Background statement: On May 7, 1987, the Chair of the Academic Senate asked the Research Committee to review a proposal for the formation of a Design Institute by the School of Architecture and Environmental Design with respect to Cal Poly's mission and goals and with respect to the proposal's compliance to the Senate Resolution AS-231-86 regarding the formation of Research, Education and Public Service Units. The Research Committee respectfully submits its findings in the form of the present resolution.

**AS-256-87/RC**

**RESOLUTION ON PROPOSAL FOR ESTABLISHMENT OF A DESIGN INSTITUTE**

WHEREAS, The proposed institute is complementary to Cal Poly's mission and goals by promoting and facilitating professional development of faculty, and by creating an environment which enhances the educational process; and

WHEREAS, The proposed institute fosters an interdisciplinary approach to research, graduate studies, and public service; and

WHEREAS, The attached proposal for the formation of the institute conforms with the norms established by Senate Resolution AS-231-86 regarding the Establishment of Research, Educational, or Public Service Units; therefore, be it

RESOLVED: That the Senate lends its full support to the formation of a Design Institute in the School of Architecture and Environmental Design at Cal Poly.

Proposed By:
Research Committee
May 26, 1987
A PROPOSAL TO ESTABLISH

A

DESIGN INSTITUTE

School of Architecture and Environmental Design
California Polytechnic State University, San Luis Obispo

4 February 1987

The creation of a Design Institute represents one of the major Goals of the School of Architecture and Environmental Design as adopted by the faculty on May 23, 1985
I. Rationale

The School of Architecture and Environmental Design at California Polytechnic State University, San Luis Obispo, is unique in the nation in terms of its mix, diversity, and size of its programs. It has acquired an enviable reputation for its undergraduate degrees. National acclaim has been accorded these programs especially in preparing entry-level graduates for entering into the professions reflected in the School.

While the five baccalaureate degree programs in the School have achieved excellent reputations, continuous renewal and new developments which keep the programs current are necessary. Within a comprehensive school of architecture and environmental design in a university one of the essential ways of bringing about both qualitative and quantitative change in programs is through participation of faculty and students in advanced studies and research.

The School of Architecture and Environmental Design is moving to enhance and further emphasize its unique disciplinary composition by the development of advanced studies which will encourage and require higher levels of interprofessional effort. As one of the means of advancing this new direction for the School, outlined in this proposal is framework for establishing a DESIGN INSTITUTE which will serve as an organizational vehicle to promote and facilitate interprofessional collaboration and inquiry through graduate studies, research.
and community service, and will also provide a means for assisting in the self-renewal and foster professional development of faculty as well as a place where experiential and experimental learning can be fostered for students.

II. Purposes and Functions

The purposes of the INSTITUTE are to promote and facilitate interprofessional collaboration and inquiry through graduate studies, research and public service, and to provide for further professional development of both faculty and students by these activities.

The functions of the INSTITUTE will be:

1. To facilitate graduate education in the programs of the School of Architecture and Environmental Design;
   a. by giving focus to graduate study through research activities and community service.
   b. by the provision of assistantships and fellowships.
   c. by stimulating interdisciplinary course development and offerings across the disciplines within the graduate programs of the School.

2. To stimulate research within the disciplines of the School of Architecture and Environmental Design
   a. by the conducting and sponsorship of interdisciplinary research projects involving contributions from two or more of the disciplines within the School.
   b. by the sponsorship of research units in the established professional areas represented within the School.
   c. by the provision of administrative services for the research
units and programs, including assistance with the negotiation of contracts, and applications for grants. It should be pointed out that the INSTITUTE and its support role are not intended to be duplicative of the Research Development Office. Rather, the intent is to provide assistance at the School of Architecture and Environmental Design level in conjunction with the Research Development office.

3. To more fully engage the resources of the School of Architecture and Environmental Design in a more productive relationship with practicing professionals and the public-at-large;
   a. by providing training, consultation, technical assistance, and such other applications of faculty and student expertise as may prove useful.
   b. by offering short courses, conferences and workshops to practicing professionals as well as other appropriate groups.
   c. by employing instructionally-related practicums focused on communities as a means of fostering and demonstrating interprofessional collaboration within the design-build context.
   d. by developing an active field service program to insure that the philosophy of "learning by doing" has a real world base.
   e. by establishing a distinguished speakers' program to address and better articulate the interprofessional nature of the School of Architecture and Environmental Design and its various disciplines.
   f. by developing a registry of fellowships, scholarships, faculty exchanges and other opportunities for faculty and
student enhancement and professional development.

4. To stimulate and promote through its various activities collaborative relationships with other universities, either within the California State University system or the University of California system.
   a. by seeking and developing collaborative research opportunities.
   b. by stimulating mutual course and degree offerings where appropriate.
   c. by developing jointly short courses, conferences and workshops for practicing professionals and other appropriate groups.

