

**Minutes of MPA meeting  
May 22, 2002  
Lab I, TESC**

Present: Gail, Larry, Linda, Cheryl, Don, Alan, Jennifer and Parvina  
Minutes: Parvina

Agenda:

1. Update on the Associate Coordinator position
  2. MPA program planning
  3. Budget and Space
  4. Institutes
  5. Catalog, press-release
  6. Other: Certificates, MPA website, etc.
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1. Larry updated on the status of Associate Coordinator position. The Human Resources believes the differences between Lyndel's current position and new Associate Coordinator position are too great to allow her to lateral into this new position. As a consequence Lyndel has to go through a competitive hiring process, either internally or externally. Larry will write a Request for Exemption from College Hiring Process on behalf of MPA faculty members explaining rationale of hiring Lyndel for the position of Associate Coordinator.
  2. Discussion was around the MPA program planning prepared and submitted to the faculty by Larry. Larry pointed that in this plan he tried to cover realistic workload as well as to show progress of the program. Linda emphasized that the plan should not be ambitious. Don requested to add HEC Board meeting into the plan. Cheryl suggested that hiring of faculty should also be added into the plan. Parvina proposed that people responsible for different activities should be specified by name (avoid using "All" responsible for a certain activity). Larry raised an issue on the activity #11 "Colloquium" in the plan to be considered. How it should be organized and who should be responsible?
  3. Larry brought up an issue on how to save on advertising. Should the sub-budgets be established for MPA faculty members? Larry mentioned that Walter agreed to give budget sub-codes to the faculty members. Cheryl emphasized that the faculty should avoid micromanagement problem. Linda pointed that the budget should serve student needs, and it would be desirable to have publication and binding fund in the budget. Linda also mentioned the ongoing space problem and the need to fix it.
  4. Cheryl volunteered to take charge on summer institutes. Discussion was around logistical issues of organization of the institutes. Alan emphasized that the goal is to have draft syllabus for Tribal Governance program by the end of the institutes. Linda also mentioned that the syllabus has to get out by the end of July.

Summer Institutes are scheduled for:

June 17-18 - Public/Non-Profit & Policy/Health Concentrations Planning (one per day)  
June 24-26 - Tribal Concentration Planning (2,5 days: first half of the day on June 26)  
June 26-28 - New Core Planning (2,5 days: second half of the day on June 26)

It was decided to have a pre-meeting for the Core Planning Institute in order to develop a theme for the first year core before major meeting in June. That meeting was scheduled for May 30, from noon till 3:00 p.m. (place to be identified).

Cheryl raised the issue of need of a facilitator for the meetings. It was agreed that there would be a need of a facilitator for pre-meeting. Cheryl will invite the facilitator.

5. Parvina handed out the revised version of the press release to the faculty members. After reviewing and making minor suggestions in the press release it was decided to submit it to the TESC office of College Relations. Parvina will submit the last revised version to Stanley Bernstein, Director, College Relations.

Parvina updated about the progress made on producing the new MPA catalog. Cheryl suggested that the faculty provide a short paragraph on what they bring to the program instead of biographical data. Larry mentioned that the section on new curriculum should be added as well. Some faculty member brought their additional comments on the catalog. Parvina will incorporate all comments and additions, and will submit them to Esme Ryan, Publications Manager at TESC.

6. Gail and Larry informed Cheryl on the status of applications for the next academic year. They anticipate that MPA program will get enough students for the coming academic year.

Larry brought up the problem existing in the Graduate Support Office between the people working there. Linda suggested that somebody from the faculty talk to the people in the Graduate Support Office to identify whether it is a functional or personal problem. If it is a personal problem seek internal help on the campus to fix it.

Larry raised the issue whether the MPA can start a Certificate Program. Cheryl stated that it should certainly start now. Linda mentioned that even after the completion of the first year the certificate could be issued.