

Steering Committee Meeting Notes

Date: April 30, 2013

Committee Topics:

1. Vision
2. Curriculum (Sustainability, Resiliency, Digital Spine, Design)
3. Faculty / Staff + Team Work
4. Communication
5. Facilities
6. Job Market/Workforce Readiness
7. Advisement

VISION

1. PROGRAM

1.1. 10 YEAR PROGRAM REVIEW

1.1.1. PROCESS

1.1.2. ADDITIONS

1.1.3. RESPONSIBILITIES

1.1.3.1. JAM to update student statistics by Friday next week

1.1.3.2. Look into demographic changes, drop in enrollment

1.1.3.3. Xiomara: update blurb at end of stats - IA to check in with her

1.1.3.4. IA: external reviewer recommendations, JAM to call NAAB, BSM to talk to contacts at Univ of Buffalo, SS to talk to Dean

1.2. GOALS AND TARGET

1.2.1. REPORT 2012-2013

1.2.2. NEW GOALS AND TARGETS 2013-2014

1.2.2.1. Facilities Teach Spaces

1.2.2.2. Curriculum Review tie the curriculum together

Department of Architectural Technology

- 1.2.2.3. Increase transfer students - advertisement / PR effort / alumni outreach Raise profile of school End of Year Show
- 1.2.2.4. Digital Spine across the curriculum
- 1.2.2.5. Workforce Data Examination - GIS map

CURRICULUM

2. COURSE REVIEW

2.1. NEXT STEPS

- 2.1.1. Outlier Courses: Structures, History, Site Planning, Environ Systems

2.2. ASSEMBLE / COMPILE REPORTS

FACULTY / STAFF + TEAMWORK

3. FACULTY ADMIN COORDINATION

3.1. FACULTY OBSERVATIONS:

- 3.1.1. Announce at the meeting

3.2. MEETING PARTICIPATION: POTENTIAL FOR ADJUNCT AND STUDENT INVOLVEMENT

COMMUNICATION

4. FACULTY MEETING AGENDAS

4.1. MAY 2 MEETING:

- 4.1.1. JAM to develop form for sub-committee's to report for 2012-2013 and next steps for 2013-2014
- 4.1.2. Goals and Targets: paperwork ready to fill out

4.2. MAY 16 MEETING:

4.3. DEPARTMENTAL WEBSITE

4. Faculty Sub-committee meeting organization:

Building Technology 12:00pm-2:00pm V207 Aptekar	Thursday Feb 28	Thursday March 21	Thursday April 4	Thursday May 9
Digital Spine 11:30pm-2:00pm V814 Hernandez				

Department of Architectural Technology

Sustainable Spine 11:30pm V308 Vaidya				
Advisement Mishara				
Facilities Maldonado				
Workforce Readiness 11:30-2:00pm Duddy				
Design 2:30pm-3:00pm V826 Dikigoropoulou	Thursday March 14	Thursday April 18	Thursday May 2	Thursday May 16

FACILITIES

5. FACILITIES UPDATE

JOB MARKET / WORKFORCE READINESS

6. ADVISORY BOARD MEETING PREPARATION

- 6.1. ALUMNUS INVOLVEMENT ON BOARD
- 6.2. CHAIR IS CRITICAL ROLE ON BOARD
- 6.3. HIGH PROFILE PEOPLE
- 6.4. NUTURE / CONTACT ON REGULAR BASIS (NEWS LETTER TYPE OF UPDATE)
 - 6.4.1. INVITE TO JURIES
 - 6.4.2. COURTING THEM / INVITING TO DINING ROOM

ADVISEMENT

7. CUNYFirst Impact on Advisement