

**TEDC Planning Retreat Agenda**

Thursday, March 12, 2015

Rm. 800 at 66W12th Street

11am - 2pm

*(Lunch will be served)*

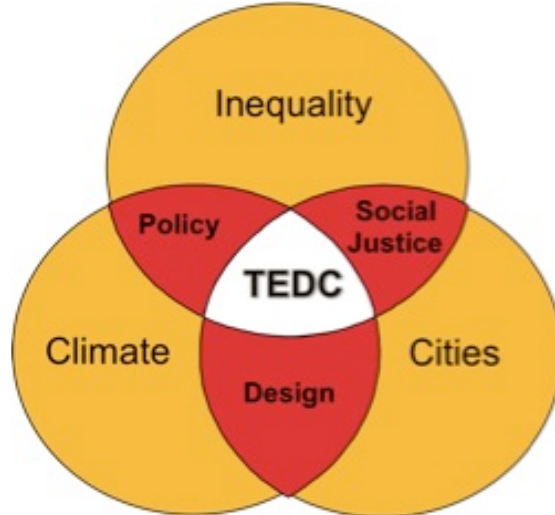
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|------------------------|--|
| <b>11:00 - 11:15pm</b> | <b>Mission/Vision (Why?)</b>   |
| <b>11:15 - 11:45am</b> | <b>Key Roles &amp; Governance (Who?)</b> <ul style="list-style-type: none"><li>▪ TEDC Leadership - Directors &amp; Associate Directors</li><li>▪ Affiliated Faculty<ul style="list-style-type: none"><li>▪ Priority Reach-outs</li><li>▪ Sub-teams</li><li>▪ Update on Faculty Applications</li></ul></li><li>▪ Advisory Board<ul style="list-style-type: none"><li>▪ Nomination Process</li></ul></li><li>▪ Staff<ul style="list-style-type: none"><li>▪ Hiring Process Procedure</li><li>▪ Reporting Structure</li></ul></li></ul>                                     |
| <b>11:45 - 12:30pm</b> | <b>Projects and Goals (What?)</b> <ul style="list-style-type: none"><li>▪ ReNew School: Project 14K<ul style="list-style-type: none"><li>▪ Research Awards (Criteria)</li><li>▪ Coursework</li><li>▪ Student Internships</li><li>▪ Visiting Scholars</li><li>▪ Community Outreach / Partnerships</li></ul></li><li>▪ Communication Hub<ul style="list-style-type: none"><li>▪ Database</li><li>▪ Newsletter</li></ul></li><li>▪ Programming<ul style="list-style-type: none"><li>▪ Earth Day</li><li>▪ Civil Society Event (Paris) tied to tribunal?</li></ul></li></ul> |
| <b>12:30 - 12:45pm</b> | <b>Timeline (When?)</b>  |
| <b>12:45 - 1:15pm</b>  | <b>TEDC Presence (Where?)</b> <ul style="list-style-type: none"><li>▪ Online Presence</li><li>▪ Physical Presence</li></ul>  |
| <b>1:15 - 2:00pm</b>   | <b>Workshop Big Questions (How?)</b>   |

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## **Tishman Environment and Design Center (Renewed Mission)**

The Tishman Environment and Design Center (TEDC) fosters the integration of bold design, policy, and social justice approaches to environmental issues to advance just and sustainable outcomes in the context of diverse community participation. The Center connects interdisciplinary faculty research and practice with innovative pedagogy to address critical issues generated by the impacts of climate change and other environmental threats to community well being. Applying design strategies, social science perspectives, and the tools of ecological analysis and intervention, TEDC initiatives confront the most pressing issues of the day while engaging students to envision a more social-ecologically resilient and just world.

To assure that The New School is an exemplar of urban green design, construction, sustainable institutional practices and behaviors, TEDC works with faculty, staff, students, and key administrators. Initiatives seek to exemplify the level of campus sustainability achieved with the LEED Gold University Center. The TEDC studio/workshop space serves as a dedicated hub for faculty, students, staff, and community members to plan, convene, create, assess, and showcase initiatives across disciplines and the university.



# TISHMAN ENVIRONMENT AND DESIGN CENTER THE NEW SCHOOL

The Tishman Environment and Design Center (TEDC) fosters the integration of design strategies and bold social and ecological approaches to environmental issues to advance just and sustainable outcomes within a community context.

