets for teaching tools.
- e. Request for specific build type designs as basis for REVIT teaching tools.

## PERKINS

1. JAM to contact AL to support March 11 submission to Provost

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# SPRING 2011 SUMMARY