GRADUATE COMMITTEE MEETING MINUTES

Date Held: 10.25.12  
Present were: Michael Alfano, Tim White, Craig Huffman, Andrew Chin and Valerie Goodwin

The meeting began at 12:30 pm and was held in the small conference room in the Faculty wing.

Issues Discussed:

1. We discussed starting the thesis earlier, perhaps a semester earlier.

2. We discussed the need to be clearer in terms of the different types of theses our students do. Possibilities were the Design thesis and the Research thesis requiring different kinds of output. The former would require more design and the latter more writing.

3. Craig agreed to draft a preamble to the portfolio review requirements.

4. The discussion about the Graduate admission process focused on:
   - Placement vs. admission.
   - Excellence with caring (the University’s vision statement) should impact the admission process.
   - The establishment of “gates” during the matriculation process for the 3 ½ year program.
   - Part of advisement refined to include a “check” on skills and progression. Students could be given a specific list of deficiencies as part of the advisement/review. These deficiencies would not be based on grades in the studio.

5. Andrew spoke about an upcoming video conference call with various schools of architecture. Our committee needs to craft a list of questions or an agenda. These questions would not serve as a script, we could then let our questions evolve based on the content of the discussion. Andrew to provide the group a list of schools we will conference with. The committee will also provide input.

6. We can also fold the video conference results into the research we are doing on various schools and their admission, comprehensive design & thesis policies.

7. Andrew will report back to the committee on the Accreditation Conference he will attend.
Ongoing assignments

1. Gather information on our current admission policy → TIM
2. Gather copies of the graduate student policy (admission, etc...) information currently on our website. → Mike
3. Have Graduate Assistants research what other schools include on their websites that pertain to graduate student policies. → Valerie
4. Draft a preamble to the portfolio review requirements → Craig

THE MEETING ADJOURNED AT ABOUT 1:30 PM.