From its inception, the Tishman Environment and Design Center (TEDC) has exercised a vital university-wide role at The New School. Under the aegis of TEDC, an interdisciplinary undergraduate Environmental Studies degree program was launched and has provided students from three divisions a wide array of academic experiences and supported internships. TEDC public programming has offered dozens of major events featuring prominent speakers, environmentally-relevant arts exhibitions, public forums, and workshops; faculty research has connected scholars to work on such topics as urban resilience, food systems, land-use and restoration through New York City-wide and international networks, with attention to the relationships between environmental issues and design strategies across all these initiatives. Many initiatives have provided particular attention to issues of environmental justice.

Building on this work, TEDC is now prepared to take bold steps to address the increasingly urgent need to integrate design and environment to confront climate change and its impacts on social justice; to foster efforts that enhance urban resilience; and to provide New School faculty, students,

and staff opportunities for research, teaching, practice, and environmental citizenship at a new level of intensity and on a wider range of issues.

This document presents a vision for a re-launched TEDC and a three-year plan to achieve the vision through teaching, research, and community by:

- Unveiling **ReNew School:Project 14K**, the Center's premiere multiyear project. Through Project 14K, TEDC will galvanize the 14,000 faculty, students and staff in the TNS community to become fully aware, service-oriented climate citizens of the campus and greater NYC community;
- Developing academic coursework to address critical issues generated by the impacts of climate change and other environmental threats to community well-being and social justice; and
- Maintaining a specific focus on deep engagement with underserved urban communities to foster climate justice.

## 9/17 Meeting Notes – What does success look like for TEDC?

## Summary of Notes

- **Areas of Concentration**
  - Climate Change
  - Social Justice
  - Urban
  - University Sustainability Agenda
  - Design
- **Main Activities**
  - Research
    - Our "type" of cutting edge research
    - action-oriented
    - Student grants to support faculty research
  - Public Programming and Community Outreach
    - linking students to real world issues and making the Center a place for community collaboration and convenings
  - Increase visibility on a local, national, and global scale
  - Action-oriented Teaching



### Working Group#1:

An Interesting and Welcoming **Space** (physical)

Stimulates **Community** (larger)

- Excitement and involvement

Celebrate our “type” of cutting edge research and learning

- Learning together; symbolic spaces
- **The Village** – accessible
- TEDC established temporarily at other physical locations – to communities that we work with
- Go-to space in the NE for **climate justice**
- Redefine design
- Fiscal health/\$ around collaborative projects
- Loud and leading voice in new behaviors – what is the meaningful
- Broadcast case studies loudly – from other parts of the world

### Working Group#2:

- Public programming and research are important
- Outreach to community using our personal contacts first that we can bring in
- TEDC needs to incentivize faculty to want to be part of center
  - Can't feel like it's an extra effort without reward
  - Needs to elevate faculty work
- In order to elevate faculty work, TEDC needs to **increase visibility on a local, national, and global scale**
- Engage with our students: the issues TEDC can work on should be very closely related to our students' lives
- **Student grants to support faculty research**
- Students should be able to come out of TEDC/TNS engaged in environmental/climate work
- Start with our **strengths: Climate Change, Social Justice, and Urban**
- Build on connections we can make with teaching and research
- The word “environment” needs to be unpacked

Group of faculty fellows elected/selected to oversee proposals of grants

- What would be conditions of fellowship or affiliation with TEDC?
- Faculty would need to be part of visibility effort: blogs, public programming, etc.
- Devote time to run TEDC (as part of advisory board) to run center – maybe 3 years
- Water Week is a model that we could use
- Look at bios of group at 1<sup>st</sup> Facilitated Meeting to **find overlapping themes of interest** (word cloud)
- Dynamic – changing over time with faculty
- Find key themes to work on over time
- **Central symposium to determine yearly theme**

