MEETING OF THE DEAN’S ADVISORY CABINET
Tuesday, May 4th, 2010
10:00am-12:00pm
Mother Rosalie Hill Hall, Room 209

MINUTES

Absent: P. Morrice, G. Neiger, L. Rowell

Facilitator: P. Cordeiro
Notetaker: K. Sheridan

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

1. **Minutes:** The Minutes from the March 3rd DAC meeting were reviewed and approved with no edits. The April DAC meeting was canceled.

2. Paula welcomed Melissa Wagoner, Director of Media Relations, to the meeting. Melissa will periodically attend DAC meetings as her schedule permits.

3. **Online Course Evaluations (S. Gelb):** The online course evaluations are up and running via the MySandiego portal. Sergio has already completed an evaluation in his role as a student and said it was simple and straightforward. Students can access course evaluations in two different areas in the portal: (1) through accessing active registration and clicking on the link that says “Evaluate (Instructor Name),” and (2) through the grade lookup tool which will prompt students to complete the evaluation. There following items were discussed:
   - For courses with multiple instructors students will need to complete an evaluation for each instructor.
   - Program assistants are sending information to faculty members to share with their students about accessing the course evaluations. Faculty members should be reminding students to go online to complete course evaluations.
   - The current time span for completing course evaluations is 14 days prior to and after the course end date. This timeline can be changed in the future and is based on the course end-date that is entered in banner at the time it is entered into the system. This can be changed so that evals aren’t accessible until after the last day of class, or for unique course schedules.
   - The evaluation review process will be the same as it has been in the past—the dean and department chair are the only people who can view evaluations (besides the faculty members themselves), and this semester evaluations will be printed and distributed as they have been in previous semesters. Faculty members can log on to the MySandiego portal and print their own evaluations. Eventually Paula Krist hopes that online viewing access can be set up for the dean and department chairs.
   - Information/data from the evaluations will be stored by semester online. Once completed, the data is permanently in the system.
   - Students may be able to view their grades via other university systems even if they are not able to view them on the MySandiego portal. Paula Krist will further investigate the issue of student grade viewing and will report back to the group.
   - Program assistants will be receiving training on how the system works.

4. **Assistant Dean’s Office Updates (L. Dews):** Linda presented a brief update on Financial Aid and mentioned that the university’s Financial Aid office seems to be more responsive to SOLES students, effectively prioritizing their needs. Linda has been meeting with students to review their needs and options and students then decide what they want to apply for. Financial aid is prioritized by when students will begin their program of study, with summer being first priority. Linda reminded the group that when admitted students enroll in summer courses the Program Assistants should update Financial Aid on their status. Students who have concerns regarding Financial Aid should always contact the One Stop center first and they will receive a response within 48 hours.
Looking ahead, Linda hopes to work with the different program areas to package student aid money so that it can be guaranteed to students at the time of their acceptance. Paula asked Linda to have a conversation with the Counseling program about this. Cheryl thanked Linda for all of her work in helping the Department of Leadership Studies get money together to offer to recently admitted students.

5. **Budget and Operations Office Updates (R. Stein):** Rondi will draft two new policies to be included in next year’s faculty handbook. The policies will be related to: (1) budgetary requests, and (2) mail for faculty members who are on sabbatical leave. Rondi will bring these drafts to a future DAC meeting for review.

   *Space in Hill Hall:* Rondi has been assessing the available space in the building for moves that will need to take place among personnel. These moves will affect most areas in the building and any concerns should be directed to her. Paula asked that Chairs and Directors share this information with faculty in their respective areas. The faculty emeritus office will be converted into a faculty/administrator office and will no longer be available for use by emeritus faculty. Instead, they can be issued a locker on the first floor should they want one.

   *Restricting Registration in Banner:* Rondi mentioned that Banner has the capability to restrict registration for courses to a particular subgroup of students. This has to be done manually and can be done by program assistants.

6. **Associate Dean’s Office Updates (S. Gelb):** Steve shared a resource “business card” that the Department of Leadership Studies put together for its students. The card includes important contact information, highlights on the website, and information about university resources.

   *Eduventures Report on Faculty Scholarship:* Steve mentioned that he would like to set goals with faculty regarding money brought in through grants. (He believes that SOLES dropped in the US News and World Report rankings because of a lack of this type of precedent.) Steve would like to identify individuals in each area who are interested in pursuing grants and furthering their scholarship work through such means and offer these individuals direct support.

   The group discussed some of the findings in the Eduventures Report on Faculty scholarship, noting that the findings suggest similar struggles in other schools of education. There are issues around the areas in which grants can be obtained that sometimes present a challenge, and faculty members should be collaborating on interdisciplinary grants. Moving forward it will be important to evaluate how the dean’s office is doing in supporting faculty grant work.

   There are several areas that Paula would like to see SOLES capitalize on within the next year, including an opportunity with the Leichtag Foundation. Paula would like to see teams of faculty members working on large grants in the next year, and she has asked Cheryl to sit down with Lonnie and Erika Nash to brainstorm some potential areas and types of grants that can be submitted.

   One area that SOLES is uniquely positioned to address is the support and service of military families in the San Diego community. There is potential for an interdisciplinary proposal in this area. Commander Garcia offered to look into some organizations in the area that SOLES might be able to reach out to.

