MEETING OF THE DEAN’S ADVISORY CABINET
Tuesday, December 15th, 2009 ♦ 10:30am-12:30pm
Mother Rosalie Hill Hall, Room 209

MINUTES

Absent: J. Mantle, P. Morrice, G. Neiger

Facilitator: S. Gelb
Notetaker: K. Sheridan

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

1. Minutes: The Minutes from the November 3rd meeting were reviewed and approved with no edits.

2. Steve thanked Linda Dews for all of her work on this year's SOLES Holiday Party. There was a great turnout and the games and activities were a big hit.

3. Assistant Dean's Office Updates
   Outreach & Recruitment: Linda presented the results from the Outreach and Recruitment survey that was sent to students who were admitted to SOLES but chose not to attend. The group discussed some of the survey data, including the important of the website in recruitment efforts, where students chose to accept admission (at either other universities or other USD programs), and the current demographic to which recruitment efforts are being targeted. Pelema has additional data and analysis that he can discuss at a future meeting. Questions about the survey can be directed to Pelema or Paula Krist. The survey will be sent out on an annual basis.

   Global Study Courses: SOLES Global courses will be taking place in Tokyo; Mondragon, Spain; Australia/New Zealand; Kenya; and Guadalajara this summer. Adjustments are being made in some of the courses and DAC members, specifically Chairs and Directors, will be more involved in these conversations if changes become significant.

   The group discussed the policy regarding the number of instructors that should lead or be present for international courses. There is a minimum enrollment of 6 students per instructor but it is not clear at what point the enrollment requires another faculty member to be present. There may be some alternative ways to support global courses rather than sending additional faculty members. Those proposing courses need to explain the role and rationale for additional faculty members' participation rather than assuming that every additional six students justifies another instructor.

   Several programs offering core and required courses through SOLES Global but the courses are also being offered here at USD regularly (i.e. students are not required to travel abroad in order to take a required course).

4. Budget and Operations: Rondi reminded the group that department action and Human Resources forms need to be signed by the Budget and Operations manager even if the form is not budget-related (i.e. faculty return from leave forms). Steve mentioned that if there are Human Resources concerns that involve faculty leaves he is the SOLES-liaison for HR.

   The university will be closed during the week of December 21st and SOLES will be closing at 3:00pm on Wednesday, December 23rd. Facilities will be turning off the HVAC system so the temperature in the building will not be regulated during that time, and staff members will not be working.

5. Office of Assessment Support: Paula Krist has submitted a preliminary status report to WASC. Another status report will be submitted in January and will include fall data to show that programs are being assessed against the criteria they established. A final document will be sent in June that shows the assessment activities and outcomes for the entire year. Captain Woolley mentioned that the Naval Science minor is interested in being involved in the assessment process as a means of evaluating the program.

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Respectfully Submitted by Kate Sheridan
Online Course Evaluations: Once the new online course evaluation questions are approved by the faculty they will be input into Banner and will be implemented during the spring semester. Each course will appear on a student’s My.Sandiego account and it will appear that grades will not be released until the students complete the evaluation. One of the major benefits of this new system is that the evaluation will be shorter and it is customizable. Instructors will be able to view their evaluation reports online. The DAC will need to have future discussions about the protocol for evaluation distribution with the new system. The policy will be put in writing and will be included in future editions of the faculty handbook. Steve reminded the group that this item will need to be presented and voted on during the February or March Monthly Meeting.

US News & World Report: Although overall enrollment in SOLES is good compared to last year’s numbers the selectivity is not of the same caliber. This is one criterion that is considered when establishing the US News & World Report rankings.

NCATE: Paula Krist is finalizing work on the transformation initiative which is essentially a research project SOLES will be doing on itself in the area of teacher candidate placement. USD is the only private school west of the Mississippi involved in this project. Paula is also working on correcting the fields in Banner that indicate student enrollment in credentialing programs.

6. Dean’s Office Updates
   Tuition Increases: Steve discussed the current proposal for this year’s tuition increase of 3.5%. The Budget Committee will discuss the tuition increase at a meeting in January. Traditionally tuition has increased 5-6% each year. The group discussed the tuition increase and the rationale behind it. The university has traditionally increased the tuition rate in comparison to peer institutions. Steve pointed out that the tuition increase for SOLES was lower than other schools at the university. The group discussed the need to look at what is happening for students as they graduate and enter the job market to better serve incoming students and their needs.

   Eduventures Research Proposal: Steve presented the proposed Eduventures inquiry on research activities and culture at peer universities. He asked for input and suggestions from the group. These included:
   - Making a distinction between fall 2008 and the 2009 academic year (the 2009 academic year includes the fall 2008 semester)
   - Adding more specific questions related to staff support and the category of staffing. Currently this topic is laced throughout the survey but the group felt this should be its own category.
   - Exploring of tenured vs. non-tenured research activities
   - Asking how faculty members in other universities communicate their research activities to their colleagues
   - Asking: What these institutions do to promote grant writing and increase grant submission. To what end does grant application complement or fit with faculty research goals and trajectory?
   - Discussion of the schools being interviewed for the report

   The group discussed the importance of having conversations about research here at SOLES and not equating research with grant writing; rather, it is important for faculty to utilize the resources available to them and grants are one such resource, though not the only option for research efforts. If and when grants are sought, they should be sought to further SOLES priorities rather than writing grants for the sake of writing grants.

7. Other Business: Beth briefly discussed the integration of the Naval ROTC minor into the Department of Leadership Studies. Their courses will be offered through DLS and they may engage in discussion around upper level courses in the future.

   Captain Woolley announced that a Commissioning Service will be held on Saturday, December 19th at 10:00am on the Midway. He also announced that General H.R. McMaster will be the Stockdale Leadership and Ethics Symposium keynote speaker on January 26th, 2010. He invited SOLES to host a lunch with the General that afternoon. He and Linda will work on the details and discuss the potential guest list.

Meeting adjourned at 12:00pm.