MEETING OF THE DEAN’S ADVISORY CABINET
Tuesday, December 7th, 2010
10:30am-12:30pm
Mother Rosalie Hill Hall, Room 209

MINUTES

Not Present: L. Rowell
Facilitator: Paula Cordeiro
Notetaker: Kate Sheridan

The meeting was called to order at 10:33am.

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

2. **Approval of the Minutes**: The minutes from the October 12th Dean’s Advisory Cabinet meeting were reviewed and approved with no edits. (*The November meeting was canceled.*) Paula mentioned that the minutes from past DAC meetings will be posted on the website to be more accessible to DAC members and for NCATE review purposes. “Development and Alumni Relations Updates” was added to the agenda.

3. **Program Updates**
   - **NROTC**: Dan Garcia announced that the NROTC Commissioning Ceremony would take place on Saturday, December 18th on the USS Midway.
   - **MFT**: Moises announced that the first MFT Alumni/Professional Development program will be held on Monday, January 10th, 2011. Jill Freedman, Director of the Evanston Family Therapy Center in Chicago, will be the keynote speaker after all-day workshops on Narrative Therapy with couples and relationships. Moises will send the information about this event to DAC members to encourage students and alumni to attend. MFT will also be launching a campaign to fund an endowed scholarship.
   - **Learning & Teaching**: Judy mentioned that the department has recently completed updating its mission statement and it will soon be posted to the website. Judy also reminded the group that Drs. Hubbard and Inoue will be on sabbatical leave in the spring 2011 semester.
   
   Paula briefly discussed USD’s application to become an Ashoka University, an endeavor related to social innovations and entrepreneurship being carried out by the university. Ashoka Universities provides opportunities to engaged in these types of initiatives and become change-makers. Paige Haber, a PhD candidate in Leadership studies, will be attending the conference in February 2011. Paula is working with the Provost and several other campus personnel on this application. Community Service Learning is also involved in this project, and Paula sees that office as the hub for this work.
   
   **Leadership Studies**: Zachary discussed the work he has been doing to secure a partnership with Public Conversations Project in Boston. The department hopes to hold an event with the organization over the summer to engage in a dialogue related to divisive public issues (Public Conversations Project website: [http://www.publicconversations.org/](http://www.publicconversations.org/)). The department is working with Mike Arnold and Army ROTC on the experiential learning component of the Leadership minor for ROTC Students. The Leadership Institute is working on an archival project. Changes are being made to the dissertation and admissions rubrics. ELDA is very busy and the Nonprofit program recently had a successful Open House event.

4. **Outreach & Recruitment Updates (P. Morrice)**: Pelema discussed his recent travel schedule to graduate fairs in a number of regions. He mentioned that attendance at Graduate Fairs has been low, due in part to how much websites have been able to handle for prospective students. These fairs aren’t “Ed School” specific so it tends to
be hit-or-miss in targeting students. In the future, SOLES will not be attending as many national Graduate Fairs and will instead be attending some of the more prosperous fairs as well as local fairs. Outreach & Recruitment will also hold information sessions in 8 different cities throughout the country to target students who would be specifically interested in attending SOLES: Boston, New York, Philadelphia, Washington DC, Chicago, Houston, the Bay Area, and Los Angeles. The group suggested holding a session in Florida as well. If there are any other regions the group would suggest contact Pelema. Paula asked that Gary run alumni numbers in Hawaii as well as a potential location.

The Outreach & Recruitment office is working on KPSB spots for SOLES and will be notifying particular departments/programs once copy for the spots need to be approved.

Pelema mentioned that the group will be receiving reports in the near future regarding the upcoming application/admissions season. He also mentioned that he recently submitted a final draft to his dissertation committee and thanked the group for their support as he finishes his dissertation.

Paula mentioned that the K12 landscape is changing dramatically and this has significant implications for the Professional Education Unit (PEU) in SOLES and the future of Education programs. She cited High Tech High as an example of some of the innovations that are taking place in Teacher/K12 education. Pelema mentioned that San Diego as a region is particularly geared toward this type of innovation in education.

5. **Assistant Dean's Office Update (L. Dews):** Linda mentioned that Thursday morning (December 8th) is the annual staff holiday celebration. It will be a breakfast and staff members will be in by 10:00am with students covering phones.

Linda is preparing for a discussion about financial aid issues facing SOLES students, particularly around required courses that are only offered in intersession and summer (Leadership Studies, L&T, and Counseling). Students who are only enrolled in 3 units per session cannot receive financial aid, which poses problems for many students. This conversation will take place in the spring.

Linda reminded the group that proposals for SOLES Global courses has been pushed back to May 1st for the spring of 2011. Courses, then, must be approved by departments/programs before this deadline. Erika Nash will do a “mini workshop” during the March SOLES Monthly Meetings.

6. **Budget & Operations Update: Academic Scheduling (R. Stein):** Contracts for intersession and spring need to be submitted as soon as possible. Rondi and Nikki will both be out for the holidays beginning December 17th, so contracts must be submitted by that time. If there are space issues during the week before the break, Ruthie will be in the office. Changes to the schedule must be in as soon as possible in order for Nikki to process them before the beginning of the spring semester.

Rondi briefly discussed the scheduling system used to assign classrooms and asked that programs/departments have the discussion as to whether priority should be set for particular classes to be scheduled in this building. There will be classes that will be scheduled in other buildings but if there are courses that should have priority in this building this needs to be determined. The committee discussed how this should be discussed among the faculty. Program Directors/Department Chairs will discuss this with their faculty.

