MEETING OF THE EXTENDED DEAN’S ADVISORY CABINET
Tuesday, September 6th, 2011
11:00am-1:00pm
Mother Rosalie Hill Hall, Room 133

MINUTES


Absent: L. Rowell

Facilitator: Paula Cordeiro

Notetaker: Kate Sheridan

The meeting was called to order at 11:03am.

1. **Welcome:** Paula welcomed the group to the meeting and clarified the composition of the External Dean’s Advisory Cabinet meetings, noting that all Center and Program Directors attend each semester in addition to Department Chairs and Dean’s Office Administrators.

2. **Approval of the Minutes:** The minutes from the August 8th Dean’s Advisory Cabinet meeting were reviewed and approved with one edit:
   - Item #7, NCATE Update: The third sentence now reads: “There were few concerns overall, with two substantive concerns in standard 1.”

3. **Department, Program & Center Goals for 2011-2012:** Paula discussed that handout that all attendees received which highlights the goals for all Centers, Programs and Departments for 2011-2012. Each Chair/Director identified one or two goals to highlight for the group. Updates included discussion about current and future projects and studies taking place in the Centers and Departments and changes that have taken place in many of the areas in SOLES.

   Paula asked Bill Ault and Rich Thome to share some of the goals in NROTC and ELDA for the next year. Bill mentioned that one of the goals of NROTC is to graduate 4 students from the nuclear engineering program and to expand the visibility of students on campus by connecting them with more campus-wide opportunities. Rich discussed some of the work that ELDA has been doing including continued work on Linked Learning, the project funded by a grant from the James Irvine Foundation.

   Steve announced that the Dali Lama will be visiting the university in April 2012. Paula asked Steve to announce this during the September Monthly Meeting.

4. **Assistant Dean’s Office (L. Dews)**

   **Staffing Update:** Linda announced that several new staff members have been hired, including:
   - Andrea Estrada, Executive Assistant for Credentials and Operations
   - Greg Wilson, Executive Assistant in the Dean’s office (for the Assistant and Associate Deans)

   **Global Center Update:** There are three new staff members working in the Global Center. Each has been assigned one of the three departments to be the first point of contact for Global Study courses and other Global Center-related needs.

   **Financial Aid:** Linda announced that at present there is no additional scholarship or loan money to be awarded to students. If students need assistance they will need to work with the university Financial Aid office. Linda can
assist students through that process. Linda also pointed out that students who apply for aid by the priority deadline are better served. Paula pointed out that this is a critical point and rationale for SOLES to seek endowments for more scholarship monies.

5. **Office of Budget & Operations (R. Stein)**

   **Background Checks:** Rondi announced that the Background Check policy has been put into place and any new non-benefits-based or casual employees will need to undergo the process of a Background check. Part-time faculty will not be issued contracts until they undergo the Background checks. Rondi asked that anytime a new part-time instructor is being considered for hire to notify her right away to begin the process. Rondi’s office will coordinate this process but the background checks are run by the Human Resources office.

   **Faculty Home-Buying Program:** The university has instituted a new home-buying program. Faculty members who are eligible must work at USD for at least 18 months and the home purchased must be the faculty member’s first home in the San Diego area (within 50 miles of campus). Details about the program are forthcoming. The policy will be posted on the USD website after the Board of Trustees approves the policy at the next Board meeting.

6. **Development and Alumni Relations (G. Neiger):** Gary reminded the group that the Fall Alumni Mixer will be held on Wednesday, September 14th at O’Toole’s. Attendance is already at 70+

   An informal reception will be held on Wednesday, September 28th to thank Diane Dammeyer for the photos she donated to the building. An invitation will be sent in the next week.

   The university is taking steps towards a capital finance campaign and is currently undergoing a preparedness study. The results of the report will not be out until October and it will likely go in front of the Board of Trustees during the December board meeting. Gary will have conversations with faculty about the campaign and the types of opportunities this will create.

7. **Admissions & Outreach (A. Mumford)**

   **Admissions & Outreach Events:** The Fall Open House will take place on Saturday, September 17th. Anne encouraged each program to invite current students to their breakout sessions that day.

