Meeting of the Dean’s Advisory Cabinet
Tuesday, September 8th, 2009
Mother Rosalie Hill Hall, Room 203
10:30am-12:30pm

MINUTES


Guest: Beth Yemma

Facilitator: S. Gelb

Notetaker: K. Sheridan

The Meeting was called to order at 10:32am.

1. **Minutes:** The Minutes from the July 14th Summer Meeting of the DAC were approved with no edits or additions.

2. **Course Waitlists:** Beth Yemma discussed the campus-wide initiative to add a wait-list feature to banner. The feature would allow students to put their names on a wait-list for classes that become full and be notified if a spot opens up. The group discussed the following features:
   - Notification email sent to primary advisor when students are removed from the waitlist. The group agreed that this notification is not necessary.
   - Students are able to see their place on the waitlist but not information about other students on the list. The group agreed to recommend this feature.
   - Instituting a timeframe during which the student must respond in order to add a class he/she is waitlisted for. The group agreed that this timeframe should be 24 hours within 2 weeks of classes starting, but perhaps longer during summer months.

Beth mentioned that there are additional items to be considered with regard to the waitlist function, such as how many wait-list spaces to allow, the use of “reserved seating” for a particular number of students (i.e. in a certain specialization), preferred availability for students in their second year (this requires students to be specifically coded in the system). More information about these features will follow. The features are scheduled to be made available for the fall 2010 semester.

3. **Outreach and Recruitment Updates:** Pelema discussed the finalized fall and spring information session schedule. SOLES will host an all-program/department Open House on Tuesday, October 8th from 4:30-6:00pm MRH 116. Separate information sessions will be held for individual program areas and specializations.

Pelema mentioned that the proposal he distributed during the July DAC meeting regarding restructuring the Office of Outreach and Recruitment will be discussed at a later meeting.

Currently Pelema’s office is compiling data from a survey that was sent to all students who declined offers of admission. The results of this survey will be discussed during a future meeting. This survey will be sent to all admitted students who decline offers of admission after future admissions cycles. Pelema mentioned that despite declining offers of admissions many of the responses so far have indicated that there is a lot of value in USD and SOLES.

Pelema distributed and briefly discussed admissions and enrollment statistics. Adjustments have been made to the data to reflect complete and incomplete applications received in separate columns (so as not to skew the count of actual applications reviewed. Steve mentioned that there was a lot of discussion during the President’s Cabinet meeting about percentage increases as opposed to actual number increase. This may be something to include in future admissions reports.
4. **Office of Assessment Support Updates:** Paula Krist mentioned that the accreditation visits that were scheduled for the spring 2010 semester have been pushed back. Paula has entered many of the student outcomes and measures into the Task Stream Accountability Management System for many of the SOLES programs but there is still work that needs to be done on this. She asked that program directors and department chairs send her some specific information about the work being done in their areas by September 30th. She will contact directors and chairs to discuss the specific information needed.

    Steve mentioned that the Joint Doctoral program will need to be addressed as part of this program assessment but may not include the extent of information that the other areas are being asked to provide.

    **Action Item:** The Dean’s Office will schedule a meeting of the DAC to go over the Task Stream software and other details of the outcomes needed.

5. **Assistant Dean’s Office Updates:** Linda mentioned that she can assist in posting any backlogged video presentations to iTunes U. All of the speaker/presenter agreements now list iTunes U as a possible arena for posting presentations. Copies of the agreement are available in the Dean’s office and Linda will work on getting this posted to the website.

    Linda updated the group on the status of scholarships, noting that over $500,000 in scholarship monies has been awarded. Some scholarship deadlines have been extended to October 1st. (These scholarships offer less money than some of the others and have had fewer applicants.

    The group discussed some of the recent issues that students have has with financial aid, primarily due to the different timelines that exist for admissions and financial aid decisions. There was discussion about trying to make merit scholarship decisions with admissions decisions and clearer communication with students about how certain scholarships work (i.e. tuition only scholarships, need-based scholarships, etc.).

    Linda reminded the group about Whitney McIntyre Miller’s “Farewell” Party on Tuesday, September 15th at 3:00pm in the SOLES Inner Courtyard.

6. **Budget and Operations Updates:** Rondi discussed the maximum capacity in the classrooms and seminar rooms and reminded the group that this does not correspond to the number of chairs allotted to each room. If classes are too big for their assigned rooms faculty members should notify Rondi and she will work to find them a different meeting location. She asked that faculty members be reminded to be proactive about securing a suitable meeting location for their classes.

    Rondi will send a list of fire evacuation areas for different buildings on campus in the next MMU.

7. **Development and Alumni Relations Updates:** Gary will send out Horizon’s items for review by the appropriate people/program areas.

    The Alumni Honors Committee will meet at the end of the month to discuss potential awardees.

    There will not be a spring edition of the Horizon’s newsletter; rather, a brief update will be distributed.

8. **Dean’s Office Updates**

    **Yellow Ribbon Program:** Steve reminded the group about this program that benefits veterans. Linda mentioned that eligibility is based on time-specific enlistments (i.e. recent veterans). **Action Item:** Steve will send an update to the group with the specific eligibility guidelines.

    **H1N1 Faculty Volunteers:** The Dean’s office needs to be informed each week about student absences from a sample of classes in each program area. Volunteers for each program/department are:

    - Learning & Teaching: Chris Devers, Bobbi Hansen, & Nori Inoue

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MFT: (All Full-time faculty) Todd Edwards, Ana Estrada, JoEllen Patterson, & Lee William
Counseling: Ian Martin & Erika Nash
Leadership Studies: Cheryl Getz, David Herrera, Mary McDonald, Cara Miller, Terri Monroe, & Athena Perrakis

**Cultural Climate Survey:** Steve asked whether members of DAC would support the initiative to create a survey that focuses on the climate of diversity in SOLES. The group will have the chance to provide feedback and input on the instrument and questions that will be used for the survey. Judy mentioned that Joi Spencer might be a good resource for this considering some of her previous work in this area.

**Eduventure:** Steve mentioned that there is space in Eduventures’ schedule for SOLES as a report that they were initially going to perform has been canceled. If any program area is interested in having a report done on a particular area Steve can assist with the process and/or answer any questions.

**Grants:** Steve shared a list from the Office of Sponsored Programs of grants that were applied for in July. Paula would really like to see more activity from SOLES faculty in this area and Steve reminded the group that it is important for faculty members to list themselves as “Co-PI’s” on grants they are assisting with. Grant writing support may be an item for discussion at a future DAC meeting.

9. **Other Business:** Lonnie mentioned that Event Innovations will work with CS3 on the Action Research Conference this spring. The keynote speaker will be identified soon and this information will be sent out along with the exact dates of the event. Lonnie mentioned that he would like to talk to Judy and Cheryl about possible funding opportunities as last year it fell entirely on CS3. In general action research is becoming a bigger presence in many program areas in SOLES and more collaborative efforts on these and other events & projects will be beneficial for all programs engaged in action research. **Action Item:** Lonnie, Cheryl, Judy, Steve, and Rondi will meet to discuss budgetary issues around the Action Research Conference.

Ken Gonzalez sent Steve a proposal for a SOLES “Go Green” Committee. Steve will forward the proposal to Michael Catanzaro, Director of Sustainability for USD, for further input.

The meeting adjourned at 12:15pm.

Respectfully Submitted,
Kate Sheridan