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Faculty Newsnotes

Faculty News

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2001-09-04

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# Faculty Newsnotes

September 4, 2001  
Edited by Stacy Miller

Issue #340

## Office of the President

Welcome back for the 2001-2002 year, and particular welcome to our new faculty members. I hope that the past few months gave you some time for rest and renewal. We are looking forward to a year of excellence in everything we do. I think our faculty is stronger than ever, and the reports from the Admissions Office assure me that we have an outstanding class of new freshmen and transfer students. Registrations indicate that we will once again have good retention, so you will see your good students back in your classrooms.

The campus capital projects are moving forward, and we will be into the Joan Kroc Institute for Peace and Justice this Fall. Construction has begun on the Lower Olin site for the new Center for Science and Technology, and the science faculty have been working creatively with Development to provide materials that should help us attract funding to the project. The City Planning Commission has approved the plans for a parking garage at the west entrance to campus, and that project should begin this year. Faculty members in the School of Business Administration and the School of Education are also working on plans for new facilities for future development.

Over the summer we received confirmation of continuing accreditation of our School of Law and both Engineering programs have been accredited by ABET. We are continuing our search for a new Vice President for Student Affairs, and anticipate that we will have candidates on campus for interviews early this Fall. In the interim, Dr. Thomas Cosgrove is continuing his leadership as Acting Vice President for Student Affairs. We welcome new colleagues, including our new Asst. Vice President and Director of Human Resources, Gwendolyn Lytle, who will be on campus in September.

As we bring together the people and the resources needed to make this year productive and fulfilling for all, I ask God's blessing on our work and on all of the members of the university community.

Alice B. Hayes

## Office of the Provost

### Tenure and Promotion

I am pleased to announce the following promotions, effective this September, 2001:

To Professor

Dr. Andrew Allen – Business Administration  
Dr. Thomas Dalton – Business Administration  
Dr. Scott Kunkel – Business Administration  
Prof. Shaun Martin – Law  
Prof. Frank Partnoy – Law  
Dr. Jo Ellen Patterson – Education  
Dr. Barbara Withers – Business Administration



To Associate Professor

Dr. Michael Gonzalez – History

Dr. Gail Perez – English

Dr. Leigh Plesniak – Chemistry

To Adjunct Professor

Dr. Donald McGraw – Biology

The following are tenured faculty members at the University of San Diego, effective September, 2001:

Prof. Karen Burke – Law

Dr. Evelyn Kirkley – Theology and Religious Studies

Ms. Diane Maher – Copley Library

Prof. Shaun Martin – Law

Dr. Michael Mayer – Biology

Prof. Grayson McCouch – Law

Dr. Noelle Norton – Political Science

Dr. Rick Olson – Engineering

Prof. Frank Partnoy – Law

Dr. Leigh Plesniak – Chemistry

Dr. Kenneth Serbin – History

Dr. Angela Yeung – Fine Arts

#### **New Professional Appointments**

The Office of the Vice President for Academic Affairs is happy to welcome the following new full-time appointees or sabbatical replacements in academic areas:

#### *New Full-Time Faculty Appointments for 2001-2002*

##### **College of Arts and Sciences**

Dr. Peter Atterton – Visiting Associate Professor – Philosophy

Dr. Michelle Camacho – Assistant Professor – Sociology (arriving Spring, 2002)

Dr. Frank Capozzi – Instructor – Physics

Dr. David De Haan – Assistant Professor – Chemistry

Dr. Esteban del Rio – Visiting Assistant Professor – Communication Studies

Ms. Emily Edmonds-Poli – Assistant Professor – Political Science

Ms. Jan Gist – Visiting Associate Professor – Dramatic Arts

Dr. John Herron – Instructor – History

Ms. Annie Hinton – Instructor – Fine Arts

Dr. Diane Hoffoss – Assistant Professor – Mathematics/Computer Science

Mr. Joseph Jeon – Assistant Professor – English

Dr. Hima Joshi – Visiting Assistant Professor – Chemistry

Dr. Nimisha Ladva – Assistant Professor – English

Dr. Jennifer Lento – Visiting Assistant Professor – Psychology

Mr. Alejandro Meter – Assistant Professor – Foreign Languages

Dr. Valquiria Missell – Visiting Assistant Professor – Physics

Dr. Adriana Molitor-Siegl – Assistant Professor – Psychology

Dr. Kristin Moran – Assistant Professor – Communication Studies (former Post-Doc.)