   **Non-Accredited Colleges:** Anne announced that the Admissions office will update each program area on applicants whose degrees are from non-accredited institutions. She asked that each program share review dates with her office so that she can ensure these lists are provided to each program for their review.

   **Admissions Notification Emails:** The Graduate Admissions Office will not be notifying students via email of admissions decisions, but individual schools often send their own email notifications. Beginning with the next Admissions cycle Anne’s office will send an email notifying students of admissions decisions so that they can be notified as early as possible. A hard copy of the admissions letter will still be sent by Graduate Admissions.

   **SOLES Promotional Items:** Items like pens, bags, mugs, t-shirts, etc. are available from the Admissions and Outreach office for events that are targeted at prospective students. These items are not intended for use at events like conferences that are not geared towards prospective or incoming students and use of these items for such events will require the department to reimburse the Admissions and Outreach office. Anne asked for at least 2 weeks notice when promotional items are needed. She also noted that her office is glad to help Departments/Centers place orders for items that are needed for events not geared towards prospective or incoming students.

8. **Associate Dean’s Office (S. Gelb)**

   **Eduventures:** Steve discussed some of the reports that Eduventures has been working on, including studies on Superintendents, ELDA Admissions, and the IMPP.

   **NCATE:** The NCATE Accreditation visit will take place on November 8th. On Friday, September 9th several individuals who will be conducting the review in November will be visiting USD for a “Pre-Visit.” The purpose
of this visit is to prepare for November and hold preliminary meetings. Steve would like to involve all individuals who are part of the PEU in the NCATE process and familiarize them with the Transformation Initiative and other important frameworks for the Accreditation visit. The PEU conceptual framework is used for all PEU course syllabi for framing courses. Paula asked Steve to remind the faculty that all syllabi should include a statement on disability. A syllabus template that includes this language can be found in the Appendix of the Faculty Handbook.

9. **Dean’s Office (P. Cordeiro)**
   **Grant Work:** Paula mentioned that SOLES will be hiring Gloria Rodriguez Bañuelos on retain to help with Grant writing and other related items.

   **Presentation to Board of Trustees:** Paula will be presenting two of the strategic goals to the Board of Trustees at the end of the month. Specifically she will discuss the Global and Catholic Character goals. She will contact several individuals to assist her with some of the language for her presentation as it is an important one for the university.

   **Center & Program Reviews:** Paula announced that the Center Review timeline has been proposed for consideration. The proposed timeline will be distributed for review by Directors and Chairs in the next several weeks and discussion about the timeline will take place during future meetings.

   **Race & Ethnicity Guidelines:** Paula pointed out the article on Race & Ethnicity guidelines that was recently sent out to the USD community regarding the new federal race and ethnicity guidelines. She asked that anyone involved in reporting and data collection in SOLES pay close attention to this report and its implications moving forward.

   **Center for Inclusion & Diversity Faculty Recruitment:** The CID has instituted a training process for anyone serving on a faculty search committee on processes for recruitment that incorporate a focus on diversity. There is also a handbook that will be available for search committees. Paula shared the seminar handout entitled *Recruiting a Racially Diverse, Culturally Competent Faculty.*

   **Professional and Continuing Education:** Paula discussed the Continuing Education Certificate Reviews and goals drafted by Dr. Jason Lemon, the new Dean of Professional and Continuing Education. Paula pointed out the opportunities this work presents for SOLES to engage more potential students and alums. Continuing Ed programs provide opportunities to split revenue, give faculty additional teaching opportunities, and engage alums in continuing and professional education opportunities.

   **SOLES Strategic Planning:** Paula reminded the group that SOLES is in its final year of the last strategic plan. Her goal is to have the next strategic plan in place by May of 2012. In addition to soliciting Departmental goals she will be inviting all programs to develop one significant strategic goal to be incorporated in the final plan. She also asked that all Departments think of individuals to invite to campus to help generate discussion around goals for departments and SOLES overall.

The meeting adjourned at 12:52pm.