Chairs/Directors Committee Meeting  
Dec 8, 2015   10:00 am

Minutes

Present:   Joe Belch, Janie Chang, Annette Easton, David Ely, Tita Gray, Gary Grudnitski, Davette Kawachi, Kathy Krentler, John Putman, Larry Rhyne, Mehdi Salehizadeh

Guests: Jennifer Imazeki (CLT Director), Beverly Bracker, Michelle Svay, Tina Tan

1. Center for Teaching and Learning

Jennifer Imazeki (CLT Director) provided an overview of the resources and programs offered by SDSU’s Center for Teaching and Learning (CTL). Most faculty know about their lunch presentations, but the CTL also offers a high-impact teaching program, a scholarly teaching program for new faculty, a mini-grant program, and learning communities. Further program details are provided in the attached handout.

2. November 17, 2015 minutes

MSP

3. Associate Dean’s Report

A pilot test of the Digital Measures platform will be conducted on December 14. Chairs were asked to participate and to invite another faculty member from their department to the session. The goals of the test are to gather feedback on how the platform’s input screens and reports can be improved.

4. Graduate Career Management Center

Beverly Bracker (Director), Michelle Svay (Internship/Career Fair Coordinator), and Tina Tan (Career Advisor) described the GCMC’s services and recent initiatives.

BA 795 presentations are scheduled for the week of December 7. There are about 80 students planning to enroll in BA 795 in Spring 2016.

The GCMC works closely with the faculty teaching internship classes to process the Service Learning Agreements (SLA) and to ensure that the Internship Site Questionnaire is completed by clients. The university has recently transitioned to an online system to process SLAs. Working with SDSU’s Career Services, an annual review of SLAs is being piloted. One goal of this project is to ensure that contact information is up to date.

The CBA Career Fair is scheduled on March 10, 2016. Recruiting of companies to participate in the fair is underway. Hire San Diego is scheduled for February 5 and will be held on the USD campus.

A Career and Professional Development program was offered this past semester, with sessions scheduled on Fridays. Planning the Spring 2016 schedule of sessions is underway. One-on-one advising, virtual advising, and mock interviews are also available to students. Invitations from faculty to speak to classes are welcomed.

Gary recommended that Portfolium should be promoted to graduate students.

The attached handouts provide further details.
5. Faculty Hiring

Department chairs reported on the status of their faculty searches. MIS has successfully completed their search. The SOA has one offer out. The campus visits for the real estate and organizational behavior positions have been completed; the departments are at the offer/negotiation stage. Recruiting continues for two positions in marketing, one position in accounting, and for the chair of the Corky McMillin Center for Real Estate.

6. Assigned Time

After a short break, the chairs and associate dean reconvened to discuss allocations for research assigned time.
The mission of the Center for Teaching Learning (CTL) is to promote effective learning and teaching at SDSU through collaborative ventures with individual faculty, academic units, support services, and campus leaders. The Center serves as a campus clearinghouse for information about teaching and learning resources, promoting and facilitating connections throughout the University’s teaching community. Through workshops, presentations, individual interactions and community-building initiatives, CTL assists instructors to use evidence-based practices in the classroom and to engage in a scholarly approach to teaching. CTL actively collaborates with other campus units such as Instructional Technology Services, Library and Information Services, Faculty Affairs and the Division of Student Affairs to help faculty and staff to:

- define learning goals and outcomes;
- explore, understand, and improve learning processes;
- create evidence-based learning environments and activities that improve student success;
- apply sound principles of teaching, learning, and technology to the design of courses and academic programs;
- design, organize and implement high-impact and transformational learning opportunities;
- assess the effectiveness of teaching practices and utilize assessment data to guide improvements; and
- reflect and share effective practices and experiences with others in the teaching community.

### Services and events:

The Center for Teaching and Learning provides a range of events and services, including:

- periodic lunch presentations and other events open to all faculty and student support professionals on contemporary issues in teaching and learning ranging from the design of learning activities to cultural and psychological factors in student learning and achievement;
- hands-on workshops aimed at providing faculty with focused support around topics such as course design, active learning techniques, and common pedagogical challenges;
- orientations and other events for new faculty;
- support and facilitation for formal and informal learning communities of faculty and staff;
- confidential and supportive services to individual faculty members at their request, assisting with reviews of teaching evaluation data and improvement of classroom presentations and activities.

