**University of San Francisco**

**School of Management**

**Department of *\_\_\_Public and Non-Profit Administration\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* /**

**Meeting Summary**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date: 8/23/2011 |  | StartTime:10:30 |  | End Time:noon |  | Location:MH: 405 |  |

**Who was there** *(Indicate attendees and who chaired the meeting.)*

**Larry Brewster, Chair, Jo-Ellen Radetich, Department assistant, Kim Connor, Richard Johnson III Richard Waters, Maury Penner, Tim Loney, Michael O’Neill, Monika Hudson, Kathleen Fletcher, Rich Callahan, Gleb Nikitenko. Absent: Stan Buller**

**Guests:** Renate Otterhack and Paola Andre Cespedes de Ergueta, Alan Ziajka

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

Elections will be held in the fall for a new permanent Department Chair. This is a critical year with NASPAA coming in the spring. Welcome to new faculty (Waters, Callahan, Hudson and Johnson) MPA is going through accreditation process. Enrollments met and exceeded the projections. Groups can split at 40 students, but not below.

**Decisions Made and Policies Approved** *(Provide a clear statement of decisions and policies. If a vote was taken, indicate the vote count.)* Wordsmith changes in the Program Mission statement (i.e. “**The Program Design and Delivery** draws on 470 years….” Instead of “This draws on 470 years of. . . A second change in the mission statement was made to the sentence that read, "transforming learning into acts of consequence to serve our communities" to "transforming learning into actions that serve our communities."

Visiting scholar opportunities will be explored with the Dean's office. We will delay international training opportunities until after NASPAA accreditation given the many demands on faculty time.

Lynette Ferguson (Director of Graduate Career Services) will come to the next meeting to discuss student employment

**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.)*

10:30 AM- time agreed for future meetings

Program website needs to be updated

Honor code- - to be included in all future syllabi- please submit to Katherine Green

Everyone is encouraged to share professional activities so that the PNA Department can get some “equal airtime” on USF media sites. Increasing the media imprint is a goal of Director Brewster.

Richard Johnson will lead the discussion about diversity at the September 20th meeting

Advisory Board volunteers: Richard Johnson, Monika Hudson, Rich Callahan, and Gleb Nikitenko will assist Larry Brewster in vetting and inviting prospective board members. All faculty are encouraged to recommend potential board members. The goal is to have an active advisory board by spring 2012.