### Working Group#3:

- **Raising up the visibility and activity of the Center**
- Awareness of what everyone does, listed on TEDC listing online, list all faculty, research projects, and all students working on the environment, sustainability, climate issues.
- **Need more of a presence of the activities across the school related to climate and sustainability**
- How do we communicate about the center to students – making it a hub for interactions with students and faculty – think about the visibility of the center physically
- Research opportunities for students and faculty
- Where are we housing “sustainability” on campus – who is funding it or nurturing it, curating it, physical site where existing events, activities and convenings
- Foster conversations that don’t already occur
- Dissemination information emanating from students, faculty, and classes
- Integrate fieldwork, collaborations with communities as incubation for students, links to research, faculty, and external collaborations with practitioners
- Linking students to real world issues and making the Center a place for community collaboration and convenings
- Need funding & institutional structures to usher this center coordination – look for funding specific to climate and sustainability to help support the center and center related topics - quarterly research grant workshops
- Public Programming & Make us a Go To place for innovation for climate justice, climate design

### Working Group #4

- Research Hub - different programs can draw on faculty time to teach courses
- Have faculty commit to teach courses so that any student will see environmental science at the New school being supported by x number of full time faculty
- The center would focus on **Research, teaching, public programming**
- There's a tendency for redundancy. There's a lot of action going on at different school. The center could identify the action and bring the units together.
- NSSR and Parsons - Graduate Institute (GIDIST) is a great model
- Is it about collecting and aggregating a way within the university to do our work better? OR
- Is TEDC the link between the university and the outer community that then enables universities to do things better?
- Activities could include teaching, faculty research, student projects, internships
- The name of the center is limited. Should rebrand to include climate change.

## **Description of Key Roles**

### **TEDC Director**

The Director of the Tishman Environment and Design Center will oversee strategic, operational, and budgetary aspects of TEDC, and will continue to lead the revitalization of TEDC to achieve the goals set forth in this planning document. The Director will implement the TEDC vision, exercising oversight of specific programs and directions, will supervise staff, and will work with the TEDC Advisory Committee (discussed below) to assure the participation of all stakeholders. In addition, the Director will provide leadership, guidelines, and contacts to fundraising and communication efforts. The Director will keep senior New School leadership and the Tishman family apprised of the progress of TEDC.

### **TEDC Associate Directors**

Associate Directors will support the TEDC Director in all areas. There will be two Associate Directors. Each Associate Director will provide input to the Director on strategy, develop ReNew School: Project 14K, and facilitate communication about TEDC directions among the various stakeholders.

Associate Directors will be especially important for keeping TEDC visible among faculty and students at NSPE, Parsons, Lang and NSSR and seeking out prospective projects among them. The Associate Directors will also monitor the progress of ongoing TEDC initiatives and research (including research assistants), keep the TEDC Director apprised of issues and opportunities, and identify resources TEDC may provide to enhance the impact of a given project. Associate Directors will also be responsible for developing and maintaining relationships with communities, the business sector and other research institutions who we may collaborate with.

In short, the Associate Directors will provide the “connective tissue” for TEDC and its stakeholders so necessary for the success of the Center and critical to New School sustainability and its impact through teaching, research, and community and constituent engagement.



### **TEDC Affiliated Faculty**

As an interdisciplinary program, TEDC brings together faculty from across the campus. These scholars teach, conduct research and/or service in areas related to the environment and at the intersections of design, policy and social justice. A TEDC affiliated faculty member holds an academic appointment in departments or interdisciplinary programs throughout The New School that support and advocate the mission of TEDC. Furthermore, TEDC Affiliated Faculty are instrumental in assisting the center with curriculum development and in the execution of the ReNew School: Project 14K initiative designed to strengthen the university's commitment to sustainability on and beyond the campus community. Affiliated Faculty can include full-time faculty (tenure and non tenure track) as well as half and three quarter time instructors, including but not limited to, Adjuncts.

Affiliated Faculty members serve as advocates for and liaisons to TEDC by keeping the Center informed of potential coursework and co-curricular collaborations within their respective departments and programs. Affiliated Faculty also participate, attend and promote events and programs administered by TEDC throughout the year as well as engage in networking and collaborative opportunities with faculty, staff and students across campus. In addition to having their accomplishments featured in the TEDC e-newsletter and being listed on the TEDC website as a joint member, TEDC Affiliated Faculty are eligible for select research funding support by way of their affiliation.