### Latest happenings:

**Lunch & Learns:** Fall topics include tools for teaching digital literacy; best practices in teaching oral communication; how to avoid common student grievances

**New Faculty Seminar:** Series of workshops and discussions for first- and second-year faculty

**CTL Mini-grants:** These stipends support faculty who are implementing new teaching innovations.

### Contact Information:

**Web:** ctl.sdsu.edu  
**Email:** ctl@mail.sdsu.edu  
**Facebook:** www.facebook.com/sdsuctl  
**Twitter:** SDSUCTL  
**Email list-serv:** goo.gl/dCH9Jm
Promoting student success through evidence-based pedagogy and scholarly teaching

High-Impact Teaching Program: The Faculty Seminar and Learning Community on High-Impact Teaching provides the opportunity and support for collaborative exploration and individual integration of evidence-based approaches to teaching and learning. During the Spring semester, participants meet twice a month for 3-hour interactive working lunch sessions exploring a variety of evidence-based HIT practices, and develop plans to integrate one or more of these HIT practices into their Fall course(s). During the Fall semester, participants implement their teaching innovations and meet monthly to discuss progress as they refine and evaluate these new teaching methods. At the end of Fall, participants present their innovations to departmental colleagues and develop final portfolios that can be shared with the wider campus community.

Scholarly Teaching program for new faculty: This Learning Community is open to tenure-track faculty in their second or third years at SDSU and supports them as they develop the knowledge and skills to become exceptional teacher-scholars. Participants meet monthly throughout the academic year as they implement evidence-based practices into their courses and reflect on their teaching. At the end of the year, faculty draft a teaching statement for use in their Personnel Data Summary, as well as present their innovations to departmental colleagues and develop final portfolios that can be shared with the wider campus community.

CTL Mini-grant Program: Faculty who have participated in specific CTL events may submit proposals for a mini-grant of $500-$2000 to support the implementation and assessment of a course re-design or new teaching innovation. Grant recipients meet with the CTL Director (and possibly other grant recipients) at least once prior to the beginning of the semester and at least once during the semester to discuss their projects. At the conclusion of the semester, grant recipients must present the results of their project to their department or program (e.g., in a brown bag seminar) and provide a report/portfolio that will be posted on the CTL website.

Topical Learning Communities: CTL Learning Communities provide the opportunity and support for selected faculty and staff to engage deeply in collaborative discussions about enhancing teaching and learning, and to build community towards their LC’s established goal. Each Learning Community comprises a group of selected faculty and staff who meet regularly throughout the academic year to explore a specific area of interest. Participants develop their professional knowledge and skills through activities such as seminars, readings and discussion; investigate, implement and assess new student-learning innovations; communicate project results to others on campus; and develop strategies for fostering on-going connections with the broader University community.

CTL Reading Circles: Each semester, the CTL hosts informal discussions of current books relevant to our teaching. Participants receive a complimentary copy of the book and the opportunity to connect with other teaching-minded colleagues in a casual environment.
MBA Consulting Program BA795
Fall 2015 Final Presentations

**Tuesday, December 8, 2015**
Dr. Raafat: CBA Page Pavilion – Stiefel- Behner Boardroom, SSE 3301D
2:30 pm – Bay City Television (Channel 6)

**Thursday, December 10, 2015**
Dr. Raafat: CBA Page Pavilion – 3M Sales Lab, SSE 3301B
1:00 pm – Scripps Health
6:00 pm – Diego Apps

Dr. Saghafi: CBA Page Pavilion – Stiefel-Behner Boardroom, SSE 3301D
1:00 pm – Alliance Healthcare Foundation
3:00 pm – Five Group
5:00 pm – OptiFuse
6:00 pm – Microsoft

**Friday, December 11, 2015**
Dr. Raafat: CBA Page Pavilion – Stiefel-Behner Boardroom, SSE 3301D
09:00 am – Pharmatek /TEGATherapeutics
11:00 am – Underground Elephant

Dr. Saghafi: CBA Page Pavilion – 3M Sales Lab, SSE 3301B
11:00 am – Liberty Capital Group
2016 College of Business Career Fair

The College of Business Career Fair is your opportunity to network with 50+ expected recruiters looking to fill full-time, part-time, and internship positions.

March 10, 2016
Montezuma Hall 10:00 AM - 2:30 PM
Questions? Contact Michelle Svay
Msvay@mail.sdsu.edu
619.594.0435

Presented & Organized by:
San Diego State University
Career Services
Division of Student Affairs

San Diego State University
Graduate Career Management Center
College of Business Administration

Download the Careers by Symplicity app!
10th Annual Hire San Diego
Graduate Business Career Fair

Open to Graduate Business Students at SDSU, USD, and UCSD Only!

