# **Department Meeting**

**April 12, 2016**

**Noon – 1:20 Gould 208J**

# **Agenda items**

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| 12:00 — 12:05 | **Vote:** To approve 3/8/16 and 3/29/16 meeting minutes | Campbell |
| 12:05 — 12:30 | **Guest: John Schaufelberger, Dean**. Future of RE in the College | Campbell |
| 12:30 — 12:55  12:55 — 1:15 | **URBDP Diversity Plan DRAFT review**  **URBDP Curriculum Committee** | Siembor  Abramson |
| 1:15 — 1:20 | **Announcements** | Campbell/Others |
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## **Additional information**

Present

Christopher Campbell, Larissa Maziak, Dan Abramson, Rachel Berney, Phil Hurvitz, Mark Purcell, Marina Alberti, Sofia Dermisi, Diana Siembor, Manish Chalana, Don Miller, Christine Bae, John Schaufelberger.

PSA Rep: Ariadne Brancato

Late Arrivals: Bob Mugerauer, Himanshu Grover, Branden, Born

**Vote to approve the 3/8 minutes**

Dan moves Don second

9 Approve, 0 No, 1 abstain

**Vote to approve the 3/29 minutes**

Phil moves Don second

8 Approve, 0 No 2, Abstain

**Guest John Schaufelberger:**

Future of Real Estate in the College

The goal is to start a 5th department called the Dept. of Real Estate in the College of Built Environments. The Real Estate program can only grow if we have more faculty. We need a “critical mass of faculty”

The first thing we need is a new director for the program. We also need input from faculty for the search committee to help evaluate all the 4 candidates. Once the person has been chosen, John will have a conversation with them to persuade them to come to our College.

Still looking for a Research Assistant Professor and an Associate Professor

We are also looking to start the endowed real estate minor program

John is having discussions with the provost office to discuss the next steps

The sooner we get a director on board the better. We need to get UDP on board, then the college, then back to the provost.

The regents are the only ones who can make the final decision to approve a new department. The goal start date would be July 2017. It would be a combo of the research center and an academic unit. The department director would also be the chair of the department.

John would like cooperation from the department. Because UDP is still “hosting” the real estate faculty…we are still doing the hiring etc.

**Questions from the faculty:**

Q. We were not successful in getting the research asst. professor. Is it useful to do the search again?

Ans. If we can find someone over the next couple of months…that decision will fall to the new director.

One option may be if this position were a tenure position but had the option to “buy out” teaching to focus on research.

Other alternative is to go back to having a professional staff to run the research portion.

Q. The role of both department director and department chair seems like a heavy responsibility

Ans. The issue is that we need someone to bring everyone together. If you’re going to be a leader, you need to be connected with the students.

Q. What are the chances of starting a new department being a success?

Ans. Do we have enough faculty who can do mentoring etc? If we have two full professors…he believes it’s possible. With the MSRE, the creation of the minor and the certificate…it’s looking more like a program within a program

Q. When will the director, if hired ,start?

Ans. Hopefully this summer 2016

Q. When will the professors get hired?

Ans. We still need to do all the selection over the next academic year.

Won’t the new faculty have to vote to move over to the Real Estate?

Ans. No

Q. What if the RE department doesn’t get final approval? What happens to those faculty?

Ans. The worst thing that could happen is that the misconception that we need more faculty to form a new dept.

**URBDP Diversity Plan:**

*See attached Draft\**

Presenting this to faculty is the first step to receive input, etc. Next step is to take that feedback, loop it back through the committee then to students.

The previous plan was quite short…over the last ten years the University, coupled with the department, the language, guidelines etc. have grown to address diversity

Is there a way we can amend our own plan to reflect the vernacular that represents the department to represent what we really mean?

Would a more descriptive preamble help? For instance explaining the specific region and the needs of our region?

If you have ideas, please send to Diana, also, think outside the box, be bold in terms of asking for big-ticket items. Student scholarships

Our numbers for minority students completing the program are low. The issue is that they get jobs and aren’t finishing before getting too wrapped up in a career.

One thing we’ve been talking about is having a one credit, Race and Social Justice seminar one day a week…running year round.

**URBDP Curriculum Committee**

Last quarter we were looking at the studio requirement. There were some concerns from the Transportation specialization

Perhaps it would make more sense to focus more on the idea of introducing a new way of offering specializations as the cluster option as discussed last quarter.

It might be better for marketing the department to have a range of clusters or things that students could take when they join the program.

Many perspectives are interested in aligning with faculty based on what they want their experience to be like here

***\*Diversity Plan Draft***

Preamble: The following is a draft that may be a launch pad for the Department's Diversity Plan. It is a compilation of ideas as discussed in the UDP Diversity Committee meetings. It's also a blend of suggestions from GO-MAP's best practices compiled from departments across the University, as well as from the Department of Urban Design and Planning's historic diversity plan.   
  