Dr. Perla Myers – Assistant Professor – Mathematics/Computer Science

Ms. Beth Simon – Assistant Professor – Mathematics/Computer Science (arriving Spring, 2002)

Mr. Chad Tew – Assistant Professor – Communication Studies

Dr. Richard Tinsley – Visiting Distinguished Professor – Biology (Spring, 2002)

Dr. Gregory Walski – Visiting Assistant Professor – Philosophy

Dr. J. Michael Williams – Visiting Assistant Professor – Political Science

##### **Copley Library**

Mr. Michael Epstein – Assistant Professor

Ms. Tamara Shaw – Assistant Professor



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School of Business Administration

Dr. Alex Budzinsky – Visiting Professor – Finance (Fall, 2001)  
Dr. Ken Cooper – Visiting Professor – Management  
Ms. Cynthia Gardner – Instructor – Information Systems  
Ms. Robin Murphy – Instructor – Marketing  
Dr. Robert Phillips – Assistant Professor – Business Ethics  
Mr. Carl Rebman – Assistant Professor – Information Systems  
Dr. James Smith – Assistant Professor – Accounting  
Dr. Stephen Starling – Associate Professor – Supply Chain Management  
Dr. Alka Subramanian – Visiting Professor – Marketing (Fall, 2001)  
Dr. Vicente Vargas – Associate Professor – Operations Management  
Dr. Kenneth Zalud – Instructor – Economics

School of Education

Dr. Anne Donnellan – Visiting Professor  
Dr. Ana Estrada – Associate Professor – MFT (arriving Spring, 2002)  
Dr. Misook Ji – Assistant Professor – Learning and Teaching  
Dr. Judy Mantle – Visiting Professor – DeForest Strunk Chair in Special Education  
Dr. Jaime Romo – Assistant Professor – Multi-Cultural  
Dr. Ronald Woggon – Assistant Professor – Learning and Teaching

School of Law

Prof. Michael Beeman – Instructor – Lawyering Skills  
Prof. Karen Burke – Professor  
Prof. Laurence Claus – Assistant Professor  
Prof. Gail Evans – Visiting Professor  
Prof. Toni Martinson – Instructor – Lawyering Skills  
Prof. Grayson McCouch – Professor  
Prof. Stephanie Shingleton – Instructor – Lawyering Skills  
Prof. David Simon – Instructor – Lawyering Skills  
Prof. Alan Wertheimer – Visiting Professor (Spring, 2002)

School of Nursing and Health Science

Dr. Cheryl Ahern-Lehmann – Instructor  
Dr. Eunice Choi – Assistant Professor  
Dr. Sharon McGuire – Assistant Professor  
Dr. Allen Orsi – Associate Professor

*New Administrative-Professional Appointments/Promotions (since January, 2001)*

Ms. Yolanda Abitan – Operations Manager, Administrative Information Services  
Dr. Dianne Aker – Assistant Director, Kroc Institute for Peace and Justice  
Ms. Guadalupe Alonzo – Senior Policy Advocate, Center for Public Interest Law  
Ms. Monica Alpigini – Curriculum Coordinator/Counselor, Upward Bound  
Ms. Pauline Berryman – Assistant Dean, College of Arts and Sciences  
Prof. Kevin Cole – Associate Dean, School of Law  
Mr. George Decker – Director, Law School Publications  
Mr. Stephen Elliott – Assistant Director, TransBorder Institute  
Mr. Lorenzo Gutierrez-Jarquín – Assistant Director, Upward Bound  
Dr. Rhoberta Haley – Clinical Placement Coordinator, School of Nursing and Health Science  
Dr. Cel Johnson – Director of Institutional Research  
Mr. Paul Mamet – Graduate Admissions Officer  
Ms. Karen Molenda – Assistant to the Dean, School of Nursing and Health Science  
Mr. Walter Murken – Assistant Registrar

