**May 7, 2014** Page 1

**PNA Department Meeting – MH 405**

Attendees: Rich Callahan, Richard Waters (teleconference), Kim Connor, Tim Loney, Ron Harris, Catherine Horiuchi, Monika Hudson, Mike Duffy, Larry Brewster, Jessica Roberts

-Certificate of Appreciation presented to Gleb Nikitenko for his many years of service to the PNA department faculty, staff and students

-Mike Duffy made announcement that he is retiring effective immediately

Discussion of Organizational Culture for Department

-Mike Duffy handed out a document he created: PNA department and program culture – his take on culture issues (transactional vs relationship) – the University needs to be relationship culture, not transactional

**Action Item**: first topic at MPA Advisory Board meeting at end of May – what do the board members think that students should expect in our culture as grad students, ways to operationalize expectations – next PNA meeting in August – this will be the first topic of discussion

-Kim Connor - INTD have google doc site for adjuncts – swap syllabi, book info, best practices

**Action Item**: Jessica to work on creating google sites for MPA and MNA adjuncts – Kim C. will email her articles – build in Ignatian language – appropriate language for syllabi and communication

**Action Item**: Organizational culture discussion to be put on August PNA department meeting agenda

Orientation

**Action Item:** Rich Callahan to follow up with Mindi Mysliwiec (Director of Graduate Student Affairs)– she runs orientation

**Action Item**: All faculty are to send to Rich (prior to August) what they think should be included in the MPA and MNA orientations. Kim Connor will do Ignatian piece for orientation

Mike Duffy – not everything that students need to know needs to be in orientation. Monika Hudson suggested that the library and its resources should be emphasized – Duffy suggested that the library segment be made interactive – do something relevant and learn where resources are, not have a librarian do a presentation

Per Rich Callahan-Kim Connor to have conversation with Mindi Mysliwiec about putting together an Ignatian piece for all programs.

**Action Item**: Jessica to request letters from Liz Merkel so that everyone can see them – letters sent to MNA/MPA applicants, prospective, admitted, and deposited students

 Page 2

New Staff Member

Catherine Horiuchi introduced Jason Lyons to the group. Jason is the new Director of Assessment of Learning. His role will involve collecting objects from courses and assessing them – ties together assessment across different disciplines – measures impact

MPA Degree Revision Discussion

**Action Item**: If there are reservations about or issues with the MPA degree revision – tell Rich Callahan. If no one responds with any objections then they will be assumed to be approved.

**Action Item**: Jessica to put on agenda for next PNA department in August – MPA degree revision. Prior to the meeting, everyone is to share their thoughts with each other about it.

MPA and MNA course absence proposal

All approved this policy – students are allowed one absence per course; there is room for extraordinary circumstances

Faculty Scheduling for Fall

Students were surveyed and they prefer the 8am start time as opposed to 9am. Richard Waters suggests surveying again prior to spring 2015 to get the opinions of the new students.