### **TEDC Advisory Committee**

This consultative body will advise the TEDC Leadership on such matters as internal and external relations, fundraising opportunities, and relevant developments and opportunities in the fields in which the Committee members are active. The Advisory Committee will meet a minimum of twice annually to advise on priorities for research funding, center based projects and initiatives, and affiliated faculty recommendations.

The eight person committee will include:

- three faculty members, selected through discussions with relevant deans and faculty;
- one staff membership will rotate periodically, selected from such critical areas for campus sustainability as Facilities, Human Resources, and Academic Technology;
- two student members, one undergraduate & one graduate, nominated by the Sustainable Cities Club; and
- two members from the larger (external) community.



**Communications & Partnerships Associate**  
**Part-time (20 hours a week)**

**Job Summary:**

The New School, in conjunction with the Tishman Environment and Design Center, recently submitted a bold, comprehensive plan to address climate change and sustainability, including divestment of fossil fuels. The Communications & Partnerships Associate role demands flexibility and an attitude that reflects a sense of responsibility, service and leadership for the newly restructured Tishman Environment and Design Center (TEDC). We seek a strong communicator and an active listener with high emotional intelligence, sound judgment and tact as well as a strategic thinker and open-minded collaborator.

**The Associate will be expected to:**

- Develop and manage a communications campaign for the Tishman Environment and Design Center (TEDC)
- Maintain cohesion and communication with associated faculty, students, community partners and executive leadership
- Develop and create original copy for quarterly online newsletter featuring updates on affiliated faculty and student projects
- Confer with internal Marketing and Communications team to update webpage, coordinate and promote events and initiatives and coordinate external media outreach related to the Center
- Manage social media on behalf of TEDC, including continuously providing updates on Twitter and responding to tweets in a timely manner as well as other relevant social media platforms
- Monitor and respond to emails sent directly to the [tedc@newschool.edu](mailto:tedc@newschool.edu) address
- Performs other related duties as required

**Minimum Qualifications:**

- Bachelor's degree required; environment and/or design interest strongly preferred
- Experience with developing and implementing communication plans
- Experience with utilizing and developing social media campaigns
- Attuned to trends in media relations and social media, and the technical tools needed to succeed in the current media environment
- Flawless editing and outstanding written and spoken communication
- Strong organizational skills with concern for attention to detail and accuracy
- Excellent interpersonal skills and desire to be part of a close-working team to support efforts of the Tishman Environment and Design Center (TEDC)
- Experience in higher education or at a non-profit organization is a plus but not required
- Writing samples required

## **Development Associate**

### **Part-time (20 hours a week)**

#### Job Summary:

The New School, in conjunction with the Tishman Environment and Design Center, recently submitted a bold, comprehensive plan to address climate change and sustainability, including a full divestment of fossil fuels. We seek a strong communicator and an active listener with high emotional intelligence, sound judgment and tact as well as a strategic thinker and open-minded collaborator. This person will work collaboratively with The New School University Office of Development.

The Associate will be expected to identify and sustain a portfolio of corporate, individual and foundation donors. The portfolio should include grants, gifts, and sponsorships from private institutional funders and government.

The Development Associate will also be expected to:

- Identify new funding opportunities via tracking of popular media, relevant development websites, public RFPs, government grant announcements and network of relationships of TEDC leadership, affiliated faculty, alumni and Advisory Committee members and beyond.
- Initiate, cultivate and maintain relationships with program officers from foundations and corporations as well as Alumni networks, individual donors, government grants and any one that may be strong prospects for funding
- Facilitate contact between potential funders and TEDC leaders in preparation for meetings, presentations, and other fundraising venues
- Write and edit a high volume of compelling proposals and letters of inquiry
- Work collaboratively with TEDC leadership to manage prospects, plan production schedules, and assure that all submission and reporting deadlines are met
- Provide administrative support to the daily operation of TEDC including assisting in the preparation of budgets and grants; monitoring, verifying and reconciling expenditure of budgeted funds as appropriate; assisting with processing employee onboarding and timesheets, handling event logistics, coordinating with other departments and planning weekly staff meetings.
- Assist with special projects and performs other related duties as required

#### Minimum Qualifications:

- Bachelor's degree required; environment and/or design interest strongly preferred
- Assist with special projects and performs other related duties as required
- Demonstrated ability in securing gifts from individuals, foundations, corporations and government contracts
- Excellent oral and written communication skills
- Strong project-management skills and excellent organization skills.

