MEETING OF THE DEAN’S ADVISORY CABINET

Tuesday, March 13, 2012
11:00am-1:00pm
Mother Rosalie Hill Hall, Room 209

MINUTES

Absent: H. Lattimer, G. Neiger
Facilitator: P. Cordeiro
Recorder: G. Wilson

The meeting was called to order at 11:02 a.m.


2. Program/Department Updates

   New Department: S. Gelb announced that a second departmental meeting would occur on Wednesday, March 21st. A formal name for the department will be determined and finalized then.

   Department of Leadership Studies: C. Getz reported that the search for a faculty member that is area-focused on higher education and student affairs is proceeding.

   NROTC: W. Ault reported that his relief/replacement is imminent. Capt. Ault also stated that he would begin working with Gen. Bailey’s office to plan for the next Stockdale Symposium – tentatively scheduled for October 11th 2012.

3. Assistant Dean’s Office Updates (L. Dews)

   The assistant dean announced that this year’s commencement is on May 26th. Dews reminded members of the committee events such as the NROTC commissioning ceremony, the African-American and Latino graduation ceremonies, the SGSA dinner, etc. will be occurring the same week as commencement; faculty should keep their schedules free during this time so they may participate in these events.

   Dews also announced forthcoming deadlines:
   • International Center IOG: March 16th
   • Global Center Grants: April 1st
   • Faculty Grants/Global Courses (for IN2013, SU2013, and anything in between): May 1st

   Dews reminded committee members that Global Center course proposals need full approval (which includes academic and budget approval) by the department chairs before being submitted to the Global Center.

4. Office of Budget and Operations Updates (R. Stein)

   R. Stein announced that SOLES equipment requests for this cycle would need to be submitted to the provost’s office by April 16th – Stein stated that she would forward more information to the committee.

   Stein also announced the following items:
   • Purchase of huddle boards (white boards) for classroom use. Stein will investigate pricing and the different available sizes.
• Will observe Serra 204’s transformation to an active learning space. Stein will observe and possible use ideas for SOLES’ classroom spaces.
• SOLES will consider PODS solution as an option for classroom furniture.
• Decorative furniture that appeared in MRH last week will be gone soon.
• Notifications should be made to the dean by supervisors regarding salary recommendations for administrators. The use of a new evaluation form to measure administrators’ performance is required.

Stein also led a discussion regarding Dean’s Merit Scholarships (a handout was distributed) and posed the question of adding additional titles to collaborative works (i.e. “Dean’s Merit Research Scholar”). P. Cordeiro tabled the issue.

5. Outreach and Recruitment Updates (A. Mumford)
A. Mumford provided updates on the following items:
• Two personnel searches, one for a graduate assistant and one for an executive assistant, are currently underway in her department.
• A customer relationship management (CRM) system is currently being considered at the university level. This solution would foster a more formalized/centralized system of tracking and follow-up with prospective applicant inquiries.
• Mumford is currently working on the SOLES prospectus and would like to obtain faculty and student quotes from each department chair. Mumford stated that she would like to have the prospectus ready for distribution during the FA12 term.

Mumford reviewed admissions statistics (a handout was distributed). When comparing stats from AY 2011 with AY 2012, School Counseling and Nonprofit experienced a significant drop in 2012; however, the total number of applications submitted is up for this academic year.

Mumford reviewed proposed fall events and sought feedback from the committee to make sure we’re not “fatiguing our faculty.” Mumford also stated that she is considering adding information sessions that do not require faculty to attend. Sessions could be held once per month throughout the year, on Saturdays or in the evenings, and be smaller and less formal.

6. Associate Dean’s Office Updates (G. Reed)
Reed announced the following updates to the committee:
• He and P. Krist are finishing up NCATE response today.
• He is involved with ongoing conversations with Enterprise Administrative Support Systems team to work on forms, workflow, and archiving/imaging of documents.
• April is “earth month” and related events will be taking place on campus throughout the month.
• September 16th & 17th and 25th & 26th are Yom Kippur and Rosh Hashanah respectively. Reed reminded committee members and faculty to be mindful of these holidays and those students who observe them.

Reed also discussed the process by which university professorships are calculated (a handout was distributed). The process is based upon a percentage of full-time faculty members. Areas such as SOLES & Nursing are a long way from earning a ‘1’ using the faculty%/16.67 formula. Reed stated that he would present this information to the faculty in the next monthly meeting.

Reed commented on recent student feedback regarding conferences at USD. Reed suggested that faculty refer students who wish to attend on-campus conferences to SGSA so they may apply for funding that could help offset charges.

Reed also sought feedback from the committee and faculty about whether costs associated with our Eduventures service is worth it. Current projects involving Eduventures solutions include the alumni survey, an MCC study for Learning & Teaching, and a music education study.
P. Krist reviewed SOLES FTES trend data from 2006-2011 with the committee (a handout was distributed).

7. **Dean’s Office Updates (P. Cordeiro)**
   Cordeiro provided the following updates to the committee:
   - An update regarding graduate financial aid (a handout from Tom Herrington was distributed to the committee).
   - A review of a handout from the Hispanic Association of Colleges and Universities (HACU) that listed national affiliated institutions—including USD—within the U.S.
   - An update regarding the Franciscan School of Theology (Berkeley, CA) initiative. Cordeiro recapped her meeting with FST’s President and Rector, Fr. Joseph P. Chinnici. The initiative to forge an agreement between USD and FST is moving along; however, there still needs to be a determination if FST will remain a separate 501(c)(3) organization since their faculty pay and tuition are less than that of USD. Cordeiro stated that USD’s president Lyons would like a decision from the Board of Trustees on whether or not this relationship should move forward by September 2012.
   - An update about USD’s branding proposals.

8. **Other Business**
   - Strategic Planning
     - W. Ault reviewed an NROTC strategic planning handout with the committee.
     - C. Getz reviewed the Department of Leadership Studies Draft Strategic Plan handout with the committee.

Meeting adjourned at 12:43 p.m.