III. Current and Past School-Wide Activities Reflecting INSTITUTE Purposes and Functions

Already the School of Architecture and Environmental Design has an impressive set of current and past activities that reflect the purposes and functions of the proposed INSTITUTE. The INSTITUTE would help to promote and widen these opportunities so as to enrich the instructional programs within the School. Listed below is a select list of activities.

- Student Union Fitness Center (ARCH)
- Joint Sponsorship of the Built Environment Education Program (BEEP) with the Central Coast Chapter of the American Institute of Architectures (ARCH)
- Downtown San Buenaventura Charrette, October 1985 (ARCH)
- Urban Lab at Cal State, Los Angeles (ARCH)
- Design Village Conference (ARCH)
- Garden Street Redevelopment Activities for the City of Irvine (ARCH)
- Evaluating CAD Systems for IBM, Holquin, Inc. (ARCH)
- Earthquake Hazard Assessment of Heavy Facades/Claddings and Connections; Their Influences on the Seismic Response and Behavior of Low/Medium Rise Buildings With Different Framing Systems. National Science Foundation. (ArchE)
- The Gildea Resource Center Design Competition, Community Environmental Council, Santa Barbara (LA)
- Kern River Study, Kern River Foundation (LA)
- Town of Mariposa Study (LA)
- PG & E Energy Information Center, Landscape Design Competition (LA)
- Self Help Housing Handbook, Guadalupe, CA (LA)
- Nipomo Mesa Study, County of San Luis Obispo (LA)
- Prado Basin Study, U.S. Corps of Engineers (LA)
- Community Attitude Survey, City of Carmel (CRP)
- Community Based Laboratory Practicums (CRP)
  - City of Solvang
  - City of Paso Robles
  - City of Morro Bay
  - City of San Luis Obispo
  - Los Osos-Baywood Park
  - City of Atascadero
  - Five Cities area
- Conference on Small Town and Rural Aesthetics - August 1987 (CRP)
- Host, California Chapter of the American Planning Association Annual Conference, San Luis Obispo - 1985 (CRP)
- Sponsorship of Cal Chapter Network, a network on computer applications in planning (CRP)
IV. Organization

1. The INSTITUTE shall be organized as a suborganization of the University within the School of Architecture and Environmental Design.

2. The governing body of the INSTITUTE shall be the Council of the School of Architecture and Environmental Design. This council, along with an Advisory Body for the INSTITUTE, shall establish policies for the operation of the INSTITUTE.

3. The professional staff of the INSTITUTE shall include a director, research investigators as reflected by the research units, and clerical support incident to the needs of the mission of the INSTITUTE.

4. The director of the INSTITUTE shall be responsible for the administration and operation of the INSTITUTE and shall report directly to the Dean of the School of Architecture and Environmental Design.

V. Director

For the first two years of the INSTITUTE the director will be Dr. William A. Howard, Head of the Department of City and Regional Planning. Dr. Howard has directed similar institutes and centers at other universities, including being Director, Center for New Towns and Community Design, University of Colorado; Director, Institute for Advanced Urban Studies, University of Colorado; Director, Center for Urban and Regional Studies, Virginia Polytechnic Institute and State University. He also served as the Director for Extension, College of Architecture and Urban Studies, Virginia Polytechnic Institute and State University. Additionally, Dr. Howard has served as a consultant to numerous colleges and universities regarding the organization of centers and institutes for research and public services,
including the establishment of the Center for Rural Development (Adam State College, Colorado) which was established through a Rural Development grant from the W. K. Kellogg Foundation, the Western Colorado Rural Communities Project, also established by the W. K. Kellogg Foundation, and the Snake River Regional Studies Center, College of Idaho.

VI. Budget

1. The budget of the INSTITUTE shall be under the jurisdiction of the President of the University and the Dean of the School of Architecture and Environmental Design who shall fix salary scales and terms of appointment and tenure, and who shall appropriate funds for the support of the INSTITUTE.

2. The INSTITUTE with the approval of the President of the University, and in conjunction with the California Polytechnic State University Foundation shall be authorized to accept grants or subventions from foundations, governmental and private agencies; such grants or subventions to be in accord with the purposes and functions of the INSTITUTE described in Articles I and II of this charter.

3. A Director of the INSTITUTE will have release time incident to the needs of the INSTITUTE and concurrent with teaching and/or administrative responsibilities.

4. Long term funding for the INSTITUTE will be based on a broad campaign, soliciting funds from alumni, practicing professionals, foundations, and industry. The gift of property by Mr. Charles Luckman to the School of Architecture and Environmental Design will serve as an anchor for such a funding campaign.