- Excellent interpersonal skills and desire to be part of a close-working team to support the efforts of the Tishman Environment and Design Center (TEDC)
- Professional demeanor and presentation capable of participating on donor visits and at special events
- Experience in higher education or at a non-profit organization is a plus but not required
- Writing samples required

## **Sustainability Associate**

### **Full-time**

#### **Job Summary:**

The New School, in conjunction with the Tishman Environment and Design Center, recently submitted a bold, comprehensive plan to address climate change and sustainability, including a full divestment of fossil fuels. The Sustainability Associate will play a central role in defining, implementing, and monitoring campus sustainability initiatives through the Tishman Environment and Design Center (TEDC). Chief responsibilities include monitoring campus greening initiatives, directing members of the New School community to resources that can help achieve greater sustainability, and coordinating efforts by TEDC in its interface to University offices in their efforts to achieve greater standards of sustainability. The Associate will especially focus on assisting those staff charged by their units with enhancing their sustainability initiatives. The Associate will keep the Director and Associate Directors apprised of opportunities and issues relevant to campus sustainability.

The Associate will develop, coordinate, and administer efforts and advise policies within the area of campus sustainability at The New School.

- Assist the TEDC and University leadership in defining goals, performance metrics and a long-range plan for sustainability at The New School.
- Monitor and evaluate program effectiveness, document performance trends, and recommend and implement modifications to improve program effectiveness
- Represent or communicate The New School's campus sustainability programs to the University community (faculty, staff, and alumni);
- Liaison with groups, programs, offices and departments across the University to achieve TEDC's sustainability objectives; serve on various Sustainability related committees as assigned by TEDC leadership.
- Represent The New School's sustainability programs to the public; attend professional meetings as appropriate; interface with external organizations to fulfill the mission of TEDC and support collaborative efforts with external and TEDC faculty and students
- Research, disseminate and implement best practices from other institutions with regards to sustainability that can be applied to The New School

#### **Minimum Qualifications:**

- Bachelor's degree required; environment and/or design interest strongly preferred
- Demonstrated ability in project management and sustainability efforts.
- Excellent oral and written communication skills
- Strong project-management skills and excellent organization skills.
- Excellent interpersonal skills and desire to be part of a close-working team to support the efforts of the Tishman Environment and Design Center (TEDC)

- Professional demeanor and presentation capable of participating on donor visits and at special events
- Experience in higher education or at a non-profit organization is a plus but not required
- Writing samples required

## **Notes from Student Facilitated Meeting – 11/18/14**

- **Incubator space**
- School to partner with private entity - **public-private partnership**
  - Come up with proposal to secure govt. grant
- Sustainability office at school - center of sustainability for the school
- Communication hub of sustainability
- Ability to partner students with specific interest with prof's interest
- Fellowship/Have a specific specialization with degree
- **Database of professor and departmental interests for students to partner with**
- Working papers while in school with professors
- Collaborating with students across school
- **Hackathons - bringing Parsons and Milano together**
- To bring designers in -
- **Outposts TEDC studio in Parsons**
- **TEDC kiosk** in printer center - post a question (design or policy) and people could ping network of people who want to answer questions
- **General skills clearinghouse - with collaborators**
- Networking with Parsons students who are aligned with
- Ongoing research and partnerships with government/city agencies - to get practical
  - **Tie in with academic credit - major draw**
- Reliable for outputs of people - for alums that come out of TEDC with specific skills
- **Projects where Tishman Environmental Design Center and policy students swap projects**
  - Iterative, circular in process
- **Partnering with the city** to leave legacy/seeds of TNS - take advantage of deBlasio administration
  - Education project
  - Lending our expertise to support NGOs/design school gardens/lend our skills/resources
- **Public space - planning/democracy - very low barrier to entry**
- Cross-over between Parsons/Milano
  - Exchange of knowledge/info in final project
- Opportunity for breakout sessions between students
- How to get design students?
  - "Trick" them to help with projects
  - **Bring in systems design/transdisciplinary students**
- The TEDC @ The New School - branding is important to connect with TNS
- **Student event (next one could be Parsons design contest for logo)**
  - Competitions
- **Dispersed TEDC things around campus**
  - Pop up shops
  - Kiosk info booth
  - Getting more water bottle fillers
  - Basic sustainability awareness to start drawing attention to TEDC
- **A way for students to bring sustainability issues to administration**
  - A way for students to find out why things are not happening
- A podcast - "This week at TNS"