The draft is not complete. For instance, the faculty section is lacking. Also, there is no reference (yet) to CEP undergraduates, MIPM (the graduate online degree), and PhD students. These groups will need to be factored in to the plan.

Furthermore, discussion is needed for consistency of terms. For example, the document uses terms such as “underrepresented minority,” People of Color”, etc. The Diversity Committee plans to establish a glossary of terms to include in this plan.

Feedback from students and faculty are needed.

**Department of Urban Design and Planning Diversity Plan**

[Intended Audience (in no particular order): GO-MAP, PAB, UDP Faculty, UDP Students]

The Department of Urban Design and Planning strives to create a stronger and more inclusive community by recognizing and serving our Department’s many types of diversity including (but not limited to): race, ethnicity, age, nationality, sexual orientation, gender identity, religion, educational background, veteran status, and (dis)ability.

We choose to have a broad definition of diversity to be inclusive of all students within our programs, including International students. We also acknowledge that special efforts need to be in place to recruit students from historically underrepresented groups, and support them once they are enrolled in the Department’s programs.

The Department’s diversity goals are:

1. *Ensure that the environment of the Department is welcoming and inclusive to all students and faculty.*
2. *Increase minority student recruitment.*
3. *Increase minority student retention and graduation.*
4. *Increase minority faculty recruitment and retention.*
5. *Increase diversity content in curriculum.*
6. *Publicize the Department’s commitment to diversity through our web presence and associated promotional and outreach materials.*

Goal #1: Ensure that the environment of the Department is welcoming and inclusive to all students and faculty.

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| Task: | Execution: | Accountability: | Intended Outcome: | Measurement: |
| Diversity Committee | The Department has an active Diversity Committee, consists of faculty, students, and staff who are committed to serving the needs of our students. The committee meets once a week during the academic year. The committee also holds special events throughout the year. Although the committee has established members each year, any student or faculty member is able to join the committee’s discussions. | UDP Diversity Committee | The Diversity Committee works to create a stronger and more inclusive community by recognizing and serving our Department’s many types of diversity. The Diversity Committee identifies potential areas of improvement within the Department and College of Built Environments and continually seeks ways to address those areas in a positive way. | Successful execution of and attendance to social events among students & faculty (ex: Buzz Buddy, Potlucks, etc); enacting policy change (ex: drafting Memos on best practices to distribute to Departmental faculty; working with College administrators to establish two all-gender bathrooms in Gould Hall); and executing administrative tasks as needed (ex: drafting a Diversity Plan). |
| Buzz Buddy program | To foster comradery, cross-cultural conversation, and friendship among International and U.S. students in UDP over coffee chats & special events. | UDP Diversity Committee | Enhance relationship between U.S. & international students in the classroom and beyond | Enrollment in program remains steady |
| Diversity Committee potlucks | To gather everyone – UDP students, faculty, and staff - around food and sharing. | UDP Diversity Committee Faculty hold the potlucks at their homes | Build inclusive, supportive, fun community | Attendance at potlucks remain steady and well-attended |
| Chinese New Year party | Make traditional dumplings & play games to celebrate the Chinese New Year | UDP Diversity Committee and MUP Students | Foster appreciation, understanding, and knowledge about Chinese students’ customs and culture | Event is popular and maintains steady attendance |

Goal #2: Increase Minority Student Recruitment

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| Task: | Execution: | Accountability: | Intended Outcome: | Measurement: |
| Send national mailings to undergraduates in our discipline or related disciplines | Diana and/or Branden to work with GO-MAP (Anthony Salazar) for training on NNE | Diana and/or Branden for NNE training, UDP Diversity Committee to draft the correspondence to prospective students, & Diana to send the emails | Reach prospective students across the nation | Applications from students in this list |
| Make personal phone contact with admitted applicants who’ve identified that they are POC | A faculty member on the admissions committee or on the Diversity Committee should make phone calls to admitted applicants who are POC | Admissions Committee Faculty or UDP Diversity Committee Faculty | Make a personal connection in an effort of recruitment | Increased enrollment from POC applicants |
| Emphasize that the Personal Statement on MUP application process is where applicants can express how they can bring diversity both in experience and/or interests to the MUP program | We have this established, but it needs to be emphasized more. Update the language on the new UDP website to encourage applicants to submit a diversity statement. | Diana | Make it more obvious on new website that applicants can share their diversity contribution. It’s not as obvious on current website. | More applicants utilizing statement of purpose to express their diversity contribution. |
| Alert admitted applicants who are attending MUP Open House and who’ve identified themselves as POC to attend GO-MAP Open House event during their visit | We do this now, but we will continue to emphasize the importance of the GO-MAP event to our admitted applicants. | Diana | Expose applicants to GO-MAP’s special community & resources at the UW | Networking & funding discussions between prospective students/GO-MAP/UDP Faculty/UDP Staff; and increased enrollment of POC |
| Include student profiles on website that feature diversity among student body | Ask students & alumni to write 3-4 sentence bios & a photo for inclusion on the website | Diana | Provide opportunity for POC applicants and others to identify with our community & see this as a place they may want to come |  |
| Identify faculty whose research & teaching includes diversity in the field of planning to include on our website. | Identify the faculty & highlight them and their research/courses on our website | UDP Diversity Committee, with input from faculty & students, to identify such faculty. Diana to update the website |  |  |
| Identify funding opportunities available to POC |  |  |  |  |