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Prof. Leslie Oster – Director, Lawyering Skills I  
Ms. Pamela Palermo – Financial Aid Counselor  
Mr. John Poe – User Services Specialist, School of Law  
Ms. Lizbeth Price – Alumni Coordinator, School of Business Administration  
Ms. P. Lee Russell – Program Coordinator, Law School Graduate Programs  
Ms. Lynne Stearns – Transfer Analyst, College of Arts and Sciences  
Mr. Nicholas Trongale – Director of Strategic Programs, School of Education  
Ms. Rosaura Vacchi – User Services Consultant, Academic Computing  
Ms. Christine Walker – Staff Psychologist  
Ms. Danielle Wintermute – Graduate Admissions Officer

#### **NROTC**

Commander Phillip Angelini – Assistant Professor  
Lt. Frank Brandon – Officer Instructor  
Lt. Nicholas Czaruk – Officer Instructor  
Lt. Ross Niswanger – Officer Instructor

#### **University Professorships**

Reminder: applications/nominations for 2002-2003 University Professorships are due by *Monday, October 15, 2001*. The Policy and Procedures governing University Professorships were published in the April 30, 2001 *Faculty Newsnotes*.

#### **Sabbatical Leave Requests/Reports on Sabbatical Leaves**

Requests for sabbatical leave in the year 2002-2003 should be submitted by *Friday, October 5, 2001*. Please follow very carefully the Guidelines for Preparation of Sabbatical Requests in the *University Policy and Procedure Manual*, section 2.4.7.

Faculty members and academic administrators who had sabbatical leaves during the 2000-2001 academic year are asked to file their reports, in accord with the USD policy, page 2, by *Monday, November 5, 2001*.

#### **Academic Integrity Policy**

The Academic Integrity Policy is found in the *University Policy and Procedure Manual*. If you have any questions regarding the policy, please refer them to the contact person in your School/College:

College of Arts and Sciences: Associate Dean Tom Herrinton  
School of Business Administration: Associate Dean Tom Dalton  
School of Education: Dr. Cheryl Getz  
School of Nursing and Health Science: Associate Dean Mary Jo Clark

Questions regarding the Law School Honor Code can be directed to Associate Dean Virginia Shue.

#### **College of Arts and Sciences**

##### **2001-2002 Department Chairs**

Biology	Dr. Lisa Baird
Chemistry	Dr. Tammy Dwyer
Communication Studies	Dr. Roger Pace
English	Dr. Fred Robinson
Fine Arts	Dr. David Smith
Foreign Languages	Dr. Kim Eherenman
History	Dr. Jim Gump
Mathematics/Computer Science	Dr. Stan Gurak
Philosophy	Dr. Jack Crumley
Political Science	Dr. Michael Pfau
Psychology	Dr. Kenneth Keith
Sociology	Dr. Michael Soroka
Theology and Religious Studies	Dr. Joseph Colombo



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In addition to these chairs, there are seven director positions with administrative appointments:

Dr. Angelo Orona – Director, Anthropology  
Dr. Ondine Young – Director, Choral Scholars  
Dr. Hugh Ellis – Director of Marine and Environmental Studies  
Mr. Richard Seer – Director of MFA Program  
Dr. Daniel Sheehan – Director of Physics  
Fr. Ronald Pachence – Director of Professional Programs in Religious Studies  
Dr. Noelle Norton – Honors Program

Coordinators of general programs in Arts and Sciences include:

Fr. James McGray – Logic Center  
Ms. Margo Wilding – Writing Center  
Prof. William DeMalignon – Math Center  
Dr. Thomas Herrinton – Preceptorial Coordinator

### **School of Business Administration**

#### *Program Directors*

Dr. Denise Dimon – Director, Ahlers Center for International Business  
TBA – Director, Graduate Business Programs  
Dr. John Ronchetto – Director, Marketing and Strategic Programs  
Drs. Kathleen Kramer and Rick Olson – Co-Directors, Engineering Programs  
Dr. Jane Usatin – Director, Undergraduate Business Programs

### **Special Sessions Study Abroad**

If you are planning a course abroad for Intersession and have not already done so, please send the form attached at the back of these *Newsnotes* to Debbie Gough by *September 21, 2001*.

### **Academic Publications**

#### **Faculty *Newsnotes* Publication Dates and Deadlines**

Listed below are the dates of publication for 2001-2002 *Faculty Newsnotes*. Please direct all entries to Stacy Miller, Director of Academic Publications, Founders Hall 108, or e-mail to [stacyc@SanDiego.edu](mailto:stacyc@SanDiego.edu).

