**PNA Department Faculty Meeting**

**School of Management**

**University of San Francisco**

**September 4, 2013**

**Meeting Notes**

**Material Distributed in Advance**

1. PNA Department Chair Administrative activity update memo of September 4, 2013
2. PNA Department meeting notes of August 15, 2013
3. Biographies of 32 incoming MPA students in San Francisco
4. Flow Chart of Courses for SF MPA incoming cohort, Fall, 2013

Attendance: Kim Connor, Monika Hudson, Tony Ribera, Tim Loney, Rich Callahan, Richard Waters, Ron Harris, Larry Brewster, Jo-Ellen Radetich, staff, Valerie Gonzalez, staff

1) Discussion by faculty of fall semester teaching start up 10:30 to 10:45 AM

* Rich Callahan-
	+ Classroom set up discussed and what would encourage the best classroom activity.
	+ Faculty are encouraged to return classrooms to original placement.
	+ Policy in place regarding online class enrollment number
	+ Will follow up on enrollment locations- geographical locations- what is the geographical recruitment?
	+ **We need to cap the number of admissions.**
	+ Rich will find out what the legal cap is
	+ He will also ask Melissa Lincoln to survey the students to ask them how many students actually use SPSS on their jobs to determine if SPSS should even be emphasized in the classroom vs. Excel/Stat pack
* Kim Connor-
	+ Concerned about number of students enrolled in her on-line courses
	+ High number of students in online classes may discourage faculty from teaching on-line courses
* Larry Brewster-
	+ Concerned about low enrollments at the Sacramento Campus
	+ looking for a research assistant that knows how to use Excel Stat pack
* Richard Waters-
	+ Fundraising class is going well
	+ Discussed SPSS vs. Excel Stat Pack
* Ron Harris-
* Concerned about his students not having enough Excel skills
* Modify syllabus in 670 so that students learn Excel with stat pack. This will help them be better prepared in 680
* Monika Hudson-
	+ Questions whether SPSS should be taught since government agencies do not buy SPSS

2) Discussion by Faculty scheduling approach for Spring, 2014 10:45 to 11:15 AM

* Rich Callahan-
	+ He will work on clarifying the grad/undergrad distinction
	+ He wants faculty to write their names next to what they want to teach and have a follow-up conversation with Rich if necessary. He would like faculty to teach courses they have taught before to eliminate new course prep time.
	+ He urged the faculty to carefully review their schedules because once the schedules go to the catalogue- it is too late for any changes.
	+ Rich has asked Katherine Green to help with scheduling conflicts. He made it a point to praise both Katherine and Laura Camara, stating that they are both “gems” to work with.
	+ Rich reminded the group that full-time faculty can bump adjuncts
* Kim Connor-
	+ Kim has already scheduled out all of the Extended Education courses and INTD courses with adjunct faculty
	+ She also pointed out the problem with hiring adjuncts from other Colleges (ie: Arts and Sciences). The pay scale for adjuncts is different across the USF campus, and the PHP issue needs to be taken into consideration as well. PHP (preferred hiring pool) does not necessarily translate across schools. Department Chairs should be part of the conversation regarding PHP issues, so Rich will ask for clarification from other Department chairs.
	+ It should be noted that Kim does a lot of scheduling, and the Dean should recognize her efforts.
* Larry Brewster –
	+ Larry stressed the importance of coordinating the schedule so that faculty are not limited by conflicting courses that are taught on the same night
* Ron Harris-
	+ He will teach wherever he is needed
* Monika Hudson-
	+ Have we considered Intersession as a method to pick up some courses?
* Tony Ribera-
	+ Tony expressed a desire to teach Ethics in the Masters program if possible
* Tim Loney-
	+ **Tim will send out via email the list of the on-line courses/and estimated enrollments. On line courses are a critical part of NASPAA**.

3) Discussion by faculty of admissions requirement of 2 years work experience 11:15 to 11:40 AM

* Rich Callahan-
	+ Discussion regarding admissions: Discussion ensured regarding changing the phrase “two years experience” **required** to “two years experience **preferred”**
	+ Believes that the mix in age and work experience is beneficial
	+ Learning how to coach and mentor classmates is a plus when mixing less experienced students with others
	+ Rich proposes an experiment for a limited amount of time using “preferred” instead of “required”. Motion: made All approved the change in the phrase.
	+ Rationale: Rich feels we may be scaring away some applicants with the word “required”
* Kim Connor-
	+ Ignatius view
	+ Proposed that students write an essay describing why they want to be in the program
	+ The essay would serve as a waiver to the preferred work experience. **This had unanimous support from all present.**
* Larry Brewster –
	+ Has worked to modify the work requirement because we are seeing a larger amount of younger applicants. He does not want the younger applicants jeopardized just because they are too young to have acquired a lot of job experience.
	+ Enrollments are always going to be a driving force at USF
	+ Does not see where more work experience makes that big of a difference in the entirety of the classroom experience
* Ron Harris-
	+ Suggested no work experience for MPA program, but two years required for an Executive MPA program
	+ Concerned that he does not see as many experienced professionals in the program with real life work experience.
	+ Suggested waiving the requirement on a “case by case” basis
* Monika Hudson-
	+ Concern is: we want to build on the experience that applicants already have
	+ We may not have the enrollments that we want because we are not going to the right places to recruit

 **•** Tim Loney**-**

* He is concerned that he does not see as many experienced professionals in the program. He feels there is a lack of real work experience in our students.

4) Proposal of Department Chairs Committee for voluntary release of faculty 11:40 to 11:50 AM

 Summas to respective department chair for scheduling

* Rich Callahan-
	+ **Proposal for faculty to release Summas to Dept Chairs. No objections**. Purpose: to allow Dept chairs to help with faculty assignments. Will be strictly voluntary. No objections.
* Larry Brewster –
	+ Would like coaching and mentoring to be a part of the evaluation process.

5) Suggestions by faculty for meeting with staff on recruitment for MPA & MNA programs

 11:50 to 11:55 AM

* Rich Callahan-
	+ Professional credibility is a must when speaking to potential students
	+ Wants suggestions from Department regarding recruitment
	+ Sentiment of Department is to encourage guests for future PNA meetings.
* Kim Connor-
	+ Pointed out that in the past, faculty was asked to do too much recruitment- and that expectation created its own set of problems.
	+ Faculty are not “recruiters” they are educators.
* Larry Brewster –
	+ Suggested invitation of key guests (ie marketing) to our PNA meetings (Melissa Lincoln)
* Ron Harris-
	+ Suggested developing a portable “traveling” PowerPoint slide show to take to job fairs and other recruitment venues- A portable Powerpoint slide show would increase our recruitment flexibility
* Monika Hudson-
	+ Not happy with the recruitment process. She does not feel that we are using all of the resources that are available to us
	+ Recruitment staff themselves are not so impressive in her opinion
* Tony Ribera-
	+ Faculty are not invited to attend Regional events, this is not a good practice for a major University
	+ The Regions are simply not inviting faculty
	+ Would like to invite Carol Batker (Vice Provost Branch Campuses) to next Dept. meetings
* Tim Loney-
	+ Would also like to invite Melissa Lincoln to a future PNA meeting

6) Suggestion of MPA Elective policy outside Department with Chair approval 11:50 to noon

* Full Departmental support to allow other program courses for

 substitution