**University of San Francisco**

**School of Management**

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

***draft***

**Meeting Summary**

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| Date: | 4-9-2013 | Start  Time:10:30 |  | End Time: | 12:30 | Location: | MH 405 |

Attendees: Michael O’Neill, chair, Jo-Ellen Radetich, staff, Larry Brewster, Rich Callahan, Kathleen Fletcher, Ron Harris, Monika Hudson, Tim Loney, GlebNikitenko, Tony Ribera

Excused: Richard Waters, Kim Connor (on sabbatical)

The minutes from the March 12, 2013 meeting were approved unanimously as mailed.

**Announcements:**

Michael shared information about an impending re-organization in SOM this summer. It does not appear that the re-organization will affect the PNA Department.

Rich encouraged all to attend the “Change the World from Here” series. It should be noted that the group agreed that there are not enough students attending the series. How can we increase student attendance?

Gleb reported that the joint celebration of MPA’s 35th anniversary and MNA’s 30th anniversary will take place on May 30th beginning at 5p.m.- ending approximately 7:00 PM at 101 Howard. There is still a possibility of getting Nancy Pelosi as the main speaker. Rich C announced that he is working on a documentary.

Tony announced that he is planning an “Emergency Management” Symposium being held on July 23rd, 2013. Ron Harris is collaborating with Tony on this event. This event will be the initial outreach for future Symposiums on this topic, as well as being a testing ground for a Master’s Degree in this subject.

**Enrollment update:**

SF MPA is strong with 21 admitted. Sacramento MPA enrollments are low with only two applications.

MPA **on-line**- 17 admitted for summer 2013- (there was no Summer 2012 group)

MNA is low- only 7 admitted are for fall

BSM numbers are good

Rich C praised new adjunct faculty instructor Margaret Kim. Rich C. observed her in the classroom and reported back that she was a real stand out.

Graduate scholarship aid is still an unresolved problem, needing improvement. There continues to be a big discrepancy between monies given to “degree completion” students and traditional SOM students.

Tony Ribera reported that he has $200,000 in scholarship money, and suggested that the scholarship distribution be raised from $2000.00 to $2500.00. Tony plans on asking Dean Webber to approve this increase.

**MPA Advisory Board update**

Michael reported on the MPA Advisory Board, praising the caliber of the Board members. At the last MPA Advisory meeting, the Board discussed adding a possible “Local Government” concentration.

Rich C announced that Cris Chater, MNA graduate will be honored at the Dean’s Dinner. Chris is executive director at Marin Senior Access.

**MNA faculty position update:**

Larry, chair of this search committee, reported that he and the rest of the search committee met with the Dean. The other members are Rich, Kim and Richard W. There are about a dozen applicants so far. In August or September this position will be re-advertised, and hopefully will be filled by December 2013, however, there is the possibility of a term appointment if the position cannot be filled quickly. Faculty member Jenifer Walske has made it known that she is interested in the PNA Faculty position.

**Curriculum discussion:** Michael announced that these discussions are very important and should be open and fully engaged.

**BSM/LEL proposal:**

Tony provided some history regarding his arrival at USF in 1996. After retiring as Police Chief from the San Francisco Police Department, Tony was recruited by former USF President Schlegel to launch the LEL program because there was and still is a need for this concentration at USF. It should be noted that San Francisco has had eight years of leadership by USF graduates. Former San Francisco Police Chief Heather Fong was a USF grad as is current SFPD Chief Greg Suhr. Tony put together a committee to address the new BSM/LEL curriculum, he is happy with the revisions that have been made.

The BSM/LEL curriculum will incorporate bridges with other law enforcement agencies- this is crucial. The two unit courses in this program may have to merge in the future.

Rich C, Kathleen and Tim voiced strong support of the revised BSM/LEL proposal. Tony expects to get major “buy-in” from various police organizations.

Rich C made the point that the BSM/LEL proposal has serious international potential.

Michael voiced the following concerns:

*The low enrollments of the LEL program historically*

*The narrowness of the proposal*

*Conceptual overlap*

*Lack of conceptual clarity. Michael stated that he has seen some improvements, but not enough to warrant approval of the proposal.*

Rich C made a motion for approval of the BSM/LEL proposal. Michael abstained, there were six votes in favor.

The approval came with a caveat that there would be some changes made to the proposal by the end of April 2013.

**HSA proposal**

The next curriculum proposal was authored by Ron Harris, and is slated to start in Fall 2013.

Larry said the HSA courses might benefit from a team-teaching approach in the below courses:

***Policy Analysis***

and

***Program Evaluation***

Gleb noted that the HSA courses are easier to schedule than BSM/LEL

A motion was made to approve the HSA proposal- all approved.

The Agenda item – “WASC credit hour requirement” was tabled until the May meeting due to lack of time.

Ron volunteered to replace Michael on the GPS committee. Motion made- All approved.

Monika Hudson voiced her concern about the lack of community involvement by the Regional Campuses. She suggested that Regional staff need to get “out of the office” and into the community more. For reasons that Monika and others do not understand, the PNA Department does not have the positive media presence that other Departments do. PNA events need to be better publicized to students, alums and prospective students.

Rich C encouraged the group to make sure and let Margo Frey and Kelly Sugrue know what is being done in the PNA Department so that they can promote the PNA Department aggressively.

Larry would like to make a structural change at meetings. In the future, he would like there to be time on the Agenda to allow for guests to attend the meetings.

Rich C volunteered to be the new Department Chair. This was approved by acclamation.

Meeting ended at 12:30