Urban Studies Program Meeting  
11/3/17  
Minutes


1. Approval of agenda: approved as presented.

2. Approval of minutes (10/20/17): approved as presented.

3. Director’s Announcements
   i. Graduate program coordinators (Anne Wessells/MA and Matt Kelley/MS) are asked to prepare and submit annual budget requests.
   ii. Graduate program coordinator selection - process needs to be established. Do faculty want a separate meeting for this or do this during a regular faculty meeting? Jim will initiate/coordinate a separate meeting, and then a draft will be brought to a future faculty meeting.
   iii. Graduate programs need to establish a plan to staff courses when or if there is not coverage (i.e. faculty on sabbatical, medical leave, grant/research release, etc.). Ali will meet with the graduate committees separately to discuss this.
   iv. Academic Planning - Ali showed the Academic Planning rubric and data sets sent to campus by Lauren Montgomery. Workshop on November 16 from 11:00am-12:00pm Tioga 3rd floor commons.

4. Committee reports and distribution of 2017/18 roster

5. Scholarships:
   a. Scholarship committee: Fern (chair), Yonn, Linda, Anthony. Autumn applications have been received and Julia will forward the review materials to the committee.
   b. Ali reported on the scholarship budgets, available balances, and amounts pledged. As we get closer to the end of year, our scholarship fund amounts will be higher. Ali is developing matching funds options for board members, etc. If you can, bring ideas about how to leverage funds. Greg Lund added that the UWT alumni engagement group is doing a push for funds to support student scholarships. Gifts given during this campaign can be designated to any of our program scholarship funds.

6. Conflux: Yonn/Anne presented Conflux Occasional Paper series, its history, and future. There is interest in bringing it back to life which will require resources and a team to take in papers, edit, produce, and publish. Yonn is happy to lead this and wants input and support from the faculty and department. Structurally, we need to determine what it will take and how it will work. For example, we can involve graduate students in the workflow of incoming papers, connecting to other UW entities, include papers that highlight our events (Forum, Lecture Series), and faculty working papers. Faculty are open to the idea of nourishing this and researching some ways to collaborate and partner on this.

7. Forum planning update - Matt reported the subcommittee is looking at the composition of panelists, including youth/children participants. Ali reported that fundraising planning has begun
and initial efforts to raise funds are underway. The event description (previously presented) is being used to plan and raise funds.

8. Other:
   a. November 16 event (Urban Design Exhibition & Presentation) related to community garden design. There will be a dinner after the event - please let Ali know if you plan to attend. Julia or Carly will follow up to ask for RSVPs.
   b. Distinguished Teaching Award committee needs members. No volunteers at this time.
   c. Graduate Student Coffee Hour with the Director - there were 2 sessions (10/31 and 11/1). Students asked for an annual class schedule with times to help them plan. The students, in general, are very satisfied with the programs and have very little criticism. Students can see that faculty are connected/communicating outside of instruction and it is evident in the way course material is being taught.
   d. The First Generation Faculty Graduate Social hour is tonight at the Swiss from 5-7pm.