Meeting of the Dean’s Advisory Cabinet  
Tuesday, October 6th, 2009  
Mother Rosalie Hill Hall, Room 203  
10:30am-12:30pm

MINUTES


Absent:  C. Getz, J. Mantle

Facilitator:  S. Gelb  
Notetaker:  K. Sheridan

The Meeting was called to order at 10:31am.

1. Steve welcomed the Cabinet members to the meeting and informed the group that Captain Mark Woolley will be attending DAC meetings as a representative of the NROTC and Naval Science programs.

2. Minutes: The Minutes from the September 8th meeting were reviewed and approved with one small typo noted: In the last sentence of item #2 (Waitlists) the “d” was missing from the end of the word “scheduled. The sentence reads, “The features are scheduled to be made available for the fall 2010 semester.”

3. Outreach and Recruitment Updates: Pelema presented a brief update on the activities taking place in Outreach & Recruitment and announced that he will be traveling quite a bit in the coming weeks to attend recruitment fairs around the country.

Open House: The SOLES-wide open house will take place on Thursday, October 8th. Currently there are 57 prospective students registered to attend. Pelema will send program-specific attendance information to each of the program areas and asked that directors and chairs help to ensure faculty presence at the event. There was a brief discussion about how to include NROTC & Naval Science in future Open House events or Information Sessions.

4. Assistant Dean’s Office Updates: Global Center  
Linda announced that the SOLES Global Committee approved the Global Studies certificate and is now exploring potential collaboration with the Peace Studies certificate. Subcommittees representing each of these certificates will meet soon to begin preliminary discussion on this.

Visiting International Scholar: Linda announced that international scholar Netkey Sofi will be joining SOLES this spring. She currently works at a Swiss University in the area of Educational Leadership. There was a discussion about aligning international scholars with a particular department or program in order to provide support and give them the opportunity to get involved on a departmental or programmatic level. The group agreed that more effort should be made to engage visiting faculty members prior to their arrival so that they might be able to co-teach a course or integrate them in some significant way if possible. The group also discussed developing an evaluation process to get a sense of both the visiting faculty member’s experience and SOLES’ faculty feedback. Steve volunteered to contact Netkey and discuss with her how we might integrate her into Spring SOLES activities with faculty and students.

Todd reminded the group that International Education Week will take place in November. He encouraged directors and chairs to remind their faculty and students to attend.

5. Budget and Operations Updates: Rondi told the group that the Provost’s office must be notified if part-time, non benefits-based faculty members are out sick as these faculty members need to be reminded that they are not entitled to sick leave.
There have been some issues with rooms staying unlocked at night and being used inappropriately. Rondi asked for input about keeping doors locked after 5pm so that faculty would need to use their key cards each time they needed to open a room. The group agreed that whatever needs to be done to secure the rooms is fine as long as faculty members are informed about the decision.

6. **Development and Alumni Relations Updates**: Gary announced that the 2006-2008 SOLES Scholarship booklet is finished and being mailed to deans and administrators in schools of education throughout the country. He distributed a copy to each cabinet member.

**Remarkable Leaders**: The Remarkable Leaders in Education event will be held on Saturday, November 7th. Gary asked all DAC members to attend and to encourage their faculty to attend as well. He stressed that strong faculty representation is important, particularly because Paula will be unable to attend the event. An email invitation will be sent out this week. The event has several sponsors and will cost attendees $15/person or $25/couple. The group discussed faculty invitations and agreed that faculty and their guests should receive complimentary invitations. Gary will put these in faculty mailboxes this week.

**Alumni Honors**: The Alumni Honors Selection Committee requested a deadline extension for nominations. Gary will be sending an email to call for additional submissions this week.

7. **Office of Assessment Support Updates**: Paula Krist was unable to attend the meeting so Steve provided a brief update on two assessment items: (1) Paula is waiting on confirmation from Carole Huston as to the exact WASC review timeline and will let faculty know when this has been set; (2) There are a few errors on preliminary fall 2009 enrollment report. Paula will make the necessary edits and resend this.

8. **Dean's Office Updates**

   **Eduventures Roundtable**: Eduventures will put on a webinar on October 28th on creating a research culture and increasing faculty productivity in grant writing. Steve asked that a representative from each department or program participate in the webinar. Kate will send out a description of the webinar and information about registration.

   **Undergraduate Catalog Revisions**: Aimee has created a timetable for submitting revisions for the 2010-2010 Undergraduate Bulletin. Steve distributed the timeline as a reference for all programs and departments with undergraduate courses.

   **FERPA**: All full and part-time faculty are expected to have completed online FERPA training and printed the certificate of completion for their file. Steve has sent a link to the adjunct faculty and asked them to complete this training and submit their certificates of completion to the Dean’s office by October 15th. He will discuss at the monthly meeting and ask all faculty to complete the training and submit their certificate of completion to the dean’s office or to revisit the Provost’s site and reeducate themselves on the procedures.

   **NROTC**: Steve briefly discussed what he has learned about NROTC from a recent meeting with Captain Woolley. Steve also discussed the following about the program:

   - Captain Woolley will be retiring in May and his potential successor has already been selected. Steve and Tom Herrinton will interview the candidate with regard to his alignment with SOLES’ and USD’s missions. Steve also discussed the following about the program:
   - The government mandates that NROTC be its own department with its own department head. For this reason NROTC is aligned with but not housed within leadership studies.
   - Graduate Students in NROTC are enrolled in the MBA and MSGL programs. There are opportunities for graduate students to explore SOLES programs as well.
   - Faculty members in NROTC are available to serve on SOLES committees by request. Captain Woolley will ask faculty to attend SOLES Monthly Meetings. There are currently 9 faculty members in NROTC, many of whom are teaching while getting their MA degrees.
   - NROTC must maintain its own website but a link will be posted on the SOLES website. The NROTC budget is handled in the Provost’s office and is separate from SOLES.
Wendy Tankersly is the assistant to the NROTC program. She will be invited to attend SOLES Staff meetings when she is available.

SOLES should be credited with NROTC FTEs.

Steve thanked Captain Woolley for his efforts to connect with and educate SOLES about NROTC and invited him to discuss NROTC during a future monthly meeting.

Faculty Newsnotes: Steve mentioned that SOLES was well represented in the latest version of Faculty Newsnotes and he would like to continue to include announcements from each program in the publication. He asked that any potential items for Newsnotes be sent to Aimee by Friday, October 16th.

Core Questions for Student Evaluations: Steve distributed a draft of core questions to be included in the online course evaluations that was created by the committee that is exploring moving to this new system of delivery. The committee would like to implement the new evaluation format this spring. Paula Krist has requested feedback from the DAC on core questions and is also getting feedback from students. This item will then go to the Faculty Status Committee and then on to the faculty for discussion.

9. Other Business

Gary is considering putting together a quarterly development session to help give faculty a better understanding of the process and how they can recognize opportunities to aid in development. He will put together a preliminary plan for these events to discuss with faculty.

Lonnie announced that he is serving on the search committee for the new Director of Sponsored Programs and would be glad to receive input on things that DAC members feel would be particularly important for this position.

The meeting adjourned at 12:15pm.