

RPTA Department Meeting

Time and Place

Date: October 29, 2013

Time: 11:10 -12:00, Rm. 11 - 302

Attendees

Goldenberg, Greenwood, B., Greenwood, J., Hendricks, Mackenzie, Schwab

Agenda Items

Item	Presenter	Status	Agenda Item / Discussion Topic
1.	Bill	New	<p>Dean's Meeting</p> <ul style="list-style-type: none"> • Each department to develop Org chart for all tenure track faculty (research area, what they can teach, willing to teach – how related to 3-5 growth areas in department strategic plan) <ul style="list-style-type: none"> ○ Please email your teaching preference responses no later than November 4th • RFP for Crandall gym going out this week – if you have ideas for the space, may be something to consider (think collaborative use) – Some ideas: Chumash Challenge, leadership development space,? • Message conveyed at Dean's meeting, “we will reward those departments who break down barriers” • Bill emailed his notes from meeting (Oct 29th, 12:36pm)
2.	Bill	Continuing	<p>Blanket sub updates</p> <ul style="list-style-type: none"> • Postpone until Dianne available to join
3.	Bill, Jerusha	New	<p>Assessment/accreditation immediate needs</p> <ul style="list-style-type: none"> • Jerusha will send out separate email with what is required and deadlines • Required component (3 standards): 2 direct, 1 indirect <ul style="list-style-type: none"> ○ Brian Journal Review ○ Grades from 460 Ch. 3 & 4 ○ 405 questions embedded from midterm • Meetings scheduled: <ul style="list-style-type: none"> November 1st, 12-2 11-302 (will notify if alternate space found) November 8th, 12-2 11-302 (will notify if alternate space found) November 22nd, 12-2 11-210 Finalizing 4 hour block to meet during final exam week
4.	Bill	New	<p>District 8 Conference – who is going?</p> <ul style="list-style-type: none"> • Marnie, Brian, Keri, Bill (maybe)
5.	Keri	Continuing	<p>ALS Teaching Institute update (Feb 25, 26 & 27th)</p> <ul style="list-style-type: none"> • <u>Submissions due November 1st</u> • Ideas for giveaways? – Keri checking to see what's being given out so we don't duplicate – <u>think of marketing ideas for RPTA</u>

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6.	Susan	New	RPTA 221 content input <ul style="list-style-type: none"> • Further discussion on Friday if needed. Susan to speak with Kirk and Rodrigo
7.	Bill	New	Visit CA Outlook Forum (Pasadena, Feb 5-6) – who would like to go? <ul style="list-style-type: none"> • Have taken up to 8 students in the past. Would we want to take students – if so, make announcement and select which attend • Susan (possibly) going • <u>Please respond by Friday, November 1st if you would like to go</u>
8.	Bill	New	CPRS Conference Research Symposium abstract due Dec 1 st <ul style="list-style-type: none"> • Bill forwarded the call for abstracts email (Oct. 29th, 12:31pm)
9.	Bill	Continuing	Advisory Council meeting recap including hospitality <ul style="list-style-type: none"> • Ongoing
10.	Bill	New	Initiate Friday 12-2 meetings <ul style="list-style-type: none"> • Scheduled (Friday during final exams pending – 4 hour block)
11.			Other items?

	Pending Action Items	Person Responsible	Due date
1.	Set up meetings with Chairs For Keri and Susan	All	Ongoing
2.	Set up Friday interviews in November	All	Ongoing
3.	Hospitality at Cal Poly: <ul style="list-style-type: none"> • Noreen Martin – students need more business experience • Also, Sport Management is “wide open” for further development • There’s a trend towards bus. schools/programs 	Bill	Ongoing
4.	Office relocation <ul style="list-style-type: none"> • Keri already moved • Susan is moving (Facilities has us on their schedule – tentatively October 5th – Michele to follow up) • Waiting to see when Jerusha can move: there is a problem about whether we can convert faculty offices into department offices 	Bill	Ongoing
5.	Grad Student <ul style="list-style-type: none"> • Member of Advisory Council? All in attendance agreed yes, it is acceptable to have a grad student on the Advisory Council ALS is extending deadline	Bill, All	Ongoing
6.	ALS is extending deadline	Keri	Ongoing

Item	Completed Action/Discussion Items	Date
1.	Supervisions <ul style="list-style-type: none"> • Bill needs one more • Marni needs two more • Need more documentation of activity and course work 	10/15/13
2.	Social Media: Modify themes? <ul style="list-style-type: none"> • Add an “industry day” into the week? • Incorporate more use of “Twitter” • Involve students more from the start • Encourage “water bottle” photos! • Send job-related emails to calpolyrptajobs@gmail.com, all else to jbenvenu@calpoly.edu • Hootsuite to help manage updates 	10/9/13
3.	ICMS: <ul style="list-style-type: none"> • About 900 Cal Poly students study abroad each year • 2 different internship options available: one for credit, and one paid • Study for a semester, and fee is all-inclusive • ICMS has about 1500 total students; 40% international • Monica will send syllabi to Bill 	
4.	Advisory Council <ul style="list-style-type: none"> • Finalize hotel rooms for attendees • Finalize list of attendees 	10/18/13
5.	NRPA Wrap-Up <ul style="list-style-type: none"> • It was good: talked to lots of people • Susan gave an excellent presentation • Brian and Bill were good moderators • Quiz Bowl was disappointing because the game malfunctioned • They will probably have to buy a new game • Students were very professional; represented the department well • Overall, it was a really good experience for the students. • Must rein in expenses 	