7. **Associate Dean's Office Updates (S. Gelb):** Steve announced that the Registrar’s office confirmed that courses can be designated as “I” courses. Please send a list of these courses to Steve and/or Sergio in order for them to process these courses with the Registrar’s office.

**International Form:** the International Experience form is only to be used by students who have an alternative international experience and do not take an “I” designated course. Steve asked whether the updated form (handout) would work for all programs to use for students who complete alternative experiences. Steve and Moises will discuss any changes to the form that have been made in MFT to be sure they can be incorporated in the SOLES-wide form.
Steve mentioned that the dean’s office is now getting spreadsheets of the international requirements being completed. The group discussed the best way to inform the Graduate Records office that a student has met the international requirement for graduation. Students that complete an “I” course have met this requirement. The dean’s office will send a list to Ruey at the end of each semester identifying students who have completed the international requirement via the alternative experience. **Action:** Steve will discuss this with Sergio and get back to the group about the process.

**Eduventures:** Steve discussed some of the recent activities with Eduventures, including a report on the Education Minor, a business plan for the Counseling certificate program, and a summary of their work for SOLES for NCATE purposes. Paula mentioned that Carmen Vasquez and Msgr. Dillabough would like to host a summer institute for Student Affairs professionals in faith-based institutions. This report will be coming down the line. They have also completed a report on Career Services. They should also be finishing a Leadership Studies report so they will have availability to perform additional reports.

Steve has recommended that L&T read and have conversations about a recent Eduventures report on Clinical Field Experiences, which has implications for the transformation initiative.

**NCATE Update:** The NCATE report is due on January 10th. At this point, much of the work being done includes collecting and organizing particular data and formatting it for the report. Paula mentioned that Fabiola Bagula, PhD student in Leadership Studies, will be discussing the SOLES TI with Paula at the AACTE meeting in February. Steve also mentioned that there is much happening with ELDA around this work as well.

**Qualitative Software for SOLES:** The university currently supports the use of SPSS (quantitative software). Steve spoke with Shara Meshkaty about the university’s willingness to support qualitative software. In order to receive this support, need for this type of software must be demonstrated. Steve thinks that this should at least be a SOLES-sponsored software. Paula suggested that during the February Monthly meeting Steve survey the faculty about the need/desire for such software.

8. **Development & Alumni Relations (G. Neiger)**

**SOLES Alumni Council:** Gary mentioned that he needs assistance from departments/programs in identifying 3 alums from each area that would be be interested in serving on the SOLES Alumni Council. One of the items that surfaced in Gary’s study was the involvement of alums in professional development/career services opportunities. He asked that this information be submitted to him as early as possible during the spring semester.

Paula mentioned that she and Gary recently met with Josephine Bennet of the USD Alumni Council to discuss ideas for engaging alums. One idea that was generated was to hold events each year that feature faculty members hosting professional-development type discussions in O’Tooles/La Gran Terraza. Paula would like to hold the inaugural event this spring. Gary stressed the importance of faculty attending these events as students connect to faculty during the time spent in their programs. Gary would like to be active in helping to facilitate faculty members’ attendance at these events.

**Department/Program Liaisons:** Gary asked that programs/departments identify one person in their area who will be responsible for updating alumni lists and providing Erin with information about events taking place in each area.

9. **Dean’s Office Updates (P. Cordeiro)**

**Enrollment Targets:** Paula mentioned that freshman enrollment is a significant point of discussion during the fall Board of Trustees meetings. Paula hopes that departments/programs are developing target enrollments and revisiting these through each application cycle. She also mentioned the importance of looking at statistics like diversity ratios. She would like all departments/programs to become more data-oriented with regard to applicants. Pelema has developed a template for data specific to each program/department and will send it to chairs/directors and assistants. Pelema and Paula Krist would like to be part of the conversations that take place around this data at the program and department levels. Moises mentioned that it might be helpful to look at this information in a more systematic, predictive way.
Endowment Proposal: Paula discussed the draft of a proposal that she is working on for the Jacob’s Foundation. The proposal focuses on: ELDA, CEPAL, the Global Center, and the L&T Teaching Innovation Studio, as well as student scholarships in order to recruit and keep top-notch graduate students. This type of strategic thinking will need to be done by all department/program areas. Paula also mentioned that beginning next year, the Stockdale Symposium will be endowed and will become a SOLES project/event. Paula is working on putting together a “Stockdale Symposium Committee” to include members from the San Diego community. Zachary discussed the importance of a strategic focus within the department/school in approaching this project. Paula will call a meeting to discuss this in the spring.

Internationalization & Diversity Objectives: Paula discussed the list of objectives that was generated from the Fall Retreat regarding next steps in the Internationalization/Diversity objectives. Paula asked the chairs/directors to review this document to identify items to discuss at the department/program level moving forward. (Items in bold were identified as being of significant importance.)

Spring DAC Meeting Time Changes: Due to unforeseen conflicts, two of the Spring DAC meetings need to be rescheduled for earlier times. The Extended DAC meeting scheduled for Tuesday, February 1st and the April 5th DAC meeting will now be held from 9:00am-11:00am. Locations remain the same.

Eduventures Report: Beginning in the spring Paula would like to spend time during each DAC meeting discussing a recent Eduventures report. A recent report on US News & World Report rankings will be sent to the DAC and Extended Cabinet to be discussed during the February Extended DAC meeting.

10. Other Business: Rondi mentioned that due to an increase in events in SOLES space has become more of an issue. We will need to be careful about this in the future, and consider holding events in other buildings or off site.

Meeting adjourned at 12:31pm.