MEETING OF THE EXTENDED DEAN’S ADVISORY CABINET
Tuesday, February 1st, 2011
9:00-11:00am
Mother Rosalie Hill Hall, Room 201

MINUTES

Absent: L. Dews
Facilitator: Paula Cordeiro
Notetaker: Kate Sheridan

The meeting was called to order at 9:05am.

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

2. **Approval of the Minutes:** There was an error in copying the minutes from the December 7th Dean’s Advisory Cabinet meeting. Kate will send the minutes to the DAC group electronically for approval. Formal approval of these minutes will be recorded during the March DAC meeting.

3. **Program, Department & Center Updates**
   - Tedi Kostka briefly discussed the work she and others have been doing on the NCATE website and coordinating all of the corresponding materials.
   - Judy Mantle discussed the STARS Conference that the Department of Learning and Teaching is hosting on Saturday, February 5th. The conference will highlighted strategies for working with students with dyslexia and other learning disabilities. So far there are roughly 135 registrants.
   - Ed DeRoche discussed some of the recent happenings in the Character Development Center, including the Character Matters Essay contest, the upcoming summer conference, professional development courses, and other Character Development Center resources.
   - Lonnie Rowell announced that the annual Action Research Conference will be held on May 13th and 14th. There are several graduate students who are assisting with conference logistics, and Roni Nocon is serving as the conference coordinator. Yong Zhao, one of this year’s ELDA Spotlight Speakers, will be participating in the Action Research Conference.
   - Laura Stein announced that the Nonprofit Center will host the Benchmark 3.5 Conference in March. The Benchmark Conference has been held every ten years since 1986 and Benchmark 3.5 is being held in the middle of the ten-year cycle. The conference is aimed at developing nonprofit management, volunteerism, social entrepreneurship and philanthropy as a field of study, and is being presented by the Nonprofit Academic Centers Council (NACC).
   - Teresa VanHorn announced that the annual Nonprofit Leadership Alliance (formerly “American Humanics”) meeting will be held in conjunction with the Benchmark 3.5 event.
   - The Cater Center will be hosting Human Resources professional development events in San Diego in elsewhere similar to the one that was put on in the spring by several Cater Center Graduate Assistants. Paula remarked on the success of January’s Nonprofit Governance Symposium. Paula also mentioned that she recently became a member of the San Diego Grantmakers Board of Directors. Some of the recent work of the organization involved supporting military families in San Diego.
   - Terri Monroe discussed a conference she attended in January at the Grubb Institute in January. Themes of the conference included planning methods and the need for developing the capacity for learning to make decisions in a new way. Paula highlighted partnerships like the Grubb Institute as being important for moving forward with the consulting specialization and as having implications for work being done in the Counseling program.
4. **Eduventures Report: US News & World Report Rankings**: The group received an Eduventures Report entitled *Understanding and Influencing the US News Rankings* prior to the meeting to have read for discussion. Rankings are based greatly on the success of alumni from programs within the schools being ranked. The group engaged in a discussion about the report. Some points of discussion included:

- Lonnie noted the suggestion within the report that Deans of schools being ranked meet with the US News & World Report officials. He also noted the suggestion of having research advisory meetings with local schools and what that might look like, and whether there is a connection between what is being done in local school districts and the research being done in SOLES. Paula discussed the work being done by a group of faculty with the Cajon Valley Union School District. She also discussed the Pt. Loma Cluster Schools conversation she will be participating in on the evening of February 2nd among 11 schools and the Point Loma community regarding “what a good school looks like.”

- Pat suggested that SOLES engage in its own research and evaluation of alums and publish the results online/on the SOLES website, highlighting statistics that would be compelling to prospective students. Pelema seconded Pat’s suggestion, stating that many prospective students seek such data and he is not able to provide them with accurate statistics.

- Cheryl asked how the rankings factor in terms of resources for the university and what conversations with the Provost may have indicated about this. Paula mentioned that teacher education programs across the country have been suffering, and the need to look beyond the budget crisis at where the university will be in several years. Many universities are cutting teacher education programs, and Paula continues to need input from faculty and administrators about what is going on in the worked of teacher education so that she knows what she needs to present to the Provost. Paula would also like to see 2 additional doctoral programs in SOLES in the next few years. She also mentioned that this would require endowments in SOLES’ centers.

- Steve mentioned that he was particularly drawn to the suggestion in the report that SOLES ignore the rankings. Pelema mentioned that if SOLES put effort into some of the types of initiatives that Pat discussed it would have a positive impact on enrollment, possibly more so than US News rankings. The group discussed the types of skewed information that is often included in these rankings.

- The group discussed the attention that some of the programs have received nationally, and that often students require more financial aid to relocate to San Diego which in turn points to the need for endowments. Frank mentioned that although some universities (like Harvard) receive significant endowments, many schools of education suffer in this area.

- Paula discussed the need to know things like who are the premier Catholic universities in the world, and who we have partnerships with as many natural connections exist with these types of institutions.

- In summary, Paula stressed the need for transparency in statistics regarding enrollment and alumni.

Paula mentioned that publications and marketing now fall under Linda, in part because of her work with John Callery and overseeing the website. She briefly discussed the upcoming Horizon’s newsletter that will be a comprehensive publication that will include information from the scholarship report and updates from around the school.