5. A start-up budget for the first two years of operation is presented below:
## Proposed Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>1987-88</th>
<th>1988-89**</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Assigned time for director</td>
<td>.50*</td>
<td>.50*</td>
</tr>
<tr>
<td>b. O &amp; E</td>
<td>$6,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>c. Telephone</td>
<td>$350</td>
<td>$350</td>
</tr>
<tr>
<td>d. Secretary</td>
<td>Secretarial support will come from existing resources in the School of Architecture &amp; Environmental Design.</td>
<td></td>
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</tbody>
</table>

* Assigned time is based on a twelve month basis beginning with the proposed start-up date of July 1, 1987. Sources of assigned time: a request is made for .25 of a position from the Vice President for academic affairs and the other portion of the position of .25 coming from faculty allocations within the School of Architecture and Environmental Design.

** Support for the INSTITUTE after the 1988-89 time period will be based on the funding campaign outlined in VI.4 above.

### VII. Facilities

A suite of offices in Engineering West (Building 21, Room 220 and 220A), formerly the Planning Reference Center, will be the location of the DESIGN INSTITUTE. Part of this facility is now in use by one of the research projects in the School of Architecture and Environmental Design, and that will come under the organizational framework for the DESIGN INSTITUTE, namely, the Computer-Aided Design Research Unit.

### VIII. Publication

The INSTITUTE shall attempt to facilitate the publication of research material in the various journals and media which exist in the disciplines
represented in the School of Architecture and Environmental Design. In addition, the INSTITUTE shall publish periodic reports of its activities, as well as interpretations and applications of research findings of the INSTITUTE and its various research units.

IX. INSTITUTE Activities and Faculty Appointment, Retention, Promotion, and Tenure

It shall be the responsibility of the Director of the INSTITUTE to acknowledge by appropriate memoranda the activities and contributions of faculty at the beginning of ARPT considerations. These memoranda will be directed to participating faculty, departmental peer review committee chairs, department heads and the dean of the School of Architecture and Environmental Design.

X. INSTITUTE Activities and Relationships with the Instructional Departments in the School of Architecture and Environmental Design

The INSTITUTE is to augment the instructional departments through research and public service, advanced studies, and to afford opportunities for professional development of faculty and to give further meaning by its activities to the philosophy of "learning by doing" for the students of the School of Architecture and Environmental Design. The INSTITUTE is intended to be an "entrepreneurial" addition to the School, to bring currency by its activities to the instructional mission of the programs and to advance the professions through its outreach efforts.

XI. Proposed Start-Up Time

The proposed start-up time is 1 July 1987.
XII. BYLAWS of the INSTITUTE

These bylaws are applicable within the authorization established by the Board of Trustees of California State University and the California Polytechnic State University.

ARTICLE I - NAME

The name of this organization shall be the DESIGN INSTITUTE, referred to in these bylaws as the INSTITUTE.

ARTICLE II - PURPOSE AND POLICIES

Section 1 - Purposes

The INSTITUTE is a non-profit organization established to promote and facilitate interprofessional collaboration and inquiry through graduate studies, research and public service, and to provide for further professional development of both faculty and students within the School of Architecture and Environmental Design by these activities.

Section 2 - Policies

The policies of the INSTITUTE shall be in harmony with the policies of the California State University and the California Polytechnic State University.

Section 3 - Dissolution

In the event the INSTITUTE is dissolved, its assets remaining after payment of, or provision for payment of, all debts and liabilities shall be distributed to the California Polytechnic State University Foundation in trust for the University.

ARTICLE III - MEMBERSHIP

Section 1 - Class of Membership

Only faculty of the California Polytechnic State University, San Luis Obispo, and faculty-selected students, research associates, staff and consultants shall be members of the INSTITUTE. The classes of membership shall be as follows:

a. - Faculty

Faculty members are those individuals under contract with the University with faculty rank.

b. - Research Associates

Research associates are those individuals on research projects with expertise germane to the particular needs of the INSTITUTE and are granted time dependent status with the INSTITUTE and its activities.
c. - Staff

Staff members are those individuals serving the University in either an instructional or non-instructional capacity. Staff members have University affiliation.

d. - Consultant

Consultant members are those individuals serving the University on a per diem basis. Consultant members do not have University affiliation.

e. - Student

Student members are those individuals engaged in study at the University on either a full-time or part-time basis.

f. - Advisory Board Member

Advisory board members are those persons selected by the University and Executive Committee to serve in an advisory capacity to other INSTITUTE members.

Section 2 - Admission to Membership

a. - Eligibility

All interested faculty of the University can be associated with the INSTITUTE if so desired. All members of other classes are required to have written agreements to serve the INSTITUTE and its programs.

b. - Proposals of Members

Any faculty member engaged in an INSTITUTE program may propose candidates for membership for some duration of service in one or more programs.

c. - Acknowledgment of Membership

The Director of the INSTITUTE shall acknowledge members with the consent of the Executive Committee.