<u>Publication Date</u>	<u>Submission Deadline</u>
September 24, 2001	September 14, 2001
October 29, 2001	October 19, 2001
November 19, 2001	November 9, 2001
December 10, 2001	November 30, 2001
January 28, 2002	January 18, 2002
February 25, 2002	February 15, 2002
March 25, 2002	March 15, 2002
April 29, 2002	April 19, 2002
May 6, 2002	April 29, 2002

### **Committee on the Protection of Human Subjects**

Below is the meeting and submission deadline schedule for full reviews for the Fall semester to the Committee on the Protection of Human Subjects. The Spring dates will be publicized as soon as available. The Chair for 2001-2002 is Dr. Annette Taylor, College of Arts and Sciences, Department of Psychology.



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Please submit all proposals for full review by the deadline to Ms. Jo Powers, Office of the Provost, Clerical Support/Staff Committee Representative for CPHS. *Do not submit any proposals to the CPHS Chair.*

Please submit all proposals for expedited review to Ms. Jo Powers who will process and immediately submit them to Dr. Donald J. McGraw, Associate Provost, CPHS Administrator, for review.

<u>Submission Deadline</u>	<u>Meeting Date</u>
September 4, 2001	September 18, 2001
September 25, 2001	October 9, 2001
October 23, 2001	November 6, 2001
November 20, 2001	December 4, 2001

### **Homecoming 2001**

Homecoming is a chance for alumni to reconnect with all the great things they remember about USD, including the faculty. Save the date for Homecoming Weekend, October 12-14. Alumni are eager to share their personal and professional accomplishments with you and hear your news, as well. Events include reunions for the classes of '56, '61, '66, '71, '76, '81, '86, '91, and '96, along with the All Alumni Gala Dinner, Alumni Mass, tours of the Institute for Peace and Justice, and Tailgate Party and football game. For more information call Olivia Gil Guevara or Liam Dunfey at ext. 4819.

### **Institute for Peace and Justice**

The Institute for Peace and Justice cordially invites you to the first open house for the USD campus community in the new building on Friday, September 28, from 3:00 p.m. to 5:00 p.m. Please RSVP at ext. 7509 by September 21.

### **University Relations**

Attached to these *Newsnotes* is a new and important policy document entitled "Division Policy – University of San Diego Gift Processing Policy." Please take time to review this document in detail.

### **Varia**

USD faculty presenters at the 8th Annual National Diversity Conference, "Race, Gender and Information Technology: Closing the Digital Divide," held in San Diego from May 2-5, included **Viviana Alexandrowicz** and **Susan Zgliczynski**, School of Education; **Nancy Carol Carter**, School of Law; and **Michele Magnin** and **Joe Nalven**, College of Arts and Sciences.

**Robert Appelbaum**, English Department, has finished a book scheduled to be released in Spring, 2002, by Cambridge University Press titled *Literature and Utopian Politics in Seventeenth-Century England*. Last Spring, as plenary speaker at the Susquehanna University Shakespeare Undergraduate Conference and as guest speaker at a monthly meeting of the San Diego Shakespeare Society, he lectured on "Shakespeare in the Kitchen." Dr. Appelbaum's review essay on culture and food, "New Bokes of Cookerie," appears in the current (1.1) edition of the *Journal of Early Modern Cultural Studies*. He returns to USD this Fall after a summer spent as a Short-term Fellow at the Folger Shakespeare Library in Washington, D.C.

**Darren Cecil**, adjunct faculty member instructing in the Leadership Program, School of Education, **Calista Davis**, Manager of Employment, Employee Development and Employee Recognition, Human Resources, **Larry Gardepie**, Business Analyst, Business Process Redesign, **Jocbetham Tahapary**, Director, USD's Upward Bound Program, **Steve Jones**, Human Relations weekends, and **Crescentia Thomas**, USD alumna, provided training workshops for the F.L.A.M.E. Program (Finding Leaders Among Minorities Everywhere), a program sponsored by the U.S. Olympic Committee at the ARCO Olympic Training site in Chula Vista, July 26-28. The F.L.A.M.E. program provides high school students the opportunity to meet Olympic athletes, develop leadership skills, focus on their dreams and how to overcome the obstacles they may face, and learn how to prepare for college. Workshop topics included: "Getting to Know Ourselves and Others;" "Communication and Conflict Resolution Skills;" "Diversity



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and Inclusion," and "Pathways to College Success," providing information on the benefits of attaining a college education and the preparation needed to make the dream a reality. College representatives from UCSD, SDSU, CSUSM, and USD (Belinda Sandoval) also presented information on their respective universities. **Reuben Mitchell**, Assistant Provost, Director of Campus Diversity Development, served as liaison between the F.L.A.M.E. program director and the USD facilitators.

