Steering Committee Minutes, December 4, 2009

Present: Singh, Shore, Doran, Plice, DeNoble

Ex Officio: Naughton, Lackritz.

Invited: Haddad

1. Call to order at 12:40 p.m.
3. There was discussion of a request voiced at the prior meeting to have the dean and the director of graduate programs prepare a summary of the needs of the graduate program, to assist in allocating funds from the graduate fee. Naughton reported that all of the graduate fee allocations except approximate $700k allocated for faculty has been budgeted and approved. There is a budget in place for the career center, but progress is impeded because of hiring restrictions. The committee agreed that the use of the faculty allocation should be decided with the chairs present.

4. Responding to the appeal for new members, it was reported that Haddad and Tyagi expressed interest in joining steering committee. It was noted that they each are in departments that are not represented on the committee now.

   MSP: Pradeep Tyagi and Kamal Haddad are appointed to the steering committee on an interim basis through the end of the 2009-2010 academic year.

Tyagi and Haddad will join the committee as full voting members beginning on December 11, 2009.

5. Lackritz reported on the status of the informal Maintenance of Accreditation Committee (MAC). Mike Hergert will join this committee in the spring semester. Singh volunteered to also serve on the MAC (No vote was necessary as the MAC is not a formal committee within the College.) Lackritz will try to have the steps needed to complete the preparations for the accreditation visit specified before his planned retirement, so that remaining preparation work will be laid out for the MAC to oversee.

6. The committee turned to reviewing curriculum change proposals. A proposal was presented to delete the Global Entrepreneurship MBA and EMBA Life Sciences concentration from the catalog. DeNoble reported that the executive and specialized management programs committee (ESMPC) voted to eliminate these programs going forward because they have not met their targets for enrollment and student makeup. The ESMPC also indicated the desire to redesign the programs if they are ever re-introduced. The committee noted that WASC approval for the programs may be lost if the programs are taken off the books. An alternative is to retain the catalog listing but make it “gray boxed” to indicate it is not accepting students. The programs then could be reintroduced in the future under the present WASC approval, even if they are redesigned.

   MSP: The curriculum change proposal eliminating the GEMBA and Life Sciences programs from the catalog is referred back to the ESMPC for further consideration. The
committee recommends that ESMPC review its decision in terms of WASC approvals, leaving the program descriptions in the catalog with wording “not admitting students.”

Other curriculum change proposals were reviewed and it was determined that there were no resource implications for the committee to consider.

*MSP: The curriculum change proposals presented to the committee related to BA 615 and BA 616 are approved.*

7. The committee discussed a faculty recommendation related to the discontinued faculty incentive plan. Because the faculty and chairs have already completed a portion of the review process specified by the discontinued plan, it was suggested that the information generated be shared with the faculty. It was noted that the process did not go as far as having the dean and associate dean review the chairs’ recommendations. The committee does not want to formalize a second faculty-review process, since the existing faculty development plan review procedure is intended to fill that function. Also the purpose of the stopped process was not the same as what is required for the faculty development plan. The committee therefore decided to informally recommend that the department chairs use the information developed during the discontinued incentive plan as part of the material that they share with faculty during the FDP review. Faculty members should feel free to ask chairs to share that information with them.

8. The committee turned to the process for allocating graduate-fee resources to faculty members under a grant program. Singh put forth a “project” oriented approach based on the five points of the executive order that established the fee. The main idea would be for faculty members to submit grant requests, including name(s) of principal investigator(s), to conduct activities specifically tied to one or more of the five items. Stipends to the members of the team could be written into the grant proposal. Lackritz emphasized that maintenance of accreditation should be the most important objective among the objectives authorized in the EO. Singh agreed to work on putting together a formal proposal for such an approach in time to discuss and vote on it at the committee’s December 11 meeting.

9. Haddad presented information on the various Taiwan and China programs we have been offering or planning to offer in the near future. The Fu Jen program graduated 24, and the Taipei stand-alone cohorts 11 and 12 have graduated 18 and 17, respectively. A TOEFL waiver was achieved through the graduate council; WASC approval for the existing programs plus a Fast-Track approval for all of Taiwan was also obtained. Presently recruiting is taking place for the Taipei stand-alone cohort 13. In addition, a new program to be launched in conjunction with National Sun Yat Sen University now has 12 viable student applicants for Fall 2010, with a target of 20. In China, we are working with Donghua University in Shanghai. Recruiting will start in 2010. Haddad reported a lack of administrative support for the programs, following a mandated change in responsibility directed by central administration. The past Taiwan cohorts have shown evidence that the program is helping students advance in their careers, based on data obtained in 2007. Haddad presented evidence that the programs have made money for the College. According to these reports, the new Taipei stand-alone cohort 13 can break even at about 15 students, while it will only be launched with 20 or more viable applicants. NSYSU breaks even at about 13 students as well. The Donghua University program breaks even at 13
and could launch next Fall. Haddad reported that the administrative matters are under control and the programs are being well run, but they need someone to do clerical support part time. After listening and asking some questions, the SC recommends that the various reports from Kamal and from the CBA need to be reconciled, with any discrepancies footnoted. This process can serve as a template for any future programs, since the continuous need to reconcile budgeted numbers to the actual program numbers (financial results) is a necessary accountability control. Alex will contact Deb Tomic to obtain the reports with actual results for these programs. The SC also recommends that the International Programs Director (the role currently handled by Kamal) be fully recognized as a College position and should include clerical support as well as financial staff that meets the mandate from Central Administration of being a direct report to an MPP position. The SC recommends the need to examine this position in light of the ongoing needs of these programs.

10. Meeting adjourned at 2:45 p.m.