

**Department of Public Administration
Administrative Activities Review (AAR)
7/25/2018**

I. Basic Facts and Description of the Unit.

a. **Mission and goals.** The Department of Public Administration has a formal mission statement as follows:

The Department of Public Administration and Urban Studies, in order to fulfill the needs of students, alumni, and the public, is dedicated to improving the capacity of public service in a dynamic urban society through education, scholarship and community engagement. We are committed to student success, to research and scholarship, to communications across social and cultural boundaries, to the use of information technologies to serve students and the public, and to recognizing the unique values, perspectives, and capacities of individual students.

b. **Services.**

The Department of Public Administration has one part-time administrative assistant who performs the administrative responsibilities of the Department such scheduling courses, enrolling students in classes, and general office responsibilities. The administrative assistant for Public Administration splits her time with Political Science. The chair for the Department is a faculty member of Political Science and teaches no classes in Public Administration.

There is not a single faculty member who serves as the student advisor. Instead, this responsibility is divided amongst all faculty. One faculty member serves as the MPA coordinator and is responsible for answering questions from potential students. He receives no payment or course reduction for that responsibility. This responsibility rotates amongst the faculty each year.

- **Critical partners.**

The department sometimes works with Political Science to offer classes. The Research Methods course is often substituted between departments.

- **Customers or end-users of your services.**

The Chair and Administrative Assistant support 5 TT and 1 Visiting NTT professors. One of the TT professors does not teach in Public Administration but is considered to be a faculty member of the department.

- **Key performance analysis.**

In the past five years, Public Administration has awarded 145 MPA degrees and 16 PhDs. There are currently 5 active PhD students remaining in the program.

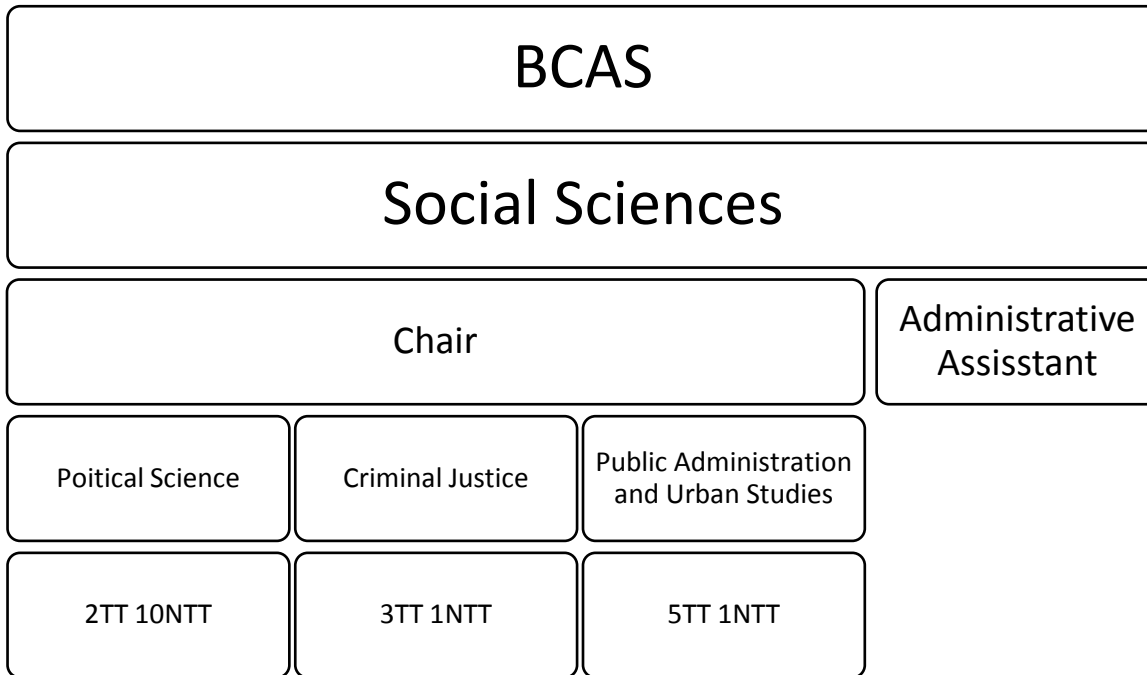
	2013	2014	2015	2016	2017	2018	Total
398005 MPA	35	25	23	27	27	8	145
398006 PhD	5	4	3	2	1	1	16

- **Brief assessment.**

The Department of Public Administration is facing extremely low enrollments in its program. The classes are rarely above 10 students. The faculty have no plans for recruitment. Two of the faculty publish in professional outlets on a regular basis.

c. Resources.

- Personnel.



• **Financials.**

PAUS	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Full Time Faculty	616,626.01	613,626.03	613,626.03	653,392.94	568,820.47
Part Time Faculty	3,090.00	0.00			0.00
Summer Faculty	56,914.50	51,163.50	36,390.00	68,606.27	37,061.63
Full-Time Faculty Stipend					1,000.00
Full Time Staff	25,980.01	38,330.72	38,584.53	29,678.84	
Part Time Staff	990.66	0.00			
Student Assistants	510.48	128.00			
Fringe Benefits	208,006.08	214,903.92	221,936.25	258,464.98	199,408.44
Supplies & Services	7,744.52	10,333.17	13,667.39	10,133.27	5,911.65
Communications	3,915.34	3,220.50	2,894.40	2,894.40	
Travel & Hospitality	8,975.46	9,847.19	11,437.84	6,217.56	5,801.81
Hospitality					91.28
	\$932,753.06	\$941,553.03	\$938,536.44	\$1,029,388.26	\$818,095.28

• **Equipment and technology.**

The department shares a small computer lab for students and faculty. It is located in the department hallway and has twelve computers and one printer. It is available to all students 24/7. Students from Political Science also have access to the lab.

• **Space.**

The Department is housed on the second floor of Olin Hall. The chair and Administrative Assistant each have an office there.

II. Future Plans. This section should provide insight into the future of your unit, based on your mission and goals, opportunities you intend to pursue, and/or emerging trends that will likely impact your operations.

a. **Potential changes:** The faculty have not discussed ways to improve their issues with enrollment. They do not recruit new students. They also do not consider new courses to attract new students or take suggestions about creating an undergraduate mission seriously. The department lost its professional accreditation about five years ago and have no intentions of re-applying for it at this point. There are seven PhD students remaining in the program, many of whom are reaching the 10-year time limit.

b. **Trends.**

There will continue to be a need for students who are trained in effective management skills and public administration.