**Edward DeRoche**, School of Education, attended and made two presentations at the Community of Caring annual conference, June 28-30. The title of his repeated sessions was "The 8 Cs Model for a Caring Classroom."

Dr. DeRoche presented "Mr. & Mrs. Lincoln: Scenes from a Marriage" to the University of the 3rd Age on July 9. He also presented "Using Newspaper Content to Teach Values & Ethical Decision Making" at the CA Newspaper in Education Annual Conference on July 12.

**Edward F. DeRoche** and **Mary M. Williams**, both of the School of Education, had their book titled *Character Education: A Primer for Teachers* published by Argus Communications. In June, Scarecrow Press published their book titled *Character Education: A Guide for School Administrators*.

During the last week of June, Dr. DeRoche and Dr. Williams conducted the Third Annual Academy on Character Education on this campus. Over 200 people attended the three-day event.

**Kenneth Keith**, Psychology Department, presented a paper, "Tell Me A Story: Family, Friends, Community, and the Quality of Life of Older Americans," at the Building Family Strengths International Symposium at the University of Nebraska, May 8-10.

Dr. Keith presented an invited address titled "Conceptualizing and Measuring Quality of Life: Challenges and Future Directions" at the Quality in Learning Disability International Conference in Polmont, Scotland, on June 25.

Dr. Keith has also been appointed to the College Board Advanced Placement Test Development Committee for Psychology and the Advisory Panel on Undergraduate Psychology Major Competencies of the American Psychological Association.

**Kristen McCabe**, Psychology Department, presented a paper at the Western Psychological Association Convention. Her presentation was titled "Sex Differences in Psychopathology and Abuse History Among Juvenile Delinquents."

**Donald McGraw**, Associate Provost, has published a book entitled *Andrew Ellicott Douglass and the Role of the Giant Sequoia in the Development of Dendrochronology* (Lewiston, NY: Edwin Mellen Press, 2001; hardbound; ix + 120; illus.; ISBN0-7734-7418-8) as a result of his 1998 National Science Foundation-supported research at the University of Arizona.

**Dan Moriarty**, Psychology Department, attended the recent meeting of the Western Psychological Association in Hawaii, where he participated in the Council of Representatives. He is also co-author of two papers presented at the convention: "Control of Predatory Behavior in Rats by Conditioned Taste Aversion" and "Blockage of NMDA Receptors During Emotionally Motivated Learning Impairs Memory of the Task." Dr. Moriarty's co-authors included USD students, and **Curt Spanis** of Biology was a co-author of the second paper.

**Judy Rauner**, Director of the Office for Community Service-Learning, received the 2001 "Richard E. Cone Award for Excellence & Leadership in Cultivating Community Partnerships in Higher Education" at the Western Region Campus Compact Consortium "Continuums of Service" Conference in Berkeley, CA, on April 27. She also co-facilitated a workshop with Dr. Maureen Rubin from SCU, Northridge, entitled "Show Me the Money: A Practical Guide to Finding and Securing Grants."

**Annette Taylor** and **Patricia Kowalski**, both of the Psychology Department, were co-authors (with USD students) of two presentations at the Western Psychological Association Convention in Hawaii, May 3-6. Their papers were titled "Sources of Misinformation in Psychology: Media, Personal Experience, and the Classroom" and "Myers-Briggs Type Indicator: Barnum Effect Revisited."

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Mary Ann Thurkettle, School of Nursing and Health Science, presented a paper entitled, "Cross-cultural Issues Impacting Case Management" at the "Cross Cultural Issues in Healthcare: A Case Management Perspective" in Little Rock, AK, on March 9.



## Special Sessions Study Abroad Proposal Form

Please complete all of the following information and return form to Assistant Provost Debbie Gough by December 15 for summer session(s) or September 20 for Intercession. Attach a budget and a copy of the release form students will be signing.

