MEETING OF THE DEAN’S ADVISORY CABINET
Tuesday, March 1st, 2011
10:30am-12:30pm
Mother Rosalie Hill Hall, Room 209

MINUTES

Not Present: S. Gelb
Facilitator: Paula Cordeiro
Notetaker: Kate Sheridan

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

1. Welcome: Paula welcomed the group to the meeting. She also welcomed Heather Lattimer who will be attending DAC meetings for the rest of the academic year as part of her transition into the role as Department Chair.

2. Approval of the Minutes: The minutes from the December 7th DAC and February 1st Extended DAC meetings were reviewed and approved with no edits. The Extended DAC minutes will be sent to the rest of the group for approval as well. The item “Associate Dean’s Office Updates” was removed from the agenda as Steve Gelb was absent.

3. Program Updates
   NROTC: Dan Garcia announced that the Pass and Review Ceremony will be held on Friday, April 15th at 2:00pm on the Valley Intermural Fields on campus. All faculty and administrators are invited to attend.
   Counseling: The Counseling programs have received over 170 applications to their programs, including several international students and graduates of a number of prestigious schools. Interviews will be held on Friday, March 4th and 56 potential students will be attending. There are 22 open spaces in each specialization.
   Learning & Teaching: Applications are being reviewed for Learning and Teaching programs.
   Leadership Studies: Application review is underway for the PhD program. Some applicants have applications that are not complete but this is due to issues with application processing and the Xtender Application Review software. There are roughly 60 total applications (5 outstanding due to incomplete applications) and roughly 30 potential students will be interviewed. There are around 17 spaces for incoming students.

4. Outreach & Recruitment Updates (P. Morrice): Pelema announced that John Mosby from the Graduate Admissions office will attend the next DAC meeting to discuss SOLES application deadlines. There have been some challenges in Graduate Admissions around the changes to application deadlines that have impacted that office’s ability to process and post applications in a timely manner. Pelema suggested that one recommendation from SOLES might be to add another staff member to the Graduate Admissions office to accommodate the needs of SOLES programs. The group also discussed the need to have more assistance with international applicants. Because SOLES’ application numbers continue to increase it is important for the Graduate Admissions office to try and adjust to this increase, but deadlines will also be examined for each area. Paula mentioned that there is an assumption that existing deadlines are the best dates for each program area. Action: Paula and Pelema will meet to discuss current deadlines. They will also collect information from some areas and other offices regarding the rationale for certain deadlines. After Paula and Pelema meet will inform the rest of the group of the outcome of their discussions.
   Xtender: Pelema mentioned that his office will develop a survey to solicit feedback about Xtender issues in order to provide the Graduate Admissions office with more data about problems with the system. Pelema’s office hopes
that this will result in some changes to the system for the next admissions cycle. Pelema stressed the importance of indicating that these issues are systems-related and not about paper vs. electronic applications.

5. **Enrollment Updates (P.Krist):** Paula Krist discussed the draft of enrollment and FTE numbers. The final Spring 2011 enrollment file will be sent to DAC members later this week. The group discussed some of the issues that have come up around Financial Aid and student enrollment during summer and intersession, and issues of delivery methods. Paula stressed the importance of conversations about alternative delivery taking place at program and departmental levels. It is important to begin making these types of decisions as it will still take time to implement new delivery systems and program structures. Many of these issues are related to a lack of summer and intersession offerings in SOLES programs. Paula stressed that this is about students and not faculty need and availability, and that overall SOLES is way behind in alternative delivery, alumni engagement, and professional development/collaboration with Continuing Education.

6. **Assistant Dean’s Office Update (L. Dews):** Linda announced that the SGSA will be holding a dinner on the Friday evening prior to commencement (Friday, May 19th) to honor SOLES graduates this year. Programs and Departments will be asked to once again present awards to students during the event.

   The Global Committee met and agreed to increase the amount of tuition for global study programs. Tuition has typically been half of what a normal course would cost but this figure has fallen well below half the cost of tuition and is being increased. The tuition for Global courses is still below half the regular tuition amount, but the amount is being raised from $500 to $600 per unit. This would be a $300 increase for a 3-unit course. Paula asked what the median cost is for a Global course, and the answer remains that the cost is about the same as a 3-unit course on campus. Lonnie mentioned that students enrolled in the Hong Kong course have been notified that the cost of the course will now be $900 more than initially quoted. Linda said that this may be related to airfare as cost of flights have gone up significantly. Todd mentioned that there is often a discrepancy between proposed budgets and actual budgets. **Action:** Linda will look into the issue with the Hong Kong course and report back to Lonnie and Paula. Paula mentioned that it might be helpful to provide updated budgets periodically when going through Global course planning.


   **Contracts:** Rondi announced that from now on all contracts need to go through the dean’s office and be signed by the dean. Rondi and Steve will put together a procedure to be included in the Handbook on contract signatures. This includes all contracts, even those that do not include budgetary items.

   **Academic Schedules:** The fall 2011 schedule is posted online and registration begins April 1st. If there are any changes to the fall schedule Rondi asked that they be submitted as soon as possible so that the most current schedules are posted for student viewing.

8. **Development & Alumni Relations (G. Neiger):** Gary deferred his announcements until the Alumni Engagement Report discussion.

9. **Dean's Office Updates (P. Cordeiro):** Paula announced that during the monthly meeting the last half-hour will be for Professional Education Unit (PEU) faculty only.

   **Merit Awards:** Paula announced that merit awards will be the same amount this year as last year.

   **Part-time Faculty Evaluations:** Paula asked the group’s advice on whether or not to keep paper copies in part-time faculty files in the dean’s office. Paula Krist mentioned that evaluations can be kept in a separate area on Share Point. **Action:** This will be discussed at a future IDAC meeting and among the program/department staff.