5. **Office of Budget and Operations Update (R. Stein)**

**Underwater Endowments:** Rondi discussed the SOLES endowments that are currently underwater. These include: the Pardee Endowed scholarship, the Barnhart Endowed scholarship, the Nativity/Keiller scholarship, and the Caster Catholic Educators. Rondi asked that if these endowments fall in anyone’s area that they contact her to discuss implications and moving forward.

**Budgeted FTE’s:** Rondi discussed a handout that she distributed regarding SOLES FTE’s and how they impact budgets within the school. The FTE’s are broken down by core programs and are summarized to reflect SOLES-wide budgeted units. Rondi mentioned that SOLES will be looking at breaking down the budgets further to develop more accurate budgets for the programs and to trend enrollment. The variance is based on a change in the way the university has budgeted per school throughout the years. Beth mentioned that all students in the Navy Doctoral and International Doctoral programs have graduated. Revenue that is left over at the end of the school year does not stay within SOLES but gets distributed to other areas of the university. There is currently no incentive to increase enrollment as there is no direct repercussion with regard to the budget. Judy mentioned
the need for continued innovation in delivery and course format and Paula expanded on this and encouraged all programs to engage in this type of development.

6. **Development and Alumni Relations Updates (G. Neiger)**  
   *Alumni Engagement Report:* Gary discussed the project he has been working on as an Independent Study as part of his Masters studies research institutions about their alumni engagement practices. He discussed some of the findings that have come from this research, including the need to host professional development opportunities and for faculty to engage current and former students as professional colleagues.

7. **Outreach and Recruitment Updates (P. Morrice):** Pelema mentioned that SOLES is running advertisements during the traffic updates on KPBS starting this week. Next week program-specific ads will begin running. The recruitment fairs that Outreach and Recruitment has attended have been a success, and in conjunction with the recent open houses and program-specific events they have reached almost 300 prospective students at SOLES-specific events. The Toreros Teach event will take place on Tuesday, March 8th. This event is specific to USD undergraduate students interested in programs in Learning and Teaching. He reminded the group that Outreach & Recruitment will cut back on attendance at national recruitment fairs and instead hold SOLES-specific information sessions in a number of cities throughout the country. Teresa asked if these information sessions will be paired with alumni associations/activities in those areas. Pelema mentioned that he will be reaching out to the group as he continues to plan in order to solicit input, advice or connections. Paula also mentioned that she is happy to support faculty and administrators engage alumni when they travel or attend conferences around the country. Pelema mentioned that his office in the early stages of developing an ambassador program of current students who would be willing to engage with prospective students. Paula encouraged Pelema to email program directors and department chairs with a deadline by which to send this information to him.

   **Admission Update:** Although it is very early in the admissions cycle, preliminary reports indicate that application numbers are good. Pelema also reminded the group to send his office information about any contact they have with prospective students. Pelema would also like to begin to have conversations, perhaps during DAC meetings, about goals in each of the program areas. Paula Krist mentioned that accrediting bodies within the PEU ask for goals.

   Paula reminded the Program Directors and Department Chairs that they should be updating their faculty and administrators about the discussions that take place and decisions that are made during DAC meetings.

8. **Associate Dean’s Office Updates (S. Gelb)**  
   **Update in “I” Designation:** Steve provided the group with an update regarding the internationalization requirement and the addition of an “I” designation to courses that meet the international requirement so that students who take “I” courses do not need to then submit the International Requirement form. There is some difficulty in creating these courses within the banner system and it looks like the earliest the “I” designation can be instituted will be the fall semester. It may be a bit messy until this process gets worked out. In the future the form will still be used for students who fulfill the International Requirement in an alternative way than by taking an “I” course.

   **Qualitative Software:** Steve and Cheryl briefly discussed the possibility of getting the university to support Qualitative Research software. This would take a lot of work on SOLES’ part to acquire university-wide support of such software. Cheryl will reach out to faculty in SOLES to inquire about the type of and need for qualitative software that faculty might be using. Paula also reminded the group that professional organizations such as AERA have workshops on using such software.

   **Eduventures Update:** Steve informed the group that he provides updates on Eduventures at each DAC meeting. Eduventures recently completed a report for Leadership Studies. Steve would like to begin to keep records of how departments & programs respond to the reports that Eduventures completes for SOLES in order to keep track of how the reports are used. Steve also mentioned that Paula has suggested the DAC continue to discuss Eduventures reports when they meet. Helene briefly discussed the report Eduventures completed related to NCATE review.
9. **Dean’s Office Updates (P. Cordeiro)**

**Administrator Evaluations:** Paula reminded the group that Administrator Evaluations should be submitted to the Dean’s Office by April 1st. Evaluation meetings should be scheduled soon in order to accommodate this and other university-wide deadlines.

**Policy Handout:** Paula discussed the proposed Joint Appointment Policy that has been discussed among the members of the Internal DAC. Once the DAC discusses and approves these policies they would then be submitted to the Faculty Status Committee for review. Paula discussed the rationale behind some of the wording of the policy. The wording “without a limit of time” is a means of protecting a faculty member within their joint role. It was suggested that wording by included that indicates a “primary” and “secondary” appointment with regard to the department/program area. Frank mentioned that a joint appointment has implications for merit pay and the faculty member’s role as a voting member of both departments in which they serve. The group also discussed the proposed policy regarding Clinical Faculty appointments. **ACTION:** The policies will be reworked and taken to the March DAC meeting. If any members of the Extended DAC have additional questions or comments about the policies they can notify Paula. The revisions will also be sent to the Extended DAC once completed.

Meeting adjourned at 11:05am.