Session: Intercession \_\_\_\_\_ Summer Session \_\_\_\_\_

Year: \_\_\_\_\_

USD Course number and title:

\_\_\_\_\_

No. of units: \_\_\_\_\_ No. of contact hours: \_\_\_\_\_ Distance learning component? Yes \_\_\_\_\_ No \_\_\_\_\_

Professor:

\_\_\_\_\_

Inclusive dates of course: \_\_\_\_\_ to \_\_\_\_\_  
(mo/day/year) (mo/day/year)

Enrollment limit: \_\_\_\_\_ Minimum enrollment: \_\_\_\_\_

Location:

\_\_\_\_\_

(city/country)

Tuition cost: \$ \_\_\_\_\_ per unit \_\_\_\_\_ or per course \_\_\_\_\_ Inclusive of housing/meals/travel? \_\_\_\_\_

Cost of room and board, and transportation if not included in tuition: \$ \_\_\_\_\_

Deadline for enrolling in class: \_\_\_\_\_ Deadline for withdrawing (before trip): \_\_\_\_\_

Who will be handling enrollment for this course?

\_\_\_\_\_

**Note: Refund Policy must comply with USD's standard policy for the session in which the course is offered.**

Other Information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution: Bursar, Registrar, Special Sessions, Financial Aid



## **DIVISION POLICY**

February 23, 2001

### **University of San Diego Gift Processing Policy**

This policy is established to govern the acceptance, disposition and recording of all gifts of tangible personal property made to the University of San Diego. All gifts that fall under this policy, except as described below, must be approved in advance of acceptance of such gifts by the Gift Policy Committee (GPC) and in accordance with this policy. It is the responsibility of any development officer, departmental or other University official presented with a gift or working with an estate to bring all gifts subject to this policy before the Gift Policy Committee prior to accepting such gifts.

#### **GIFT POLICY COMMITTEE**

The Gift Policy Committee is appointed by the President of the University of San Diego, chaired by the Vice President for University Relations, and consists of representatives from University Relations, the Director of Planned Giving and the Director of Information Management; and a representative from the office of the Vice President for Finance and Administration. Committee membership is subject to such changes in composition as the President may wish to make from time to time. The Vice President for University Relations, as chair, will have the responsibility to encumber University resources to properly evaluate the gift value or possible liabilities for proposed donations to the University of San Diego.

#### **Tangible Personal Property**

Before accepting a gift of personal property, University representatives must first seek guidance from the Director of Planned Giving in order to obtain a "Gift In Kind Acceptance Policy" document as well as a sample "Assignment of Personal Property Agreement" to be given to the prospective donor. The Gift In Kind Acceptance Policy describes the University's policy with regard to accepting personal property as a contribution, as well as giving the donor a checklist of requirements for a qualified appraisal. The Assignment of Personal Property Agreement serves as a guide for developing a document that prospective donors can use when donating personal property to the University of San Diego.

#### **CRITERIA FOR ACCEPTANCE**

##### **Tangible Personal Property Valued at Less Than \$5,000**

The Gift Policy Committee has delegated the authority to accept certain types of Gifts-In-Kind ("GIK's") valued at less than \$5,000 to the Executive Director of Development, including, but not limited to, tickets to athletic events, postage, television sets, VCR's, stereos, computers and computer software, and items for auction. Such gifts need not be formally presented for acceptance by the GPC, but instead may be sent directly to the Office of University Relations' Information Management for processing after receiving the approval of the Executive Director of



Development. Only in the event that the Executive Director of Development is unsure as to whether the GPC would accept such a gift does a GIK valued at less than \$5,000 need to be brought before the GPC for formal acceptance.

### **Tangible Personal Property Valued at \$5,000 or More**

Gifts of tangible personal property, including but not limited to, works of art, manuscripts, literary works, boats, motor vehicles, science equipment and computer hardware, may be considered only after a thorough review indicates that the property is:

- readily marketable, or
- needed by the University for use in a manner which is related to the purpose for which tax exempt status of the University was granted; that is, education.

GIK's with a value of \$5,000 or more will be processed in accordance with the following and will be recorded on the University's gift record system at a value to be determined by certified appraisal. The Executive Director of Development may require documentation from the donor or the department or program to benefit from the GIK, in order to substantiate the donor's cost and/or the market value of the goods donated.

