

Subject: Faculty Meeting Notes

Date: Wednesday, December 19, 2012 at 12:06:06 PM Central Standard Time

From: Vincent Canizaro (sent by Roxanne Cuevas <Roxanne.Cuevas@utsa.edu>)

To: John Alexander, Araiza, Armando, Armando Araiza, Dror Baldinger, Robert Baron, Beeson, Saadet Toker, Saadet Beeson, Mark Blizard, Norma Blizard, Craig Blount, David Bogle, Bogle, David, Edward Burian, Ian Caine, Vincent Canizaro, Chavela, Eva, Evelyn Chavela, Roxanne Cuevas, James Dawes, Dawes, James, Doganer, Sedef, Sedef Doganer, William Dupont, Curtis Fish, Fish, Curtis, Gomez, Jose, Claudia Guerra, Diane B Hays, John Hertz, Azza Kamal, Lanford, Susan, Susan Lanford, Bill Lasseter, Lasseter, Bill, James Lewis, Doug Lipscomb, Angela Lombardi, Diane May, Kevin McClellan, McGlone, Ann, Ann McGlone, Taeg Nishimoto, Darryl Ohlenbusch, Ohlenbusch, Darryl, Sue Ann Pemberton-Haugh, Antonio Petrov, Ela Poursani, Poursani, Ela, Hazem RashedAli, Nicholas Reisen, Shelley Roff, Candid Rogers, Juana Salazar, Salazar, Juana, Nikos Salingaros, Schmidt, Ryan, Shad Calvetti, Steven Cordero, Stephen A Temple, William Townsend, Toxey, Anne, Maggie Valentine, John Webb (Architecture), Venetta Williams

Priority: High

Colleagues -

As a recap to the issues discussed and decided upon at the 12-11-12 Faculty Meeting I am providing the following memo. It was a good and fruitful discussion and in order to help you recall those things to which we came an agreement over here are some notes to that regard:

1) STUDENT GALLERY WORK: Please KEEP AT LEAST ONE project from your STUDIOS per semester. I will provide Storage as soon as I can behind the Gallery. In the Fall of each year, we will select the best for whole school year (UG): 2nd, 3rd, 4th, and 1st year grad, 1st year "M.Arch 3" grad.

2) Future "Dean's Distinguished Visiting Critics" proposals. PLEASE THINK ABOUT THIS and SEND ME proposals for future Spring semesters. Recall, that the arrangement will be YOU running the studio day-to-day in conjunction with this guest critic.

3) READING LIST: Please send Ed Burian and Myself any books you would like included. You can visit the current content here:

<http://architecture.utsa.edu/academic-programs/department-of-architecture/reading-list/>

You can also send comments to me about not including some entries as well.

4) PLAGIARISM: We agreed to **be more aware** of the many ways we can educate our students in how to properly participate in the wider culture of artistic, intellectual, and creative activities WITHOUT STEALING THE WORK OF OTHERS or PASSING THE WORK OF OTHERS IN AS THEIR OWN. We discussed the importance of ETHICS in this regard and our need to reinforce in this era of CUT & PASTE. And we all agreed to REQUIRE STUDENTS TO DOCUMENT THE SOURCING OF IMAGES for ALL PROJECTS TURNED IN FOR A GRADE as a good strategy educate generally about ownership of words, ideas, and works. How you require their participation is at your discretion as their instructor.

5) PLUS / MINUS GRADING: We agreed to use it across the board with FULL KNOWLEDGE OF THE CONSEQUENCES OF AWARDING MINUS GRADES. Recall that a B- is no longer still above 3.0 in effect = 2.67 pts.

Here is the Numerical System:

A+	4.0 (yes, this is kind of ridiculous)
A	4.0
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33

C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

You can read and respond to the Provost here:

<http://provost.blogs.utsa.edu/2010/12/07/plus-minus/>

6) ATTENDANCE / Lateness / Incomplete Use Policy:

We talked quite a bit about this AND CAME TO COMPLETE CONSENSUS. Here is my text for ALL syllabi based on that discussion.

Include the following in your syllabus:

Attendance Policy (Department of Architecture)

Policy: YOU MUST ATTEND CLASS FOR THE FULL CLASS PERIOD for every scheduled Class.

There are two kinds of absences, excused and unexcused.

Excused Absences are those for religious observance, illness, military service, or other official activity in which the student is required to participate. For illness, a note is required and if necessary one can be obtained from the DT Campus Nurse free-of-charge. Work or exams missed via excused absences will be accommodated by the instructor. (See HOP 5.09) However, should excused absences become excessive (excessive being defined as absences that result in the student's inability to adequately perform in class or those that effect the completion of assignments) then you and your instructor should discuss the possibility of recording an "IN" - Incomplete. (See General Academic Regulations

UnExcused Absences ARE ALL OTHERS. For all classes in the Department of Architecture, three (3) unexcused absences will result in the automatic reduction of your final grade by 5% (or 1/2 of a letter grade). Four (4) unexcused absences will result in the automatic reduction of your final grade by a total of 10% (or One whole letter grade). And five (5) unexcused absences will result in YOU FAILING THE CLASS.

Lateness Policy is to be defined by the Instructor.

7) LATE WORK Defined

Quite simply, we agreed that the definition of late work is work turned in beyond the due date and commencement of the class unless noted otherwise (such as an assignment slated to be due at the end of class, etc).

Include the following in your syllabus:

Late work will be automatically reduced by one letter grade, and thereafter, lowered by one letter grade for each subsequent 24 hour period the work is not submitted. An unexcused absence on a final review day (i.e. you don't show up with your work for a presentation) may result in your failing the project overall. The deadline or due date/ time for work is at the discretion of the instructor and may be the beginning of class, end of class, or any time in between.

8) Teaching Portfolio (required items to be submitted in hard copy format):

1. Statement of Teaching Strategies and Goals can (can also incl. Teaching Initiatives, Efforts to Improve Teaching, Additional Assessments or tools, etc.)
2. Syllabi
3. Example Exams / Project Statements
4. LIMITED examples of Student Work
 - 4a. For Seminar / Lecture Courses include 1-3 examples MAX per class of essays, papers, reading summaries, or other material you collect for grading.
 - 4b. For Studio Courses include Images of Student Work. You may include up to 2 pages per project / per course

only. Choose the images wisely. The work shown *SHOULD EXEMPLIFY* the goals of the course as established in the Studio Course Guidelines.

Have a good holiday everyone. See you in 2013. Cheers,

- Vince

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