

## Department Meeting

January 4, 2017

Noon - 1:20 Gould 100

### Agenda items

12:00 - 12:05	Approval of 11/29/16 minutes	Campbell
12:05 - 12:15	Thesis Form Signing/Submission Process – discussion and clarification	Siembor
12:15 – 1:00	Review and Discussion of 10 Year Review Questions	Campbell
1:00 – end	Phil Hurvitz Re-appointment Vote	Purcell

Present: Larissa Maziak, Christopher Campbell, Mark Purcell, Diana Siembor, Himanshu Grover, Phil Hurvitz, Rachel Berney, Branden Born, Marina Alberti, Qing Shen

**Vote: Approval of 11/29/16 minutes**

Moved and Seconded

Approve 7

Abstain 1

No 0

**Thesis Form Signing/Submittal Process (for when a student has finished their thesis or professional project)**

There are two major changes to how the MUP thesis forms are managed

One: Forms are now digitized

Two: Diana is no longer able to “hold” forms and wait for faculty approval by email when the thesis is “really done,” nor sign forms for faculty, nor scan the signed forms and email them to students. (It is the student’s responsibility to coordinate the signatures with their committee members.) This is to keep in line with UW Graduate School policies and procedures.

There are two forms, which require signatures:

One: Warrant for the Master’s Degree (for the Department’s records only)

Two: Supervisory Committee Approval Form (Thesis only) and the Signature Page (Prof. Project only). Both of these forms are the required “signature pages” that are included in the student’s thesis or bound professional project, and are public record.

It is the students’ responsibility to access both forms on line and route to their committee members. Faculty can sign either electronically or in person. There will now be the option of multiple forms, if one form can’t be routed.

Once faculty have signed the form they can either email back a scanned version to the student or put the form in student’s mail box.

Q. What happens if student needs to do revisions or if you know you will be out of town?

A. You can sign, scan and hold until the forms until you are ready to send them by email to Diana.

Diana will send these procedures to graduating students and faculty throughout the year.

Next fall, there will be a follow up discussion with faculty to check in how the process has been working.

## Ten year review Questions:

Christopher has drafted questions based on what he thought were issues important to the department and based on what were generally good housekeeping questions raised by other departments during their ten-year review.

The five draft questions revolve around the following topics

Diversity

Professional and Academic focus

Advancement

Research Support

Departmental Growth

Discussion:

“Research support” is kind of boring. It would be good to make this a bigger question. One thing we’d like to know is what is our role in research as planners? How do we prepare? How do we look at what the urban problems are and how do we research them?

From the UW perspective is it a review of the department? Is this a way for the UW to assess weak departments?

We should convey in these questions that the department currently does great things and this is an opportunity to ask the right questions to help us do even greater things.

How does the department attempt to understand the world and what are the epistemologies that we want to be defined by?

Do we need to include a sub question in 1 and 2 as they pertain to the curriculum specifically?

For example, the work we’re currently doing with diversity by creating the race and social justice course etc.

One question that comes up is how do you measure the effectiveness of a curriculum.

In the self-study process will this provide an opportunity to discuss the strategic plan?

**Vote: Appoint Affiliate Instructor Dan Carlson to UW Graduate Faculty status:**

Qing moves

Mark second

Discussion

8 yes

0 no

0 abstention

**Announcements:**

UL Hines completion is set to go.

Rachel's book has come out!!! There is also a discussion on doing a book event with other faculty who have published books.

**Meeting has been closed to eligible voting faculty for tenure promotion vote:**