### **APPROVAL/ACCEPTANCE PROCESS**

The development officer or other appropriate departmental official will prepare a written summary of the gift proposal and submit that summary to the Executive Director of Development. At a minimum, the summary shall include the following information:

- description of asset
- the purpose of the gift (e.g., to fund an endowed chair, a deferred gift, an unrestricted gift) and the department(s), program(s), or endowment(s) to benefit from the gift
- an estimate or appraisal of the gift's fair market value and marketability
- any potential University use and, if so, written review by the department to benefit from the asset, and
- any special arrangements requested by the donor concerning disposition (e.g., price considerations, time duration prior to disposition, potential buyers, etc.).

The Executive Director of Development will review the material presented by the development officer or other appropriate departmental official and make a determination as to whether to accept or reject the proposed gift (or, if necessary, to postpone a decision pending the receipt of additional information). The final



determination of the Executive Director of Development shall be communicated to the development officer or other appropriate departmental official, and the development officer or other appropriate departmental official shall communicate the University's decision to the donor in writing.

If a proposed gift of tangible personal property is approved, the development officer or other appropriate departmental official shall notify the Office of Information Management, and provide documentation needed to record the gift on the University's gift record system. The Office of Information Management will acknowledge receipt of the gift on behalf of the University. The University will not appraise or assign a value to the gift property. It is the donor's responsibility to establish a value for the gift and to provide, at the donor's expense, a qualified appraisal required by the IRS in the case of gifts of tangible personal property valued in excess of \$5,000.

The execution and delivery of a deed of gift or other appropriate conveyance acceptable to the University, and the delivery of the property, as applicable will complete the gift. The donor will pay the costs associated with the conveyance and delivery of the gift. In addition, the IRS requires the filing of Form 8283 by the donor for gifts of tangible personal property valued at more than \$500. This form should be sent to the Office of Finance and Administration for execution by the University.

## **DISPOSITION**

Upon approval of a proposed gift of tangible personal property, an appropriate University office will be assigned the responsibility for disposing of the gift, unless the gift is intended to be put to a specific University purpose in which case no immediate disposition is necessary. Prior to acceptance of gift, any guidelines to be imposed on disposition, including minimum sales price and approval or rejection of any special arrangements with the donor, will be put into writing to the University by the donor.

Upon approval of a proposed gift, the Office of Finance and Administration will determine a means for charging expenses associated with the gift pending disposition. In the absence of a known beneficiary for the gift, the gift will be deposited to a holding account.

The University office responsible for disposing of the property, upon sale of the property, will prepare a final report on the property and distribute it to the Office of Finance and Administration, the Office of Information Management, and the designated representative of the department to benefit from the gift. The report will include a financial summary of net proceeds to the extent known.

The Office of Finance and Administration is responsible for filing Form 8282 for gifts of tangible personal property valued at more than \$5,000 sold by the University within two years of the date of gift. A copy of Form 8282 shall be sent to the Office of Information Management for its files and to notify the relevant development officer(s).



## General Policy for Recording All Gifts

There are 3 possible amounts that can be recorded for each gift to the University.

- Gift amount
- Deductible amount
- Non-deductible amount

The **gift** amount is the face value of the gift; generally the value of a check, credit card donation, cash or securities. For non-cash gifts, the amount will be recorded for donor recognition purposes, with or without substantiation. See Recording Gifts In Kind Policy below.

The **deductible** amount is the amount the donor may claim as a tax deduction. For cash, checks, credit card donations and securities, the deductible amount will equal the gift amount unless there is a quid pro quo involved, e.g., tickets for events. For non-cash gifts, the deductible amount will be recorded under the guidelines listed below.

The **non-deductible** amount is the portion of the gift that is not tax deductible. This is usually the quid pro quo amount. For non-cash gifts, the deductible amount will be recorded under the guidelines listed below.

## Recording Gifts In Kind

### General Policy

Non-cash gifts of tangible or intangible property are generally known as Gifts In Kind. In general, a donor who contributes property can deduct the fair market value of the property at the time of the contribution. There are many exceptions to this statement. It is not the University's responsibility to provide tax advice to donors or to place a value on donated property. **Unsubstantiated** gifts in kind will be recorded with values supplied by the donor for **recognition purposes**. Gift receipts will not be issued for gifts in kind. An acknowledgement letter describing the item(s) donated will be sent to the donor. A receipt may be produced if the donor makes a special request. The receipt will describe the item(s) and a statement such as "valued by donor at..." will be added. Gifts of services are not tax deductible. Items that are donated to be used in auctions may not be recorded until they are sold.

