**March 26, 2014** Page 1

**PNA Department Meeting – UC 504**

Attendees: Rich Callahan (Dept Chair), Richard Waters, Kim Connor, Tim Loney, Ron Harris, Tony Ribera, Catherine Horiuchi, Monika Hudson, Jessica Roberts (staff and note taker)

Meeting notes from February 12, 2014 – motion to approve meeting minutes – all approved.

**FDC-MNA (Waters):** FDC: Tentative definitions of four new AACSB standards. Scheduled to meet on 3/31 to sign off on the definitions then submit to the Dean then put forth to full-time faculty in May faculty meeting. Expanded definitions 50/50 split fairly easily with NASBA. Somewhat easier to broaden what counts towards the goal. Seattle University and St. Joseph’s University definitions also expanded. We are in line with what other schools are doing. Waters will share the changes. As of now he’s unsure of the distribution guideline but will push for it. Per Callahan, get sooner rather than later.

MNA: Marco Tavanti has been hired. Progressing favorably for junior professor. Will start in January 2015 as opposed to Fall 2014.

MNA: Switch to 36 unit curriculum. Former layout was thirteen courses at 3 units each = 39 units over 33 months. Revised to 36 units – eight courses at 4 units each plus two courses at 2 units each over 22 months. Abandon weeknights for part-time cohort. Eight courses will meet over 11 weeks throughout the 15 week semester. First and final Saturday of classes will meet on SF main campus. The remaining Saturdays will be held at the downtown campus. This allows for the students to network with other cohorts. Two 2 unit courses – summer seminar in NP law; elective in social change public policy, non NGO org mgmt (offered during intersession). There’s an option of taking elective electives outside of the MNA but these requests need to be approved by the director. Thirty-three months down to twenty-two months makes it much more marketable. As of now, there have been sixteen applications. This is a considerable jump over last year, where in June 2013 there was one application.

**BSM (Callahan):** Mike Duffy is ill and cannot finish the semester. Gleb Nikitenko is taking over his Pleasanton classes.

**MPA Faculty Search (Callahan):** The Dean is offering Joanna Lucia (?) an untenured position. Waiting for a response.

**SPC upcoming meeting (Callahan):** Continued input into strategies. **Action item: Callahan will send out strategic document to anyone in PNA department who wants to have input**.

**\*Misc Note**: Mike Teodosio will be leaving his position of Assistant Director of Graduate Recruiting & Admissions. Callahan asked faculty for student names.

**LEL (Ribera):** Innocence Project – May 21st, put on by Santa Clara law school – held at McLaren. Innocence Project is a comprehensive program for courts and law enforcement to keep innocent people out of jail. **Action item: Callahan requested that Ribera send him info on this – prospective MPA & MNA students need to see this**.

Page 2

Homeland Security Conference – July 22nd at McLaren**. Action item: Callahan requested Ribera send him an update to be put on the website.**

BSM-LEL starts in October 2014. A visiting student opportunity has been established meaning that anyone can sign up and pay for an LEL class without being enrolled in the degree program. This will allow someone to get a feel for the material to decide if they want to enroll in the degree. Paul Otellini (former CEO of Intel) will be speaking in Ribera’s 644 class in the fall.

**\*Misc note**: Thank you gifts for speakers: Book titled “Legacy of Promise” written by Alan Ziadjka (Associate Vice Provost for Academic Affairs and University Historian) – he can sign copies at no cost for us. Another book option is “Undefeated, Untied, and Uninvited” by Kristine Setting Clark (about the 1951 Dons). Thank you notes to be sent with gifts. **Action item: Jessica to work with Tony on drafting thank you letter to Anne Marie Devine (Dir. Of Media Relations at USF) from Callahan**– Anne coordinated the interview between Ribera and KRON4 (Tony on air for 5 minutes about racial profiling in Oakland on 3/25)

**UPC (Connor):** UG advising – who is doing what; what is CASA’s job?

**GPC (Harris):** Harris postponed the meeting until the Dean can be present – the next topic of discussion is the executive MBA.

**\*Misc note:** School of Nursing has online peer review journal – something we should look into (for MNA per Connor and for HSA per Callahan). Nursing is working with Connor on digital database.

**Request from Vietch and Webber to drop SF semester requirement:** There are benefits to students in going to SF – access to faculty, build professional network, the location on Saturdays. Callahan – there’s merit in continuing with requiring the semester in SF. Hudson – there’s empirical evidence through School of Ed. that for weekends in SF, there are a huge number of people driving from Sac to SF. Callahan – strong alignment between the semester in SF and the University’s mission and strategy.

**\*Misc note**: Waters – regarding SF semester – get individual credit with teaching sections. Callahan can propose to the Dean that faculty get credit for teaching 4-6 students in San Jose and Sac. Horiuchi – 9 units of credit for teaching three cohorts. There’s a collective bargaining agreement to negotiate that Deans are to give extra units for extra-large courses. Callahan – 3 courses for 9 units is a lot of work. Example – 1 course = 20 students = 6 units because students are in different locations.

**Developing an option for shared or cross-over MPA-MNA courses:** Callahan – consider joint course between MNA & MPA – this would distinguish our MPA program for allowing a NP course. Right now students can do a cross-over class but only with dept permission. Harris – suggests course in grant writing. Callahan – NGO course and social policy for intersession. Hudson and Waters – suggest financial mgmt. course. Ribera – lots of students in MNA take 644 course – lends itself to both areas.

**Planning for focused half day retreat:** Regional campus strategy – Ribera – regional campus classes depends on their marketing. MPA degree revise – **Action item: Callahan to add to retreat agenda the following bullet points – Explore rolling semester and option of 3 unit vs 4 unit**

Page 3

**MPA and MNA course absence proposal – one class session with makeup:** Callahan prefers in class makeup session. Waters – there needs to be strong language in syllabi regarding attendance. There isn’t a SOM attendance policy but we can have one at the program level. Ribera – in his syllabi he states that if a student misses class two times they cannot pass the course. Connor – in regards to BSM – the weakest group of students is in SF. Students need to understand that absences in an accelerated program are not acceptable. Follow up with Richard Stackman (Associate Dean of UG) regarding absences for our courses or across the board.

**Faculty Scheduling for Fall:** Callahan – Fall 2014 start at 9am instead of 8am (need permission). This is more appealing to students and expands the radius of students as well. Downside is that the lunches will not be at the same time as the MBA but the upside is that we can have luncheon speaker at 1pm (ie. Herb Schulz at MNA luncheon – students thought it was transformational). Time proposal is as follows for MPA – 9am-1pm (break) 2pm-6pm. Waters – requests the same time for MNA. Draft this proposal and follow up – if yes every faculty member needs to put this info on their syllabi. Katherine Green has the syllabus template. Pearsons has pdf available – one pdf for each course including the syllabus and the required reading and assignments. These are turned into Katherine Green and Callahan at the start of every semester for online courses. **Action item: Loney to follow up with Pearsons regarding revised course manual – needs to be made available after every course revision.**

**\*Misc note:** Online program needs institutional control and academic quality across the board– SUMMAS have low response rates – we need 100% response rate on these surveys.

Meeting adjourned 11:40am.