**University of San Francisco**

**School of Management**

**Department of *Public and Nonprofit Administration***

**Meeting Summary**

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| Date: | 4/10/2012 | Start  Time:10:30 |  | End Time: | 12:35 p.m. | Location: | MH 405 |

Attendees: Michael O’Neill, chair, Jo-Ellen Radetich, staff, Larry Brewster, Stan Buller, Rich Callahan, Kim Connor, Kathleen Fletcher, Monika Hudson, Richard Johnson, Tim Loney, GlebNikitenko, Maury Penner, Tony Ribera, Richard Waters. Visit by Associate Dean Catherine Horiuchi.

Excused: Phil Hanson

The minutes from the March 13, 2012 meeting were approved unanimously as mailed.

Richard Johnsonand Richard Waters gave short presentations about their research.

Michael made several announcements:

* Gleb has received final clarification from Dean Webber regarding Gleb’s new job description as Director of Program Services. Gleb will continue doing adjunct faculty screening and recruitment, and serving the PA programs in other ways, as he has been doing for 10+ years Gleb received many accolades for his excellent work for our programs throughout the years.
* The search committee will meet on Wednesday, April 11th to decide on the final candidates. We have received eighteen applicants to date.
* Report on 101 Howard: The project consultants had estimated that all SOM graduate programs could be accommodated at 101 Howard. Laura Camara and Katherine Green have raised questions about this estimate. The matter is still being studied. Dean Webber has stated that he is strongly committed to having all SOM graduate programs at 101 Howard.
* Michael, Kathleen, and Gleb will conduct an in-depth review of the quality of adjunct professors Some SOM administrators have publicly raised questions about this matter. One problem facing program directors is that since the merger, the method of evaluating adjuncts has changed. We don’t have the qualitative data that we used to, and the information flow even about SUMMA data stopped when CPS merged with the SOM, only to be reactivated recently.
* Michael will present at the May meeting an analysis of grades given by (unnamed) instructors for PNA courses in the fall 2011 term, followed by a discussion on grading practices.
* The recent student complaints from SF MPA groups were discussed. An alternate schedule for MPA 650 has been developed, and 25 of the 43 students will use that schedule. There was discussion of the most effective way to handle such complaints, e.g., program director visits vs. dean visits.Kim Connor gave a brief update on the BSM task force, indicating an initial positive response to this new program. The department voted unanimously to support the BSM proposal.

Tim reported on the MPA 650 task force, including various options the group developed for a possible revision of the capstone course. Tim, Larry, and others will continue to work on this as they develop courses for this summer.

The next MPA Advisory Board meeting is May 2nd. Some preliminary groundwork has been established for future MPA Advisory Board meetings.

Tim Loney reported on the protocols for the online MPA program. Concerns were expressed about the requirement for instructors to have contact with students four out of seven days each week, and ~~(~~the 1,000 point grading system~~)~~ Due to lack of time for further discussion, department members were asked to send their comments to Tim by email following the meeting.

Catherine reported on the NASPAA visit~~.~~ The site visit team’s final oral report was positive, noting several major areas of strength (mission, faculty, students, curriculum, geographical reach) while also noting some areas needing attention (50% full-time faculty requirement at all program sites, diversity plan, leadership continuity, better use of available information). There will be a USF response to the site visit team’s written report within two weeks; this response must be limited to correcting factual errors in the site visit team’s report.

Meeting adjourned at 12:35