University of San Francisco

School of Management

Department of Public & Non Profit Administration

Meeting Summary

Date: 9/20/2011:		Start Time:10:30		End Time: 12:15		Location: MH 405	

Who was there *(Indicate attendees and who chaired the meeting.)* Larry Brewster, Chair, Catherine Horiuichi, - Associate Dean of Graduate Management Programs, Jo-Ellen Radetich, Program Assistant, Richard Johnson III, Rich Callahan, Tony Ribera, Rich Waters, Kim Connor, Monika Hudson, Kathleen Fletcher, Michael O'Neill, Stephen Morris, Stan Buller, Jim Shaw, Tim Loney, Gleb Nikitenko
Guest: Roxanne Morrison, office of on-line education, USF

Topic of Meeting *(Attach a copy of the agenda if possible.)* 1) Election of new PNA Chair.   2)The on-line MPA Program. 3) Seven week vs. Eight-week courses.

Decisions Made and Policies Approved *(Provide a clear statement of decisions and policies. If a vote was taken, indicate the vote count.)*
• Minutes from August meeting approved.
• All approved: -MPA on-line program - zero objections.   The groundwork for the on-line MPA program will start in Oct/Nov. 2011. *Embanet* and *Compass Knowledge Group* will support the on-line Program by recruiting students and providing basic technological support in the design and delivery of the program.

 •Eight-week course approved (instead of seven weeks) with no objections.
• Forms were handed out for volunteers to teach the on-line MPA courses- five forms have been returned in the affirmative.

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.)*

 Further staffing of on-line MPA courses. Decide/suggest personal interest in specific online course development.