Section 3 - Terms

Terms of members shall be determined by the Executive Committee.

Section 4 - Fees and Dues

There shall be no fees or dues paid by members.

ARTICLE IV - ADMINISTRATION

Section 1 - Personnel

Administrators shall consist of a Director, Associate Director(s), Research
Associate(s), and those others selected by the University with the consent of the Executive Committee.

Staff members are those individuals serving the University in an instructional or non-instructional program of the INSTITUTE. Staff members shall work under the direction of personnel listed in IV.1.

ARTICLE V - ADVISORY BOARD

Section 1 - Composition

The Advisory Board of the INSTITUTE shall consist of no more than 2 individuals recommended by the School of Architecture and Environmental Design Council and approved by the Dean with the concurrence of the Vice President for Academic Affairs.

Section 2 - Powers and Duties

The Advisory Board shall provide advice and comment on INSTITUTE programs, shall engage in public relations and fund raising for INSTITUTE programs, and shall provide overall guidance and direction to the INSTITUTE. Following the initial year of operation, the Advisory Board shall appoint members to the executive committee.

Section 3 - Meetings

The Advisory Board shall meet at least once a year to review INSTITUTE programs and to provide general direction to the INSTITUTE. The Board may elect to meet for special purposes at any other times upon agreement of a majority of Board members.

Section 4 - Number Constituting a Quorum

A majority of members shall constitute a quorum.

ARTICLE VI - EXECUTIVE COMMITTEE

There shall be an Executive Committee composed of the Director of the INSTITUTE, 2 members of the University and 2 members of the Advisory Board. In the first year of operation, members to the Executive Committee will be recommended by the School of Architecture and Environmental Design Council and approved by the Dean and the Vice President for Academic Affairs. Thereafter, the Advisory Board shall make selections with the consent of the Dean and the Vice President for Academic Affairs. The Executive Committee shall have all the powers of the Advisory Board. The Committee shall meet over each quarter, except summer quarter. Minutes of the Committee shall be submitted to the Board for ratification at its annual meeting unless a special meeting is called for that purpose.

ARTICLE VII - FISCAL POLICIES

Section 1 - Fiscal Year

The fiscal year shall be in accordance with the University.
Section 2 - Accounts and Audit

The books and accounts of the INSTITUTE shall be kept by the California Polytechnic State University Foundation in accordance with some accounting practices, and shall be audited annually in accordance with University policies.

ARTICLE VIII - OPERATING GUIDELINES

The Executive Committee may develop operating guidelines to implement these bylaws.

ARTICLE IX - AMENDMENTS

The bylaws may be amended by a 2/3 vote of the members of the Advisory Board voting at any meeting of the INSTITUTE, provided that each member has received an advance notification of the proposed amendments.
To: Charles Crabb, Chair  
Academic Senate

From: Warren J. Baker  
President

Subject: ACADEMIC SENATE RESOLUTION ON  
PROPOSAL FOR ESTABLISHMENT OF  
A DESIGN INSTITUTE (AS-256-87/RC)

This will acknowledge Lloyd H. Lamouria's memo of June 11 with  
which he transmitted a resolution relative to a Proposal for  
Establishment of a Design Institute (AS-256-87/RC). I am  
forwarding this resolution to Vice President for Academic Affairs  
Malcolm Wilson for his review and recommendations.
Date: June 11, 1987  cc: Malcolm Wilson (w/attachment)

To: Warren J. Baker, President

From: Lloyd H. Lamouria, Chair
Academic Senate

Subject: Proceedings of the Academic Senate, June 9, 1987
Resolution on Proposal for Establishment of a Design Institute
(AS-256-87/RC)

The attached resolution was adopted almost unanimously by the Academic Senate on June 9, 1987 and is herewith forwarded for your consideration and approval.

Attachments
Memorandum

To: Dean G. Day Ding
   School of Architecture and
   Environmental Design

From: Warren J. Baker
   President

Subject: APPROVAL TO ESTABLISH A DESIGN INSTITUTE

Date: August 24, 1987

I am pleased to approve the establishment of the Design Institute in the School of Architecture and Environmental Design. In doing so, I would like to commend you and the faculty for developing an excellent proposal that not only offers significant new opportunities but also encompasses three significant research efforts by establishing the CAD Research Unit, the Earthquake Resistant Building Systems Research Unit, and the Geographic System Technology Research Unit.
I am pleased to endorse, and recommend your approval of, the attached final proposal to establish a Design Institute at Cal Poly. The proposal has been reviewed and endorsed by the Academic Senate and Academic Deans' Council in accordance with Administrative Bulletin 87-3.

Attachment