   The group discussed the possibility of having a meeting before the end of the summer regarding possible grant collaboration ideas. Paula and Steve will discuss setting up this meeting and who should be invited. Melissa offered to work with Steve to identify some federal resources, and Steve will also consult with the new Director of OSP as to what types of federal grants are out there and what USD has access to.

7. **Program/Department Updates—Admissions**

   *Leadership Studies:* This year 25 new students were admitted to the doctoral program. So far 2 have declined admission and the department has had to be strategic in how money has been distributed among incoming students. There has been some decline in the number of students in the Masters program and the nonprofit program has also received a large number of applications.
MFT: The MFT program received 125 applications during this past admissions period and so far 31 students are confirmed to start in the fall. There is some concern among the program faculty that enrollment remain manageable enough to continue to provide students with the type of support and attention that has made the program so successful. The group discussed the issue of high enrollment and its impact on budget and faculty.

Counseling: No representatives from the counseling program were present to provide an update.

Learning & Teaching: Based on the last admissions report that the department has received, application numbers are up from last year. Judy announced that the San Diego Unified School District is no longer a paying partner in the IMPP program but they are still a collaborator. The MCC admitted 10 students, Montessori Specialization admitted 5 students with 5 more still pending. The John Tracy Clinic has admitted 8 students and all have full scholarships. The MSTE program is waiting to hear back about a possible grant.

There was a brief discussion about the possibility of offering reduced tuition to students in Learning & Teaching programs due to the state of teacher credentialing in California and across the country. Paula asked all of the programs to look at what is being done online and to think about how distance learning can be better utilized.

NROTC: The NROTC program anticipates 51 students to begin the program this fall, with roughly one-third of the students being USD students. There has been a reduction in NROTC scholarships nation-wide. The ultimate goal of the NROCT program is to commission 70% of its students. Commander Garcia mentioned that USD has one of the largest NROTC programs in the country, along with schools like Old Dominion and Jacksonville. Paula mentioned Old Dominion does a lot of grant work on supporting military families.

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

Administrator Evaluations: Paula thanked everyone for completing administrator evaluations for their supervisees but would like to include this on the February agenda in the future in order to provide enough time for her to thoughtfully review the evaluations before they are submitted to HR. On next year’s evaluations Paula would like to see improved goal-setting with more specificity, and she asked that all supervisors meet with their direct reports throughout the year to evaluate progress on goals and revise if necessary. Paula reminded the group that administrator goals set the prior year should match the number of goals that are reported out on, regardless of their status. She also suggested that supervisors consider attending the Supervisor Training sessions offered by HR if they are interested in learning how to provide more effective feedback.

A due-date for evaluations will be established for the next academic year so that there is an appropriate amount of time for the dean to review evaluations, provide feedback, and route for necessary signatures.

A discussion regarding HR responsibilities in SOLES during which it was noted that it is unclear whose responsibility it is to take on the logistical and administrative tasks involved when new faculty members are hired. Questions about housing are particularly common and it is unclear who new faculty members should direct such questions to. Action: Rondi will check with Debbie Gough in the Provost’s Office and with Janet from the Law School to see if there is a policy in place for such issues.

Summer Advising Hours: Faculty should be submitting requests for summer advising hours with the understanding that they may not necessarily be given those hours. Faculty advising during the summer months should be based on student need and not faculty availability. A particularly important time to pay attention to is the week prior to the beginning of the semester. Cheryl mentioned that last summer the leadership faculty submitted their availability to Annie and she created a doodle poll for students to sign up for summer advising, which worked quite well.

Faculty Advising: The group had a discussion about an Eduventures report that was sent out prior to the meeting on faculty advising. Issues of faculty advising range from faculty members not responding to student emails to faculty members being unavailable to students. It is important to develop good practices in advising and also recognize those faculty members that are doing a good job. Advising is particularly difficult for program director to monitor because they do not exercise direct supervision over faculty in their areas. Faculty planning meetings are a good time to address any issues faculty members have in the area of advising.
Steve mentioned that in his first several years as a faculty member at SOLES he wrote an “Advising Guide” to help others answer important questions that students often have. Advisors should be held accountable for the information they provide to students. Page 3 of the Eduventures report identified several ways to hold faculty members accountable for advising.

The group discussed how advising sessions are documented, whether faculty members have advising objectives when meeting with students, and how such objectives are followed up on. Several program areas keep advising notes in student files and the group discussed whether this was something that could be added to Banner. It is important to document when action is taken or when decisions are made between a student and his or her advisor.

The group discussed the evidence of strong faculty advising on page 3 of the Eduventures report. This included: clear meeting records, effectiveness of school/program orientation for new students, and information students receive during advising meetings. The group discussed the need to keep clear and updated records of advising meetings with students, which each program currently handles differently. It was suggested that Beth Yemma be invited to the next DAC meeting to discuss potential ways to keep more efficient records of advisor/advisee meetings.

9. **Other Business**
Melissa Wagoner announced that her office is in the process of putting together a resource called “USD Experts” for the Media Relations office to better direct questions from external parties. She would like to put a list together of individuals from each program area who have a particular expertise that might be useful for media-related needs. She is also conducting university-wide media training for individuals who would like to participate. Paula and Steve will discuss the “USD Expert” list for SOLES and will be in contact with Melissa.

Commander Garcia reminded the group that the NROTC Commissioning Ceremony will take place on Friday, May 21st at 10:00am.

The meeting adjourned at 12:15pm.