

October 2024 Newsletter Faculty Affairs Department



“

A fallen leaf is nothing more than a summer's wave goodbye.

”

~ Unknown

Associate Dean of Academic Affairs Corner



Dr. Michael Williams
Associate Dean of Academic Affairs

As the Associate Dean for Academic Affairs, I am pleased to share with you our four key priorities for the 2024-25 academic year:

1. **Successful AACSB Review:** We will focus on ensuring a successful AACSB review, which is critical for maintaining our accreditation and reputation as a top business school.
2. **Building Community and Strengthening Morale:** We are committed to fostering a sense of community and strengthening the morale of PGBS faculty and staff. This includes creating more opportunities for collaboration, professional development, and social events.
3. **Expanding Opportunities for Faculty Flexibility:** We aim to expand opportunities for faculty to fulfill their contract by teaching two trimesters a year, allowing for more flexibility and work-life balance.
4. **Laying a Foundation for 12-Weeks of Direct Instruction:** We will begin laying the groundwork for the implementation of 12-weeks of instruction each trimester. This will provide more time for faculty to conduct research, and allow more transition time between each term.

These priorities were discussed at the recent faculty meeting, and we encourage you to provide feedback through email or by scheduling a 20-minute “listening session” with me ([here](#)). Your input is invaluable in shaping the future of our school.

Faculty Calendar Highlights

OCT
2

President's Briefing- [Zoom](#)
8:45 AM-9:45 AM

OCT
2

Enrollment Management Campus Conversation-
Irvine Graduate Campus
4:30 PM-5:30 PM

OCT
9

Enrollment Management Campus Conversation-
WLA Graduate Campus
4:30 PM-5:30 PM

[CLICK HERE FOR FULL CALENDAR](#)

Reminders

**Every
Tuesday
&
Thursday
until mid-
October**

Listening Session: Supporting Teaching and Research at PGBS

- [Survey](#)
- [Schedule](#) a 20-minute video chat with Michael Williams

OCT
4

Faculty written recommendations/comments on [3rd year/ tenure & promotion](#) candidates due via Google form

OCT
14

Deadline for the GBI Support Faculty [application](#) (Spring 2025)

OCT

Spring 2025 Teaching Schedule Available in Wavenet

18

OCT
23

Last day to submit issues with Spring 2025 schedule in Wavenet

REMINDER: Subscribe to the PGBS Faculty Events, Meetings, & Deadlines calendar to stay up to date.

- Click [HERE](#)
- Click "Add" when prompted

The new calendar will appear in your list of calendars, making it easy to stay informed and organized.



Order YOUR Customized Regalia Now

The distinctive look of doctoral regalia signifies the level of education you have achieved. Take pride in your academic achievement by owning your very own Academic Apparel by Herff Jones. Herff Jones is offering PGBS Faculty a **20% discount** on your customized regalia orders from **NOW** until

December 31, 2024. Review the [DETAILS](#) and order online as soon as possible.

Owning your own regalia guarantees that you will always be ready in a moment's notice.

Course Eval Policy

Starting Spring 2025, we've updated our course evaluation policy. Evaluations will now open 10-14 days before the end of the term/session to ensure that most courses have student evaluations available during their last class. Open/close windows for the executive programs will not change. Please visit our [website](#) for more details or speak with your Department Chair.

Faculty Contract Schedules are Moving to WaveNet!

Beginning Fall 2024 term, contract schedules will be managed and updated each trimester through the WaveNet Faculty Center. Faculty will review and approve their contract schedule, or indicate if it requires further attention. The overload/banked units request form will also be available on the same tab. You will receive an email from Janna Martinez when your schedule is ready for review.

Previously stored in Google, now moving to PeopleSoft under: Contract Schedule. See Faculty User [Guide](#).

IMPORTANT: Faculty have "view" access of their spreadsheet! Email Janna Martinez to make changes.
Last CWMT

Department	Academic Year	Qualification	Working Title	Position Title	Inst Code	Inst Project	Inst Org	Inst Dept	Notes

Contract Schedule - SR 2023-24

Class	Class Title	Inst	Program	Section No	Section Title	Section Type	Section Code	Section Status	Notes

Contract Schedule - SR 2023-24

Class	Class Title	Inst	Program	Section No	Section Title	Section Type	Section Code	Section Status	Notes

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | Student Progress Survey Roster | Class Roster Audit | **Grade Roster** | **Contract Schedule**

Contract Schedule

[View FERPA Statement](#)

Faculty Textbook Desk Copies

Faculty should first reach out to the publisher directly to request textbook desk copies and instructor materials. If verification is required, please have the publisher contact pgbsaa@pepperdine.edu. If a copy is not available from the publisher, please complete this [form](#) to request a desk copy of a textbook that will be used for your course.

AY 24-25 Committee Election Results

Review all Graziadio AY 24-25 [Faculty Service Assignments](#)

Faculty Council

Darren Good/ Cristel Russell
Steve Ferraro
Cristina Gibson
Nelson Granados
John Paglia
Brian McGilvray
(DC Representative)

University Academic Council

John Mooney
Clemens Kownatzki
(AD Representative)

Personnel Committee

Brian Jacobs/Robert Lee
Jim DiLellio
Jennifer Franczak
Dave Smith

University Grievance Committee

Max Ellzey
Kevin Groves
Bob McQuaid



University Tenure Committee

Agus Harjoto
Brian Jacobs
(PC Representative)

We have completed our review of hybrid and online courses for the fall term. To learn more about how we conduct these, you can [review this document](#).

Here is a concise summary of our findings:

- Overall eLearning Course Index Score: 3.69 out of 5
- Online Programs: 3.9
- Hybrid Programs: 3.18

Strengths

- Consistent structure and navigation across courses
- Operable course content
- 50% of courses scored 3+ on all eLearning standards
- 60% of courses have an eLearning index score of 4+

Areas for Improvement

- Sharing course and weekly learning objectives within the course
- Some courses need improvement in structure/navigation, content operability, and accessibility

For a deeper dive into these results, particularly the areas for improvement, watch [our video overview](#) (10 minutes long). Here is the [slide deck](#) used in this video, which contains resources in the appendix.

To learn how to improve your Start Here and Course Overview pages, view [our demonstration video](#) (4 minutes long).

Cheers for Peers

We invite you to submit a ["Cheers for Peers"](#) to acknowledge a colleague that has gone above and beyond the call of duty. In the spirit of "giving each other flowers" continuously, we hope that you consider expressing your gratitude with "cheers!"

We look forward to highlighting these submissions!