MEETING OF THE DEAN’S ADVISORY CABINET
Tuesday, October 12th, 2010
10:30am-12:30pm
Mother Rosalie Hill Hall, Room 209

MINUTES

Not Present: P. Morrice
Facilitator: Paula Cordeiro
Notetaker: Kate Sheridan

The meeting was called to order at 10:30am.

1. **Welcome:** Paula welcomed the group to the meeting.

2. **Program/Department Updates:** The group discussed the *Waiting for Superman* screening that will take place on Thursday, October 21st. Currently there are 100 RSVPs. The theater seats 300 so RSVP’s will continue to be taken until this number is reached. The movie is 1 hour and 42 minutes, and there will be a discussion afterward with the attendees. Judy and Steve discussed the movie briefly, having seen it already, and noted that it is very sobering and may indeed have an emotional impact on many viewers. Lonnie mentioned that he heard a report on NPR about the movie, which highlighted union reactions to the film. Paula mentioned that she will be thinking about who should participate in the discussion in order to provide a balance of perspectives.

3. **Assistant Dean’s Office Updates—Global Center (L. Dews):** Linda discussed the International Experience Requirement form that SOLES has been using to track student’s completion of the requirement. As a result of some of the discussion at the retreat as well as other feedback, Linda would like to revisit the use of and format of this form as it exists. She asked for feedback from the group, and noted that many courses will be denoted “I” in the future in order that students who complete international courses would not have to fill out the paperwork. The form would then be used for students who complete the international requirement in a way other than by participating in an “I” course. Zachary mentioned that Leadership Studies will be discussing the form and the “I” designation for courses in the department. The distinction was made that courses do not necessarily need to be “Global” courses in order to be international, and not all “Global” courses do not necessarily meet the “I” designation.

The group briefly discussed the use of the form and some of the required sections, including the proposed experience and learning outcomes. The group discussed whether specific anticipated learning outcomes should be developed for each student, or if an overarching statement could be used as to the purpose of the experience. **Action:** Program representatives from the SOLES global center will be invited to discuss the form with Steve and come up with some suggestions for moving forward. It was mentioned that one of the intentions for the form was that it would be used as a resource in the Global Center for students seeking to fulfill the requirement in ways other than through coursework. This has not yet happened.

It was also mentioned that one charge of the Global Committee this year is to develop a statement regarding learning outcomes for the international experience. The committee will come up with a statement that is applicable to all programs and will bring this to the DAC and faculty to approve.
Global Course Proposals: Linda asked each program director/department chair to discuss the process within their area regarding Global Course proposals. Paula expressed the need for transparency within all programs/departments about how courses are reviewed/approved.

Counseling: proposals go to Erika, then Lonnie, then Erika and Lonnie discuss the proposals. They are working on infusion of rigorous components within the counseling programs.

Leadership Studies: Faculty members present preliminary ideas to the department a month before curriculum committee meetings in order that they go to the committee for review. Steve reminded the group that experimental courses are to be submitted to the curriculum committee for information only.

Learning & Teaching: The system in L&T has been a little tricky, and Judy has been trying to ensure that the process adheres to the same process as regular course approvals.

Paula suggested including this as a regular agenda item within department meetings in order to gather information and ensure that faculty members have relevant information. Steve mentioned that it would be helpful if such discussions should happen across SOLES in order to help faculty members plan better and avoid overlapping locations. Linda reminded the group that SOLES Global representatives are a resource for providing this information to departments/programs. Paula asked the group to please remind faculty that course proposals must go to program/department faculty before going to the curriculum committee.

4. Budget and Operations Updates—Equipment Requests (R. Stein): Rondi mentioned that requests for equipment are due soon. The Provost’s office has asked that any requests be submitted after assessment of existing equipment and what resources will be used to cover any portion of equipment needs. There was a discussion about the number of scanners in the building and how to advertise these resources with personnel within the building. Requests are due to Rondi by Tuesday, October 19th.

Upcoming Budget (Paula): Paula mentioned that we are now in the second year of non-instructional personnel cuts. The Board of Trustees will not approve a tuition increase of more than 3% based on peer institution tuition. Paula mentioned that tuition is tricky, even across program areas and degree types (i.e. Masters vs. credential). Peer institutions have much larger endowments than SOLES and can offer better financial packages to students, which often puts SOLES at a disadvantage. Paula also mentioned that there will likely be a small salary increase this year, and that there is discussion in the College about a salary bump when faculty members are promoted from assistant and associate professorship.

