Faculty meeting: August 24, 2017

Present:
Jason Montgomery, Barbara Mishara, Jihun Kim, Alexander Aptekar, Sanjive Vaidya, Shelley Smith, Jill Bouratoglou, Ting Chin, Esteban Beita, Claudia Hernandez, Tim Maldonado, Phillip Anzalone, Lia Dikigoropoulou, Illya Azaroff, Ken Conzelmann, Michael Duddy, Paul King,

Absent:
Robert Zagaroli, Wendell Edwards

Late:
Anne Leonhardt (2.5 hours)

A. NAAB + New Program Report Review:

SV: -Review of NAAB APR submission deadline, Sept 7th with official site visit by NAAB Team in Spring 2018.
-New Program report due as soon as possible to curriculum committee first meeting. Anticipate at least <u>one full year</u> from submission of completed New Program Report to execution. Variability comes from NY State approvals.
-Faculty Reviews academic calendar and selects **February 3-7th for NAAB Team Visit**. SV to conform with NAAB and NYCCT Admin.

EB: Will distribute NYIT Admissions Policy statement for faculty review.

PK: Presents time line overlay for Advisement and Admissions to B.Arch and BTech programs. Distributes curriculum planner for reference.

SV: Reviews possible advisement hold or '0' credit requirement for student via a "Service Indicator". Technique is used by ASAP , Yelena Bondar, to ensure students receive regular advisement.

PK: Faculty need to find out if it is possible to preference NYC students or NYCCT Students during admissions review. What would trigger an admissions appeal?

SV: Reviews conversation on the admission process with Provost August: Standardizing review criteria and rubrics for all faculty to follow.

PK: Discussion on grants to support student diversity and assist with portfolios submissions. Consider ongoing portfolio workshops, for student applying to BArch or going for graduate

studies. Workshops will allow for advanced review of portfolios before official submissions to admissions group. Portfolio samples should be made publically accessible to student for comparison / understanding of admissions criteria.

PK: Discussion of schedule for faculty review of student applications to BArch /BTech program. Proposed timeline keeps review during winter break so that faculty are on contract and do not require summer hours (too much variability).

EB: Consider admissions committee to have students and faculty on review. Done at other programs.

ALL: Discussion and vote on concept of providing continuous structured advisement.
   Yes: 17
   No: 1
   Abstention: 0
   Absent: 2

 PA: Discussion and vote on requiring six semesters of design for _all_ students- BTech and BARch
   Yes: 16
   No: 2
   Abstention: 0
   Absent: 2

JM: Discussion and review of APR sections and assignments. JM to be coordinator for all sections. Faculty CV's to be adjusted to reflect only last 2yrs of classes taught.

- **TC** & **AA** All course outlines must be reformatted to NAAB Template.
- **PK/JK** to update the assessment chart. Assessment documents will be moved to BArch Dropbox folder
- **JB** to develop faculty expertise/assignment matrix
- **JM** to develop departmental service chart and update faculty CV details with Tiffany
- **JM** discussion on the creation of a dropbox folder to collect all faculty CV. No Resolution.
- -**JM** Requests additional faculty input on description of How to Achieve Realm 'C': Integrated Architecture. (Phillip is the point person)
- **JM** one or two volunteers are needed to review all uploaded class syllabus and update SPC's to correct format. Ting and Alexander volunteered
- **PK** is reviewing department floor plans. Discuss removing corridor from Design/Pin Up space. We need to show less space instead of more.
- **SV/JM**: APR should contain a direct response to the items noted in the letter of initial eligibility by NAAB last spring.

   o   Response to physical property concerns: private faculty offices, student storage spaces, studio closing/open hours, lack of space for models and group projects.

- o Funding by one-time grants or special award is not a long term solution for sustaining the program.
- o Full Time faculty diversity is not high in comparison to student diversity: **AM**
- o Department Appointments Committee scope vs college policy for the committee: **AM**

- Reconfirm Institutional commitment
- Possible response: create action plan for facilities team to address above notes. First step is to assemble an internal department facilities committee for physical plant improvements/expansion and liaise with Chief Technology Officer of college.
  - o Note this suggestion receives unanimous approval by faculty in attendance.

- **BSM** is working on Studio Culture Policy Statement with student input. Proposes submission by Friday.
- **JM** notes that all APR program information is public and will be on our website. The department should evolve its way of describing teaching. Read the Penn State/ Virginia Tech APR available online as a good reference.

- **IA** to help write up department grants projects and advocacy work.

- **SV** to write up section on external/industry support of the department.

ALL: Discussion about reassembling a curriculum committee. No resolution.

PK / All: Discussion on the need to create a group to keep track facilities and how they will be solved by administration.

PK: Proposes to create a facilities committee. The members will be defined on a later date and will work with the chief technical officer.

SS: Faculty description should be more descriptive, to highlight more faculty achievements. Illya will create a draft of how this could be done and email to everyone later.

BM: Some description is needed to define studio culture.

AA: Reviews progress and assignments on New Program Report

SV/ALL: Discussion on creating a NAAB Executive Committee to coordinate APR's, Team Rooms and Site visits. **JM** Suggest the committee is reassigned every 2years per the visiting team cycle.

Committee member volunteers are: **PK/SV/MD/CH/TC/IA/EB**

PA: Discussion on studio 8/9/10 sequence. Design studio vs. yearlong thesis research and project.

SS / Jill: Proposes to have 5 credits 9 hours for designs IX and X instead of the current 6 credits 12 hours. This would remove thesis research from semester 9, making it possible to create another 3 credit elective.