GRADUATE COMMITTEE MEETING MINUTES

Date Held: 11.15.12
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:

Graduate Admissions/Portfolio Review:
1. Craig presented a draft “Portfolio Review Requirements” form. It was discussed and was generally felt to be a very good document. Craig will tweak it based on our discussion. We agreed to use it as a way of responding to Javon Morley’s admission request. It will also serve as a “test” of the new evaluation form.
2. Craig will review the new form with our 4th year students on the Friday of jury week. In addition, this form will be given to all faculty so they are aware of what is expected of each matriculating student. Students would also get the form when they enter the school of architecture.
3. All in attendance were asked to mark up the draft form and give it to Craig.
4. We also discussed other admission requirements such as the GPA and GRE. We talked about the top 25% portfolio applicants, the borderline portfolios and the bottom tier. We talked about developing a “formula” that might give prescribed weights to the 3 main admission tools (GRE, GPA and Portfolio). This weighting system might allow more flexibility thus doing our due diligence on “Excellence with Care”. Nothing definitive was decided, all realized the need to keep this discussion going.
5. Placement strategies for those not in the top 25% was examined.
   - We talked about whether we institute a way of allowing borderline portfolio applicants to be placed in an additional design studio and admitted with marginal status.
   - We also discussed giving borderline 4 + 2 applicants the option of reapplying after taking Design 2.
   - In addition the committee reviewed the idea of establishing a “gate” (similar to that for entry into the 4 +2 program) for admitted 3.5 students after completion of Design 4. Students could be asked to submit a portfolio or take part in a pin-up that would be assessed by faculty to determine they have mastered certain skills and abilities and therefore be allowed to continue in our program.

ACSA ACCREDITATION CONFERENCE
1. Andrew gave a short report to the committee identifying what he garnered from the conference. It seems other schools are having similar discussions about their recent NAAB visit as it relates to comprehensive design. Many programs do comprehensive over the span of 2 semesters and it is tied back to courses on building systems.

VIDEO CONFERENCE CALL
1. Andrew identified several schools he thought we should conference with.
2. We talked about dates for the call. Tuesday or Thursday during Exam week are possibilities. Andrew to get back to the committee.

NEXT MEETING:
Tuesday, November 27th at 12:30 pm in the small conference room in the faculty wing.