Faculty Retreat 2013 Agenda

September 18 – 19, 2013

Sem 2, A2107

Wednesday, September 18, 2013 – Please bring laptops to this session

9am-10am:

* Overview of 2012-2013
* Cuba and summer overview
* 2013-2014 administrative work
* Update on core classes planning for Fall

10am: adjunct faculty arrive + introductions

10am-11am:

* Field Trips – budgets, process
* Budgets for speakers and other course needs
	+ Fall lecture series
	+ Nights for winter and spring electives
* First year cohort demographics
* Hand out annual report
* Minimum requirements for electives and core classes – we will track this information in the faculty handbook for future years. Ex: powerpoint presentations, etc (i.e. types of assignments)

11am-12pm: Amy Betz/Rip Heminway – new computer reporting and eval processes – BRING LAPTOPS!

12pm-1pm: Lunch (provided); adjuncts are free to leave after lunch

1pm-2pm: Administrative overview

* Set dates for MES faculty meetings
* Approval of student policy handbook
* Admission requirements for fall 2014 + approve admission decision appeal policy draft
* Professionalism statement

2pm-3pm: Curriculum

* Conference funding for students– only through dean’s area
* Review of internship program – numbers, who is doing it, why it leads to low elective enrollment
* Future electives for 14-15 and beyond
* Future staffing of regular faculty slots for 14-15 and beyond

Thursday, September 19, 2013

9am-12pm: Thesis Process Review

* How did it go in 12-13
	+ Summer or Fall extension process – how did this go? Any changes?
	+ Advising students in designing achievable theses within 2 quarter time frame and student knowledge
	+ How did field-based theses go?
	+ Review of Case Studies curricular content vs. thesis prospectus
	+ Thesis workshop
	+ Spring presentations – prep for powerpoints, location
* Possible 13-14 thesis challenges
	+ Students who arrive to Case Studies with thesis prospectus draft
	+ Students who took Case Studies in 2012 – how do we make sure they are on track? We’ll have list of those students.
	+ Supporting students who choose a methodology they don’t understand (Should students be allowed to use qualitative methods if they didn’t take the summer class? Are we teaching enough qual methods in the core curriculum?)
	+ Registration process considering new eval system (i.e. – when do we want thesis to say it starts for students who get no credit)
	+ How to support field-based thesis projects in a timely manner?
* What do we do with students who don’t finish by Fall 2013? Hand out list of students who haven’t finished as of Summer 2013.
* Should we disincentivize continued thesis credits– 2 credits doesn’t seem to be pushing people to finish, should they be required to take 4?
* Set fall thesis presentation date(s) for 11 students
* Issues with specific students: Farkas, Bucci
* Decide on 2013-2014 Deadlines
* Decide date for approval of thesis handbook
* Any other concerns

12pm-1pm: Lunch (provided)

1pm-2pm: Core faculty admin assignments

* Admissions/Scholarship committee
* Grievance committee
* Budget analysis
* Alumni relations
* Internship coordination
* Hooding ceremony
* GRE analysis

2pm-3pm: Recruitment/retention

* Overview of Gail’s recruitment plans for Fall
* Update on website
* Various retention programs – Ambassadors, Admitted Student Day, international courses, MESA, Rachel Carson Forum
* MESA rep to talk about 12-13 and upcoming year