

# PEPPERDINE

## Seaver College Cabinet Meeting Minutes November 11, 2019 | TAC-100 (Lobby Conference Room) | 2PM – 4PM

**Devotional** – Dana Dudley shared a devotional message.

**Good News** – Cabinet members shared a good news story from their respective areas or division.

### Announcements

- Dana Dudley reminded cabinet members about the upcoming Dean’s Lecture “An Evening with Rachel Denhollander” on November 13 at 5pm in Elkins Auditorium
- Michael Feltner shared announcements regarding the following:
  - David Holmes Reception will be December 6 at 2pm in the TAC 3<sup>rd</sup> Floor Lobby to honor his 26 years of service.
  - Paul Begin will be the Interim Associate Dean for Curriculum and General Education and Mike Sugimoto will become the new Interim Divisional Dean for the International Studies and Languages Division effective January 1, 2020.
  - We will have a Cabinet New Year Celebration on Monday, January 6, 2020. A “save the date” announcement with the time and location will be forthcoming.
  - A reminder for divisional deans that staff development proposals are due November 13, 2019.
  - A reminder for divisional deans that there is an expectation that our office managers and administrative assistants will participate in the Seaver College Commencement on May 2, 2020 as we need 30-40 people to staff the ceremony.
  - Mentioned that we may not proceed with the November 22 open forum absent any new pressing issues
- Brad Griffin offered discounted tickets for cabinet members who would like to attend *Ragtime*.

### Business of the College

- Assessment and Program Review – Lisa Bortman discussed the timing and procedure for our upcoming assessment and program reviews. The WSCUC report is to be submitted a year from now. Earlier this year OIE requested updated assessment plans from each area and she will conduct workshops/lunch per division as appropriate.
- Strategic Plan Update – Michael Feltner discussed the general plan and timeline for the development of a new Seaver College Strategic Plan concurrently with the new University Strategic Plan. The Seaver College Strategic Plan Steering Committee will meet in early January. There will be an opportunity for Seaver College Faculty and Staff to attend a forum on the morning of January 29, 2020.
- Hiring – Michael Feltner discussed ways the University is working to have our faculty composition more closely reflecting our student composition. Seaver College has been going in the right direction we will continue to implement things we can do to be more successful.

- Kristy Collins presented an update regarding Seaver College admissions. She indicated that approximately 90-100 students are anticipated to enter in January class for the spring 2020 term and that, despite an ever-changing college admissions environment, Seaver College is well positioned to meet our goals since approximately 5,000 early applications were received by the November 2019 deadline.

### Upcoming Events

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| Nov. 14      | Fall Seaver Board of Visitors Meeting, 10:45 am - 1 pm, Seaver Board Room                  |
| Nov. 15-23   | Pepperdine Fall Musical: <i>Ragtime</i> , Smothers Theater, 7:30 pm (Saturday matinee 2pm) |
| Nov. 27-29   | Thanksgiving Holiday (no classes meet)   |
| Dec. 4       | Christmas Chapel   |
| Dec. 5       | Pepperdine Choir and Orchestra Christmas Concert, 7:30pm Smothers Theatre                  |
| Dec. 6       | David Holmes Reception   |
| Dec. 9-12    | Final Exams  |
| Dec. 16      | Cabinet Meeting, 2-4pm TAC-1   |
| Dec 24-Jan 1 | Winter Break, all offices closed   |
| Jan 9-12     | New Student Orientation  |
| Jan 13       | Spring Classes Begin   |
| Jan 20       | Martin Luther King Holiday; all offices closed   |
| Jan 27       | Cabinet Meeting, 2-4pm, TAC 1  |
| Feb 22       | Pepperdine Associates Dinner, Beverly Wilshire   |