Otis College of Art and Design
Senior Cabinet
2009-2010

Summary of Decisions & Important Discussions

The Senior Cabinet met 6 times during the Fall 2009 term (9/8, 9/22, 10/7, 11/11, 12/2 and 12/16)
The Senior Cabinet met 11 times during the Spring 2010 term (1/20, 2/3, 2/17, 3/3, 3/24, 4/7, 4/21, 5/5, 5/19, 6/2, 6/17)

Key Decisions and Action Items

• Endorsed the Strategic Bridge Plan next steps.
• Endorsed the Budget Task Force’s recommendation for mid-year salary increases for qualifying faculty and an equal lump-sum year-end recognition gift for all full-time faculty and staff.
• Agreed to postpone annual performance reviews to the spring to align with budget cycle.
• Endorsed the Human Resource department’s proposal to offer the Otis community an additional medical insurance carrier and changes to the vision plan.
• Approved the Student Affairs department’s proposal to mandate MMR vaccinations and TB screening for all newly enrolled and readmitted students, effective Fall 2010.
• Approved the modification of the Goldsmith main campus entrance on La Tijera; project separate from Entry Way Experience redesign.
• Endorsed the Otis Resource Exchange proposal.
• Endorsed web-streaming the commencement program in May.
• Endorsed staggering the two-year terms of the academic seats on the Senior Cabinet.
• Agreed to post information about the Senior Cabinet on the Otis website and include in the faculty and staff handbooks.
• Endorsed a proposed parking solution for the first level of the Ahmanson garage.
• Reviewed content of draft Strategic Bridge Plan and forwarded to Senior Team for final prioritization work.
• Agreed to continue discussions on graduation rate improvement in order to develop the topics and a discussion process for conversations with the broader Otis community.
• The Senior Cabinet agreed that the IPT will be in charge of convening a Technology Planning Committee; the committee’s report to the Senior Cabinet is due in June 2011.
• Agreed to share Senior Cabinet meeting content with the Otis community.

In-Depth Discussions Led by Senior Cabinet Members

• Otis Retention & Graduation Rates and How to Improve Them (S. Hoi, E. Schoenberg)
• Connecting Graduate and Undergraduate Programs: External Visibility of Graduate Programs (P. Gadol, K. Nikitas)
• Professional Development for Faculty (K. Steinberg, M. Wright)
• Advancing the Academic Mission through Academic Initiatives (travel, visiting artists and special events) and Co-Curricular Activities (student life activities that support being at an art school), including “Student Involvement in College Life and Governance” (G. Keathley, L. Kiralla)
• Building a Very Strong Base of Understanding of Who We Are as an Institution (S. Cubba, G. Keathley)
• Technology and Web (B. Walters, M. Wright)
Discussion Highlights

• Provost leadership transition from John Gordon to Gwynne Keathley (October)
• Preparation and response to the flu pandemic, including flu shots on campus
• Plans for a new 403(b) retirement plan provider and options
• Budget redesign process
• Emergency planning and California Great Shake Out Exercise (October)
• Clarification of the nomenclature used to describe the instructional facilities
• Memos to the Otis community re: economy
• Academic committees and working groups
• Work on College-wide learning outcomes
• Updates on academic events, conferences, lectures
• Enrollment, admissions, registration updates
• Fundraising updates
• Parking issues on the Goldsmith Campus
• Budget redesign process
• Strategic Bridge Plan timeline
• Bank of America space usage
• Provost search updates
• New Otis social space on Goldsmith Campus
• Faculty and technology on campus
• Otis Alert System
• Student class attendance after three absences
• Leave of Absence Policy
• National College Health Assessment Survey Results
• Interim Provost Team
• Integration of the annual Creative Economy event into the Otis academic community
• Admissions and enrollment updates
• Commencement updates
• Administration & Finance division mission statement
• Possible Year-End Stipend