Goal #3: Increase Minority Student Retention and Graduation

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| Task: | Execution: | Accountability: | Intended Outcome: | Measurement: |
| Assign attentive, responsive faculty mentors to students, particularly those who are “URM” students or other students from different backgrounds in which more attentive advising can be of benefit to successful completion of the program (ex: first generation students; International students) | Keep faculty strengths and student needs in mind when assigning faculty advisors to incoming students | Diana & Department Chair | Provide students with the faculty advising support they need to ensure successful completion of the degree, particularly the thesis/professional project | Increase rate of graduation among URM students |
| Encourage participation in GO-MAP and UDP Diversity Committee Events | Send email announcements, post fliers, and encourage students through word-of-mouth | UDP Diversity Committee, Diana | Raise awareness of these events | Increased participation in the events |
| Outreach to “URM” students who have not completed their degree & have become inactive |  |  |  |  |
| Hold a conversation with students of color in the Department for a “climate assessment” of their experience in the Department as a person of color | Conduct an informal or formal conversation for students to share their experience as a student in the Department, and to find out what they want or need. Provide an opportunity for feedback | Branden to initiate | provide an opportunity for students to speak candidly; provide an opportunity for the Dept. to learn about the student experience from the “URM” perspective; and potentially identify opportunities for change to create a better environment | Student satisfaction |

Goal #4: Increase minority faculty recruitment and retention

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Goal #5: Increase diversity content in our curriculum

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| Task: | Execution: | Accountability: | Intended Outcome: | Measurement: |
| Raise awareness of potential gender and race imbalance of authors of required reading materials in MUP courses | Audit the course lists of required MUP courses and identify which authors are male, female, and if possible, POC | UDP Diversity Committee | Submit findings to the Department’s faculty and have a discussion about authorship. | Increase the number of articles written by POC and women in UDP courses in future years. |
| Studio courses to engage with underrepresented communities | Studios could work w/underrepresented communities, & build relationships w/ organizations that work with underrepresented communities. | Faculty who teach studios and Department Chair | Make diversity topics more integrated in the curriculum, rather than one or two stand-alone courses. | Increased studios that work with “underrepresented” communities |
| Increase diversity content in the History/Theory/Ethics restricted elective/core requirement | Prof. Mugerauer modified his course to make sure  it was providing more diversity content, based on the criteria as discussed with Branden | Prof. Mugerauer, Prof. Born (Diversity Committee), Prof. Abramson (Curriculum Committee) |  | The course now has more diversity content in it |

Goal #6: Publicize the Department’s commitment to diversity through our web presence and associated promotional & outreach materials

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| Task: | Execution: | Accountability: | Intended Outcome: | Measurement: |
| Include statement of diversity in all recruitment materials, both online and in print | Update brochures and Dept. website to include such information. | UDP Staff, with consultation from UDP Diversity committee, faculty & students | Integrate diversity message in our communications to convey that diversity is important to our department. |  |
| Publicize Diversity resources available across the UW campus on our website. | Identify diversity resources available at UW. Include links to the resources on new website. | Diana, with input from UDP Diversity Committee | Give students more information about Seattle & UW and relays message that Dept. finds these resources important |  |
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Other:

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| Task: | Execution: | Accountability: | Intended Outcome: | Measurement: |
| Participate in GO-MAP events | Attend events, participate in meetings. | UDP Diversity Committee. Diana invites other students and faculty to participate by sending email announcements to student, faculty, & staff listservs; cite who is attending to create an atmosphere a communal/group event | Make connections with GO-MAP staff & learn of potential resources for our students, etc. Create more involvement among students, staff and faculty to participate in GO-MAP events. | Strengthen Department’s network with GO-MAP for future collaboration; increase students’ engagement with the GO-MAP community |
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APPENDIX:

1. Glossary of Terms (TBD)
2. Safe Space Memo from Department of Geography