   **Course Evaluation Results:** Paula stressed the importance of utilizing the results of course evaluations and having discussions with part-time faculty about the results. She also emphasized the need for increased response rates on the evaluations. This is particularly important for non-tenured faculty members because of the implications for the ARRT Review process.
**Proposed Policies:** During the February Extended DAC meeting policies regarding joint appointment and clinical professorships were discussed and some suggested edits were made. The specific edits were not captured in the minutes from those meetings so the group further discussed the policies. Suggested changes included:

- **Joint Appointment:** note that faculty members with joint appointments are eligible to vote in both areas.
- **Clinical Professor:** A distinction needs to be made between departmental and SOLES-wide voting eligibility. If there is a person working half-time as a clinical faculty member Lonnie believes they should have a vote; Todd feels it should only be core/full-time faculty who are voting on program/department related issues. The group discussed whether this distinction should be based on full time vs. part time status.
- The group discussed the appropriateness/accuracy of the title is not appropriate for as some individuals in SOLES already hold this title. How will the decision be made as to whether or not to assign this title? There was a difference of opinion about the percentage of time a person works in SOLES and how to accurately assign the title; some individuals already have this title.
- There was a discussion about merit pay in relationship to these positions. How does merit pay in a joint appointment work and where does that money come from? Currently merit is based on totality of the planning document (Frank posed this question during the Extended DAC meeting in February, possibly regarding joint appointments across schools).
- There was a discussion about the process a clinical professor goes through and whether this is the same as the tenure-track review process. The question of how to determine pay increase eligibility in these positions/lines was raised. Paula Krist mentioned that WASC does have an expectation that PT faculty are being evaluated.

**SOLES Partner Programs:** Paula asked that program directors/department chairs review the “SOLES Partner Programs” page on the website to review the partners that are listed for accuracy:
http://www.sandiego.edu/soles/about/partner_programs/

**Human Relations Commission:** Paula discussed the work of the HR Commission and the types of projects that they are engaged in. Paula believes that this organization would be a great internship site for students in Counseling and Leadership Studies in particular. The Chair of the Human Relations Committee in San Diego is Bruce Abrams (esqbma@att.net, ph: 619-236-6420).

**Project Concern International:** Paula distributed a list to Program Directors and Department Chairs that identifies all of the projects PCI is engaged in. She asked that they review the list to see if there are any projects that seem to be a fit with SOLES programs.

10. **Alumni Engagement Report Discussion:** Gary recently completed a research project regarding alumni engagement at 4 schools, looking at their current practices and alumni opportunities. The group engaged in a discussion about the report and current and prospective alumni engagement opportunities. Some points of discussion included:

- **Learning & Teaching:** PDK, STARS Conference, Advisory Board Membership, SDARA Group. One of the events scheduled for the SDARA group is related to next steps once students complete theses/action research projects.
- Paula asked that all program areas and departments consider “birthday parties” for milestone years of programs and program-related initiatives.
- **Leadership Studies:** Advisory Board memberships, ELDA Birthday party, attempts to host events for students and alums.
- Gary mentioned the importance of consistency when holding events that have a significant social component. This can also help determine priority in terms of what events are critical to programs/departments with regard to engaging with alums. It is also important to think departmentally/programmatically about engaging alums as opposed to specialization-specific events and opportunities.
- Cheryl is particularly interested in combining events with professional development opportunities as such events will be appealing to alums.
• Counseling: CS3 has been active in developing events with alums. Erika has also developed a speaker series called the Pulse of Counseling, modeled after the Spotlight series. Lonnie has also found that there are too many end-of-year events in Counseling so they will be pooling multiple events and holding one encompassing end-of-year celebration.

• Gary pointed out that connecting alums and current students has an added benefit of helping to recruit new students to programs. The institutions he researched also engaged faculty in creating alumni events in order to develop events that are inclusive of their own interests and engagement with former students.

• Linda discussed the social networking events that SGSA has put on in the past between current students and alums

• Heather mentioned that alums are invited to the MCC celebration in the summer and likes the idea of holding such an event in May. Paula reminded that group that Matt Flannery will be the Commencement speaker this year which may be something to advertise to alums who would be interested in hearing him speak.

• Gary mentioned that the Nonprofit program does a great job with alumni engagement, hosting 4 or 5 events throughout the year. Nonprofit alums organize many of the events, and are brought into important conversations and decisions at the program level, and in the selection process for future students. Paula would like to see this take place in other programs as well.

• PDK and Chi Sigma Iota: Paula mentioned that she would like to see PDK become a student-led committee/organization. Chi Sigma Iota has a faculty liaison and is more student-run. Paula also mentioned that the incentives for students to join PDK are not highlighted among students. Paula mentioned that she would like all SOLES students to become members of professional organizations prior to graduating. (PDK tends to be more for professionals that have been in the field as opposed to newly graduated students/alums.) Paula asked that Heather encourage L&T faculty to stress the importance of joining professional organizations to their students. This also has implications for publication, conference presentations, and networking beyond the current program.

• The group also discussed possible co-sponsorships/joint events to bring together students/alums from different programs

• NROTC publishes a quarterly newsletter distributed to alums; extent of regular communication with alums

• MFT: Alums return each May to discuss professional development opportunities with students in practicum

• Newsletters: Leadership publishes LENS 2x per year; MFT sends out an annual newsletter; L&T is developing a newsletter; Counseling currently does not distribute a newsletter

Action: Paula and Gary will discuss the points made during the discussion and work to develop some strategies. Paula will meet with Linda and Gary to discuss the alumni event for SOLES that will be held at O’Toole’s later this spring. The date is tentatively Wednesday, May 18th.

Meeting adjourned at 12:31pm.