**University of San Francisco**

**School of Management**

**Department of Public and Nonprofit Administration**

**Meeting Summary**

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| Date: | 5/14/13 | Start  Time: | 10:38 am | End Time: | 12:30 pm | Location: | MH 405 |

**Attendees:** Michael O’Neill, chair; Andrew Heitman, staff; Larry Brewster, Rich Callahan, Kathleen Fletcher, Ron Harris, Tim Loney, Gleb Nikitenko, Tony Ribera.

**Excused:** Kim Connor (on sabbatical), Monika Hudson, Richard Waters

**Approval of minutes**

The minutes of the April 9, 2013 meeting were unanimously approved as mailed.

**Announcements**:

Michael noted the recent awards and publications of faculty members Rich C., Monika, and Richard W. and the notices and awards to MNA student Lisa Blanchard and MNA alum Cris Chater.

Michael discussed two possible appointments, noting that these had become “open secrets” in SOM: He has invited Professor Mike Duffy and Professor Jim Shaw to join the PNA department. Decisions on these matters by Dean Webber should be announced soon. Michael said that other personnel decisions are still pending. Nothing has changed regarding Richard Johnson.

Michael reported that fall enrollment for the SF MPA group looks very strong (25 admitted, 15 deposits), the Sacramento MPA group weak to non-existent (0 admitted), and the fall SF MNA group still low (7 admitted, 4 deposits). The maximum for the fall SF MPA group is 30; the department discussed the possibility of splitting the group to create two cohorts, especially if the Sacramento group doesn’t make. Michael said that Dean Webber wants to concentrate on the fall 2013 MNA group and the fall 2014 full-time MNA group, so there are no plans for a spring 2014 MNA group.

Michael continues to request additional fall scholarship funds at least for the MPA program; he just received 18 more applications (14 for SF, 4 for Sacramento).

Michael, Gleb, and Monika met with Bill Murry about the graduate exit survey. Suggestions have been made to change parts of the questionnaire. Bill said in the meeting that there is also a customer service survey sent every other spring to all 10,000 USF students by an external vendor. Gleb noted the need of the USF graduate survey’s collecting student data (indirect measures used for program assessment) in order to improve the program (close the loop) and for NASPAA/WASC reporting purposes. Michael has communicated with the other department chairs and with Mike Webber, Catherine Horiuchi, and John Veitch about the potential importance of the graduate exit survey.

Michael said that he and Rich will meet on May 15 with the Undergraduate Program Committee regarding the BSM/LEL proposal, which Rich will present.

Michael said he has completed his class visits (Tony Ribera, Larry Brewster, Ron Harris, Mike Duffy, Ellen French, Jim Shaw, and Bruce Smith). He said he felt things were going well in these classes. He also reported on a positive meeting with 21 MPA students on Saturday, May 4, in Sacramento.

Rich said that Ana Karaman will integrate what happens academically with what is funded which will help with long-term budgeting and planning.

Tony announced that the Commission on Peace Officers’ Standards and Training (POST) has accredited USF as a facilitator for team-building workshops. He said USF is the only university in California that has been so accredited by POST.

Tony reported that he, Ron, and Gleb are creating a homeland security conference to be held on July 23 in Fromm Hall; everyone is invited. Anyone planning to attend should let him know by early June.

Rich noted that Rod Hickman will be the keynote speaker at the May 30 event celebrating the 30th anniversary of the MNA program and 35th anniversary of the MPA program. Gleb said that there were 93 RSVPs to date. Department members expressed concern about possible low attendance and urged everyone to reinforce the May 30 invitations in their classes.

Larry said that the MNA search committee met with the dean and will delay the search to late August or early September, planning to complete the search by Christmas.

Tim says the online MPA has about 24 people “in the pipeline” for fall. Numbers for fall look good from 18-24 students. The target is about 30. They are getting good feedback from students in the program. He says that one challenge over the next year will be changing the MLS system from Blackboard to Canvas. They are waiting to see how CIT will lay out the implementation plan. Rich asked Tim to share the online program evaluative data with the department.

Rich asked if SUMMAS will be done online in the future.

Ron said that he did a research project on online education, using 3 treatment groups, 2 on-ground and 1 online (his 3 PA 670 courses); and he found out that the online group did even better than the on-ground groups. The learning was shown to be effective in all 3 courses.

**WASC credit hour issue**:

Gleb reviewed the background behind the WASC credit hour policy and explained the analytical work he has been doing in this regard for graduate management programs. The policy is here to stay and such program audit/ accounting is essential for faculty and the department as a whole to conduct to keep track of the hours in case of the external audit and for the internal purposes of maintaining the curriculum robustness. Gleb explained the approximation of credit hours and various measures included in the handout. For example, Graduate Management classes consist of 7 weekly sessions, so 28 hours can be immediately counted in. 28 h.

* Textbook reading materials: one chapter of each textbook may require up to 90 min. of attentive reading and reflection—hence 3 chapters per week/ session may have to be an absolute minimum to be assigned: 4.5 h X 7 (30 h.)
* It is recommended that every week/ session, there is at least one written deliverable due (e.g. a case study analysis, a memo, an out-of-class exam or quiz, a term paper, etc.), a smaller assignment (4-5 p in length) may require at least 5 hours of research (4-5 hours) and 5 hours of writing (4-5 hours with reviewing and editing): 5+5 X 6 (60 h.)
* At least one larger assignment (e.g. a major take-home exam, a case-study analysis report (individual or group), a final project or a paper, etc.) of 6 pages or longer may be required; such requirement alone may reach 12- 20 hours of preparation depending on a subject matter or a format: 12-20 X1 (at least 12- 20 h.)
* Finally, at least 3 but hopefully more class sessions/ weeks would have a Blackboard assignment (a threaded discussion, a group work, or a Q&A with an instructor), which can amount to at least 90 min. per each entry, depending on the format (set of questions to be answered, an online quiz, etc.). Such course requirement may amount to at least 4.5 hours of course work per week: 4.5 hours or more weekly.
* If applicable: up to 42 hours of total student work and engagement. The final grade weight/ credit hour redistribution would be up to an individual program in consultation with a department chair and faculty.
* Ron says agrees with the overall principles and suggests putting the info in the student handbook saying how a credit unit is earned. Gleb and Michael agree.
* Michael says he will check with Catherine to put this in the student handbook
* Tim says that he will include this in the rubric of the online courses.

Members of the department presented gifts to retiring members Kathleen and Michael and made nice comments about both.