

University of San Francisco

School of Management

Department of *Public and Non-Profit Administration*

Meeting Summary

Date: 11/1/2011		Start Time:10:30		End Time:12:10		Location: MH 405	
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Who was there *(Indicate attendees and who chaired the meeting.)*

Larry Brewster, Chair, Tony Ribera, Gleb Nikitenko, Richard Johnson III, Richard Waters, Kathleen Fletcher, Rich Callahan, Catherine Horiuchi, Maurice Penner, Michael O'Neill, Monika Hudson, Tim Loney, Jo-Ellen Radetich- staff

Absent: Kim Connor, David Batstone

Topic of Meeting *(Attach a copy of the agenda if possible.)*

Mostly singular topic: 13th course for the on-line component. The 13th course needs to be decided ASAP so that the on-line component can move forward in a timely manner. Various suggestions for topics for the 13th course were made during the meeting.

Spring enrollments for the MPA Program. Enrollments for spring are low, causing concern.

Decisions Made and Policies Approved *(Provide a clear statement of decisions and policies. If a vote was taken, indicate the vote count.)* Motion was made and approved for the Chair (L Brewster) to ask the Dean for a copy of the Marketing strategy for SOM.

Action Items to be addressed after the meeting *(State the action item; indicate the name of the person responsible for it, and the date it is to be completed.)* Votes will be collected via e-mail (for the 13th course), rather than holding a separate meeting. Various suggestions for topics for the 13th course were made during the meeting. Larry Brewster reminded everyone that Dr. Joseph White will meet with the PNA Dept on November 17th- and everyone is encouraged to attend. Dr. White will be addressing the issue of diversity.

It was agreed that the writing skills of some MBA students need to be improved.