**PNA Department Faculty Meeting**

**School of Management**

**University of San Francisco**

**November 6, 2013**

**Final meeting notes- approved12-4-13**

**Material Distributed in Advance**

1. **Update on PNA Department Chair activities**
2. **MPA Faculty Search Description**
3. **MNA program revisions**
4. **Sept. and Oct. meetings notes**

Attendees: Rich Callahan, chair, Tony Ribera, Mike Duffy, Mike Duffy, Ron Harris, Tim Loney, Rich Waters, Kim Connor, Monika Hudson (by phone) Jo-Ellen Radetich- staff and note taker

1. Discussion of MPA faculty hiring- 10:30 AM

It was agreed that there is support for moving forward with this position (MPA) as written. Callahan commended Larry Brewster on the job has done with the MNA search committee and recommended that he take on this new MPA search.

•Rich C-

* Rich C thinks the Department should consider including USF employee Cory Cook (Associate Politics Professor in Arts and Sciences) in this search, so that there is someone outside the Department involved. He suggested USF employee Cory Cook as someone that would be an asset to the search. Cory has a good “pulse” on USF, and is very conversant in Public Policy. He is also an often-quoted academic in the media.

•Tony R-

* Tony recommends somebody from the external business community. Rich C- good idea, but search committee members typically is limited to USF faculty.
* Monika: Where are we recruiting? Rich C responds: various trade magazines and journals. Monika: Suggests targeting avenues that will produce applicants of color.
* Rich C- send him any more suggestions via email. Rich C- suggests Google analytics for a source of recruits for this position as well.
1. Faculty Search for Nonprofit Administration faculty

•Kim Connor- reports four visits scheduled, with a fifth visit of a high quality applicant dropout. Otherwise the search is going well. Cheryl has posted the resumes on Google-docs. There are two senior and one junior candidate.

1. MNA program curriculum:

•Rich C- Rich C- believes there is a very significant need for outreach with the MNA program: out of 4 million people in the Bay Area, only 13 students showed up at the information meeting. The public does not see value in our program- they are simply not showing up, they are “voting” with their feet so to speak. We should have 30-40 people showing up.

* Ron Harris: MNA is not accredited, so how do we please the accreditation agencies? Mike Webber is an expert on WASC accreditation, so we should be using him as a resource. What are our competitors doing that we are not?

•Tony-competitors have some major media presence; for example, the University of Phoenix featured a Police Chief in their ads. Tony suggests encouraging high power business people in the Bay Area to talk about our programs.

**Rich C: suggestion: Find a grad assistant to do an analysis of non-profits in the regions.**

**Ask Mike Teodosio, Assistant Director of Graduate Recruiting and Admissions**

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**about the box that asks applicants if they have applied to other Universities. We need this data from Mike T. from the last four semesters.**

* Rich C--**Would like a repository/pool of names for guest speakers.** Rich asked the PNA faculty for recommendations. We need to compile the names in groups of five or seven.
* Tony R- On November 23rd Tony has a prominent guest speaker, Chief Dave Spiller of the Pleasanton Police Department coming to his class.

**Jo-Ellen will send an email out next week to the Department soliciting names of guest speakers**

* Rich C-0ur programs need good word of mouth from the beginning. We cannot wait until we hire a new director to promote our programs Geographical targets for promoting the programs include other Jesuit Universities, national and international

**Rich C will follow up with website staff by March 2014.**

* Kim C- Should we ask Michael O’Neill or Kathleen Fletcher for help and advice? - We may want to wait a year or so before asking them for any advice on USF matters, out of courtesy for their recent retirement**.**
1. Discussion of MPA program- curriculum design process:

•Rich C-

* Rich is very concerned about San Jose and Sacramento campuses because of low enrollments. There is lots of pressure on regions to recruit. There are 44 applicants in the pipeline for on-line MPA right now. **Next meeting: put the on-line MPA as initial discussion on Agenda. -** **Also put on next months Agenda: discussion and training of CANVAS.**
* Mike D suggested that perhaps a CIT staff member might come to one of our Department meetings to tutor the Department on Canvas. **Tim Loney will follow up and find out where Canvas training is and if they can make a visit to our meeting.** We need more control over scheduling for BSM and other programs. We need to have a discussion about the “rhythm” – (or lack thereof,) of the BSM courses. Rich will be the repository of these issues for curriculum design. The curriculum re-design should be done **before** we convene a new committee. There are a range of issues that need to be considered in the MPA program curriculum design.
* Tim L reported that the on-line program is an eight-week schedule, which has been changed to be consistent with the ground program. The School of Nursing is currently transitioning entirely to a 12-week on-line program
* Monika- reported about yesterdays UPC meeting. The discussion at the UPC meeting involved students finishing their core in the BSM program, as a feeder, and then transitioning into the Masters program. In essence, the BSM program would be a “pipeline”.
* Rich C- we need to think about the composition of the committee, perhaps “poaching” members from the MPA advisory board? Susan Griffin of the SFPD is a good example, and is a valuable resource to the PNA Department because of her tech expertise. Rationale: MPA Advisory Board is a known commodity, and there is a lot of talent on that Board, so why not start there?

• Tim L-

* Tim has a concern- about waiving courses and the effect that waiving courses has on the overall quality of our programs.
* Mike D-
* -Mike D feels that we need someone to begin helping out right away, not to wait. Mike D also suggests that it would be desirable to have a more diverse group.

General process question posed: Who are some key outside members for the MPA curriculum committee?

1. Discussion of BSM program design:
* Mike D-
* Mike states that there is no clear direction in the program. , There is no director, no Faculty meetings, and as such a **LOT** of confusion among the students. The BSM program is an “orphan” within the SOM. A Program Director is needed for the BSM program. There are lots of recruiting problems in the BSM concentration, and the range of problems is significant. Mike further states: this is a program like the MBA- which multiple departments have a hand in, which complicates managing the BSM program 100 hours of work in a seven-week window is way too much for working adults. This kind of workload is guaranteed to breed malcontent. There are lots of unanticipated “bursts.”
* Monica-there are ways to accommodate the students. We might have to schedule the courses differently in order to do this. Use of intersession might be a solution to consider. **Mike D will draft these as a concern to Stackman.**
* Kim C-
* In the former CPS, there was no collective bargaining agreement, so there were a lot more adjuncts teaching. Now, in the SOM, there are not so many adjuncts because SOM faculty are now in a Collective Bargaining Agreement.
* Tim L suggests tabling this topic- and have a longer discussion another time, so that Faculty governancecan be given full attention**.**
* Rich C-
* The Provost- sees the BSM program as an expanded venue stream-. There was and still is hope for the BSM program. **Rich C- note** **reflecting this discussion- Rich will write up a recommendation to the Dean to assign a “Program Director” for the BSM Program.**
* Monika- To whom is Rich directing his request for a BSM Program Director? - Monika suggests that Rich C send the BSM Program Director proposal for to Dean
1. Motion to approve attached meeting notes from the October meeting.
2. Adjourn- 11:35 AM