When: Friday, February 5, 2016
12:00 PM to 3:00 PM

Where: University of San Diego
Kroc Institute for Peace

For more information and to register go to: www.hiresandiego.org
FALL 2015
CAREER AND PROFESSIONAL DEVELOPMENT PROGRAM

This series of presentations and workshops is designed to teach the practical strategies and tools essential to your job search and professional development. Most sessions include alumni, local recruiters or industry professionals as guest presenters. Sessions in Spring 2016 will cover additional career-related topics.

All sessions take place from 12:15 p.m. to 1:45 p.m. on Fridays. Room location TBA.

<table>
<thead>
<tr>
<th>Topics</th>
<th>Details</th>
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<tr>
<td>9/11: Resumes &amp; Career Fair Success</td>
<td>Developing and tailoring your resume based on what recruiters are looking for, and learning strategies and tips to make the most of career fairs.</td>
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<tr>
<td>9/18: Personal Branding</td>
<td>How to develop and implement your personal branding to help you stand out from other candidates in today’s competitive job market and for long-term career success.</td>
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<td>9/25: Networking &amp; Building Relationships</td>
<td>Connecting through professional associations, leveraging relationships with SDSU alumni, handling different types of events, following up, and managing your contacts.</td>
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<td>10/2: Leveraging Social Media</td>
<td>Utilizing Portfolium and LinkedIn to connect with industry professionals and SDSU alumni, and showcasing “proof-of-skills” beyond a traditional resume.</td>
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<td>10/9: Cover Letters &amp; Job Search</td>
<td>Creating an effective cover letter, streamlining the job search process, developing a target company list, identifying opportunities and tracking your efforts.</td>
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<td>10/16: Interview Preparation &amp; Professionalism</td>
<td>Handling interviews strategically, highlighting your most relevant skills and accomplishments, managing nerves, dealing with difficult or unexpected questions, and addressing business etiquette.</td>
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<td>10/23: International Student Resources</td>
<td>Exploring resources specifically for international students, requirements for internships, employment authorization, and identifying prospective employer sponsors.</td>
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FALL 2015 Career and Professional Development Program
Attendance Summary

# of Attendees by Topic

- Resumes & Career Fair Success: 42
- Personal Branding: 26
- Networking & Building Relationships: 19
- Leveraging Social Media: 31
- Cover Letters & Job Search: 28
- Interview Preparation &...: 17
- International Student Resources: 0

*Break Into Tech Live Webinar # of attendees: 24

Attendance by Degree

- MBA: 52%
- MSA: 18%
- MSIS: 17%
- Unknown: 12%
- Other Masters: 1%

Attendance by Program Year

- 1st year: 58%
- 2nd year: 31%
- Unknown: 11%

Note: This summary was prepared based on information retrieved through Symplicity Kiosk Swipe Log data. Data reflects students in the College of Business Administration graduate business programs with the exception of a small percentage of student attendance from other graduate programs.

*Webinar attendance data retrieved from Adobe Connect.
Resources and tools for graduate business students:

**Aztec Career Connection (ACC)**
Aztec Career Connection (ACC) is an essential resource for graduate business students provided by the Graduate Career Management Center in partnership with Career Services. Log on to [https://sdsu-csm.symplicity.com/students/](https://sdsu-csm.symplicity.com/students/) to create your profile, access career-related information, events, resources, and search for jobs and internships.

**Aztec Mentor Program (AMP)**
AMP pairs students in one-on-one mentorships with established alumni/professionals in San Diego and nationwide. Through AMP, get a better understanding of a chosen profession or industry, gain insider knowledge from a professional perspective, and network with professionals. To sign up, log into Aztec Career Connection and apply for the posting for the College of Business Administration. Registration is open from now until September 10th.

**CareerLeader® Business Career Assessment**
CareerLeader® is a career assessment and planning tool specifically designed for business students and provides recommendations for your business career path based on your skills, interests, and motivators. Current students should contact Tina Tan at tina.tan@mail.sdsu.edu for login instructions and a password. Schedule an appointment with a career advisor in the Graduate Career Management Center to discuss your results.

**Big Interview**
Big Interview is an innovative learning tool to help you practice job interviewing skills and develop an edge over the competition. Video record your responses and then schedule a one-on-one appointment with a career advisor in the Graduate Career Management Center to review them and receive valuable feedback. There are tips, sample interview questions and answers spanning over 20 industries, and more resources to help you prepare. Access Big Interview through Aztec Career Connection.

**One-on-One Career Advising Sessions**
Schedule individual appointments with a career advisor dedicated to helping graduate business students achieve their goals. Starting the 2nd week of classes, appointments with a career advisor in the Graduate Career Management Center can be made through Aztec Career Connection. Select “College of Business Administration Career Advising.”

cbaweb.sdsu.edu/career