- Student videos - promote school, sustainability, TEDC channel
- Filmed live discussions and set up tv stations around campus to watch while it happens
- Find source of material - clothing designs
- Group

John Clinton: Children's environmental literacy project - already have connections with them

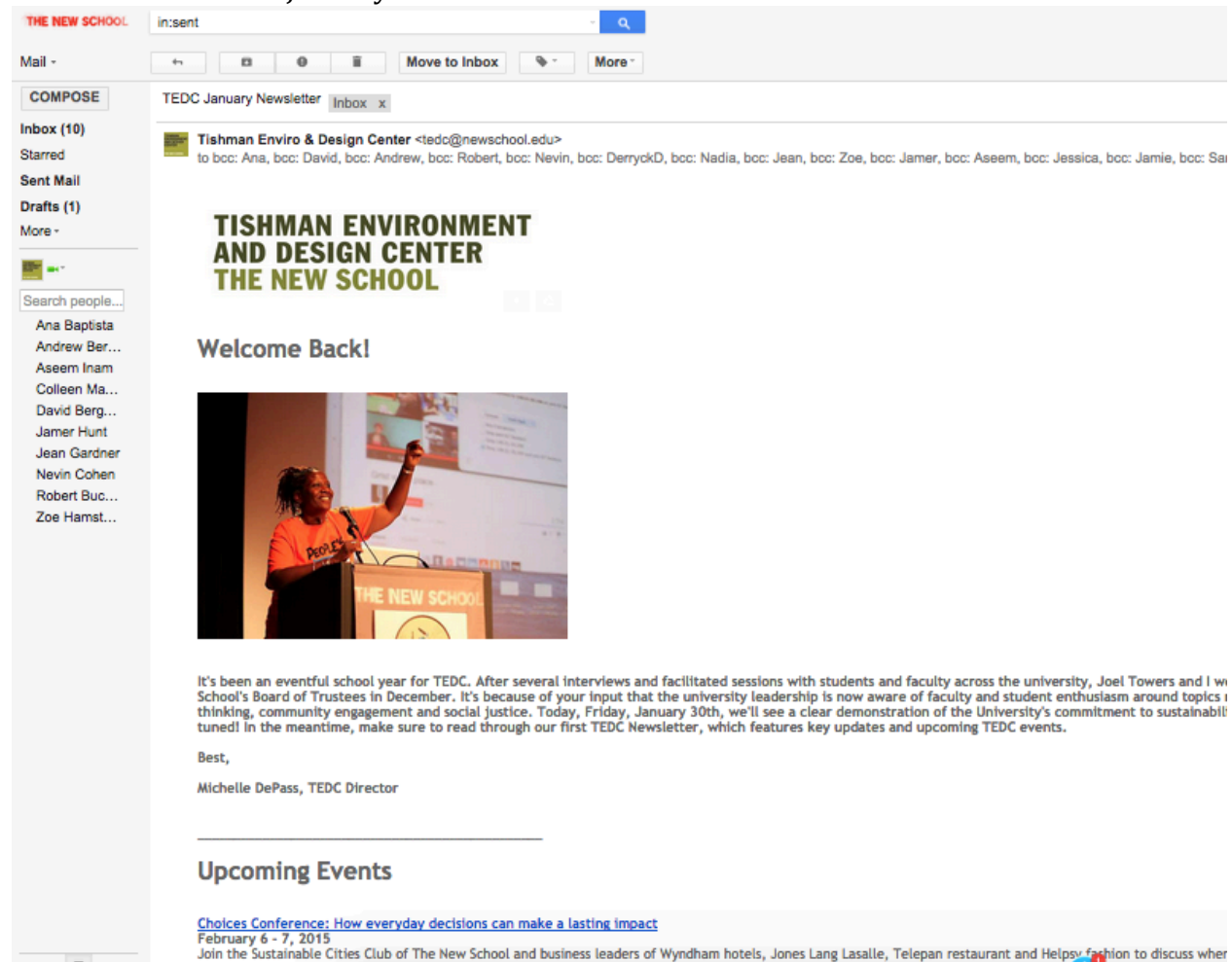
- **Partnership with nonprofits and partnership with poverty community**
- Students work can be developed with interdisciplinary team, work on hands on service project- including volunteering, and educational workshop.
- **Research Center-** Student papers on environmental issues-ideas can be developed, incentives for ideas if they are good enough.
- Independent study- Given credit for work outside of the classroom
- Used as a database- see what other students are working on.