5. Development and Alumni Relations (G. Neiger)

Eduventures Alumni Report: Gary discussed the Eduventures Alumni report and some of the efforts being made by his office to update alumni information. He asked that programs/departments forward lists of graduates and their email addresses to his office as students graduate since there is a lapse in the university’s data entry for recent graduates. Gary mentioned that he is doing a research project on alumni programs at other institutions around the country to find out how such programs operate, their success level, and what leads to alumni engagement (financial and otherwise). Zachary asked if departments should begin considering what types of professional development opportunities should be offered moving forward. Paula mentioned that she will be having dinner with alums when she travels to various locations throughout the state. She also mentioned that SOLES could offer professional development programs in other areas where large numbers of alums live (i.e. Los Angeles or San Francisco, or other areas of San Diego county). These efforts are being made to hone SOLES’ ability to further engage alums.

Foundations Grant Opportunities: There is also an effort in Gary’s office to have Paula engage with foundations whose grant allocation aligns with some aspect of SOLES. If seeking grants from large foundations it is best for faculty to work with the Office of Sponsored programs so that they can be supported in the appropriate ways. Smaller foundations are an area Gary can assist with. This will also be discussed during the October 13th SOLES Monthly Meeting.

6. Associate Dean’s Office Updates (S. Gelb): It is a busy time with Eduventures. Zachary has solicited a report on Organizational Consulting programs around the country. They are also working on a business plan for a continuing education certificate in counseling and developing employer surveys. Steve mentioned that
Eduventures just released a 3-part report that he will discuss with Judy and Helene regarding its implications for the Transformation Initiative.

**Faculty CVs:** Steve highlighted the Faculty page on the Leadership Studies website, noting it as an example of what other programs might consider modeling their faculty sites after. The website links to the faculty directory entries for the Leadership Studies faculty only, and not the entire SOLES faculty directory. This allows prospective students to view only those faculty members who serve in the Leadership Studies department. He also pointed out that all faculty members have a current CV and office hours posted to their bios.

**NCATE Status Report:** Steve mentioned that in addition to the traditional Standards review, SOLES is also completing a Transformation Initiative as part of the NCATE review. The NCATE group will meet tomorrow to discuss the status of all of the pieces currently being worked on.

7. **Office of Assessment Support Updates (P. Krist):**

   **Fall 2010 Enrollment Update:** Paula Krist reviewed the Fall 2010 enrollment numbers (handout). Paula will send out an updated enrollment list once she checks all of the formulas in the spreadsheet. Currently, SOLES has a total enrollment of 737 students.

   **Course Evaluation Discussion:** Currently there is a 75-85% response rate for the online course evaluations. SOLES Global courses must have embedded within them the need to complete the course evaluations. Paula mentioned that she will not approve a course if course evaluation responses continue to be so low. Steve mentioned that he will work with Sergio to identify faculty members who had trouble with evaluations in the past and will notify both faculty members and program directors/department chairs. The group discussed the course evaluation timeline and how long evaluations are posted on Banner for students to complete. It is important that course end-dates are noted in Banner and then course evaluations will be available to students during the agreed upon timeline, no matter when the end-date actually falls. **Addendum:** Course evaluations will be available to students.

8. **Dean's Office Updates (P. Cordeiro):**

   **“Class Shopping”**: Paula will announce the Class Shopping event during the SOLES Monthly Meeting. Class shopping sessions will be held in Bert’s and any faculty members who wish to discuss and promote their spring/summer electives are welcome to participate. So far students have been responding positively to the idea.

   **Cabell’s Directories:** The Cabell’s publishing directories pertaining to education are no longer published in hard-copy form but an online subscription to the directories is available. The group discussed whether or not SOLES should purchase an online subscription to the directories. Paula will add this as an agenda item for a future SOLES Monthly Meeting. **Addendum:** The Cabell’s Publishing Guides are available on the Copley Library website through the SALLY search engine.

   **Internationalization—Next Steps:** Notes from the retreat were given to the SOLES Global committee to consider in their work this year. One of the major tasks that was generated from these notes is the development of a statement around why SOLES has an internationalization requirement for all students.