## TEDC Database

TEDC will develop a database especially suited to create and supplement collaboration on interdisciplinary climate and climate justice initiatives. Drawing upon existing relevant databases and repositories of information such as the Parsons “data mine” database supported by the University’s Green Fund and the “C6” website inventory, the TEDC database will gather this information into one resource accessible by student and Faculty. Information for the database will also be obtained through active outreach to faculty and students, which was already started in Fall 2014. This database will be a critical tool for connecting compatible projects and fostering collaboration among Faculty and students from different schools and disciplines.

## TEDC E-Newsletter

First edition sent on January 30th



THE NEW SCHOOL in:sent

Mail -

COMPOSE

Inbox (10)

Starred

Sent Mail

Drafts (1)

More -

Search people...

Ana Baptista

Andrew Ber...

Aseem Inam

Colleen Ma...

David Berg...

Jamer Hunt

Jean Gardner

Nevin Cohen

Robert Buc...

Zoe Hamst...

TEDC January Newsletter


Tishman Enviro & Design Center <tedc@newschool.edu>

to bcc: Ana, bcc: David, bcc: Andrew, bcc: Robert, bcc: Nevin, bcc: DerryckD, bcc: Nadia, bcc: Jean, bcc: Zoe, bcc: Jamer, bcc: Aseem, bcc: Jessica, bcc: Jamie, bcc: Sai

**TISHMAN ENVIRONMENT AND DESIGN CENTER**

**THE NEW SCHOOL**

Welcome Back!



It's been an eventful school year for TEDC. After several interviews and facilitated sessions with students and faculty across the university, Joel Towers and I w School's Board of Trustees in December. It's because of your input that the university leadership is now aware of faculty and student enthusiasm around topics i thinking, community engagement and social justice. Today, Friday, January 30th, we'll see a clear demonstration of the University's commitment to sustainabil tuned! In the meantime, make sure to read through our first TEDC Newsletter, which features key updates and upcoming TEDC events.

Best,

Michelle DePass, TEDC Director

**Upcoming Events**

[Choices Conference: How everyday decisions can make a lasting impact](#)

February 6 - 7, 2015

Join the Sustainable Cities Club of The New School and business leaders of Wyndham hotels, Jones Lang Lasalle, Telepan restaurant and Helpsy fashion to discuss wher what to fill a market demand and how to find a sustainable solution to address the City's sustainability and business needs. TEDC will be featured at the event.

## **Earth Day Agenda (DRAFT)**

*Full day event where the lobby of UC will be set up with banners, posters, TEDC info postcards, and opportunities for students receive giveaways after making a sustainability pledge with TEDC.*

- |                |  |
|----------------|--|
| <b>10:30am</b> | <b>Sustainable Fashion with Timo Rissanen</b>  |
| <b>12:00pm</b> | <b>Sustainable Food with Fabio Parasecoli and Ed Verdi</b><br><i>(food will be served)</i>   |
| <b>1:30pm</b>  | <b>Understanding the Primal Elements with Jean Gardner</b>   |
| <b>4:00pm</b>  | <b>Pop Up Class with Timon McPhearson</b>  |
| <b>6:00pm</b>  | <b>TEDC Evening Event</b> <ul style="list-style-type: none"><li>• Welcome - President Van Zandt</li><li>• Opening Remarks - Joel Towers</li><li>• TEDC Mission / Charge - Michelle DePass</li><li>• Announcement of Renew School: Project 14K Grant – Ana Baptista</li><li>• Musical Interlude – Mannes</li><li>• Introduction – Associate Director #2</li><li>• Keynote – Rhea Sue, NRDC President</li><li>• Q&amp;As</li></ul> |
| <b>8pm</b>     | <b>Reception</b>   |

## TEDC Timeline