All Gifts-in-kind (GIKs) will be recorded on the University's gift record system for recognition purposes. The Office of Information Management will send a letter of acknowledgement for all GIKs. The letter will reflect the following two messages to emphasize the donor's responsibility to obtain tax advice:

- Your [the donor's] gift may require that you complete IRS Form 8283, together with an appraisal of the donated property. Please consult your tax adviser.



- The deduction you [the donor] receive from this gift may be limited to the lower of the cost or the market value of the goods donated. Please consult your tax adviser.

### Recording Specific Gifts In Kind

#### **Item accompanied by a certified appraisal furnished by the donor (substantiated)**

A gift amount and deductible amount will be recorded per appraised value. The non-deductible amount will be recorded as \$0.

#### **Item accompanied by original receipt for purchase of property, i.e., auction items (substantiated)**

The gift amount and deductible amount will be recorded per amount on receipt. The non-deductible amount will be recorded as \$0.

#### **Item has a face value, i.e., tickets, gift certificates, etc. (substantiated)**

The gift amount and deductible amount will be recorded per value shown on item. The non-deductible amount will be recorded as \$0.

#### **Item valued by donor without backup documents (unsubstantiated)**

A gift amount will be recorded for recognition purposes only. A deductible amount will be recorded as \$0. A non-deductible amount will reflect the same value as the gift amount.

#### **Gifts of services**

Gifts of services are not tax deductible. They will be recorded for recognition purposes only.

A gift amount will be recorded per the donor's valuation. The deductible amount will be recorded as \$0. The non-deductible amount will reflect the same value as the gift amount.

#### **Gifts of inventory**

Generally, the deduction for gifts of inventory is limited to the donor's cost basis in the inventory. These gifts will be recorded with a gift amount per donor's valuation. The deductible amount will reflect the same value as the gift amount. The non-deductible amount will be recorded as \$0.

### Receipting Gifts In Kind

Receipts will not be produced for gifts in kind. An acknowledgement letter will be sent to the donor describing the item(s) donated.



## **Reporting Gifts In Kind**

Gift in kind donations will be reported as follows:

### **Weekly Gift Report**

Gifts in kind will be listed by constituency group; according to the "cause" code prompt. They will be identified with the type "in kind". The amount and deductible amounts will be displayed.

### **Monthly Summary Report**

Gifts in kind are shown in a separate section of the Summary Report and are not included in the unrestricted and restricted totals since they are not cash gifts. The amounts only will be displayed.

### **Constituent Summary Screen and Report**

Gifts in kind will be included in the "Summary Gift History" section and will show as "In Kind Gift". The amount will be displayed.

### **Donor History Screen**

Gift in kind amounts are included a donor's committed amount.

### **Honor Roll/President's Report**

Gift in kind donors will be listed with other donors within the dollar level of their gifts.

Approved by the University Relations  
Gift and Data Entry Policy and Procedures Committee

September 6, 2000



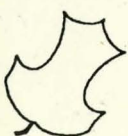
Students who reserved classes during April and May for Fall 2001  
(as of May 18, 2001) and comparative numbers.

	Pre-Registered				
	May-01	May-00	May-99	May-98	May-97
<b>Graduates</b>	291	286	314	402	493
<b>Seniors</b>	455	410	371	352	386
<b>Juniors</b>	1136	1047	1000	877	865
<b>Sophomores</b>	981	975	885	908	845
<b>Freshmen</b>	878	862	920	879	922
<b>Special</b>	1	1	0	0	0
<b>TOTALS</b>	3742	3581	3490	3418	3511





# USD Dining



# HOURS



## La Paloma

Mon-Thurs. 7 a - 7 p

Fri. 7 a - 3 p

Sat. & Sun. - closed

(Coming this Fall to the

Kroc Institute:

West End of Campus)



Mon-Thurs. 10:30 a - 9 p

Fri. 10:30 a - 3 p

Sat. - closed

Sun. 4 p - 8 p

(UC lower level)



*Marketplace*

*Bakery &  
Market*

Mon-Thurs. 7 a - 9 p

Fri. 7 a - 4 p

Sat. 10 a - 3 p

Sun. 10 a - 5 p

(University Center)



Mon-Thurs. 7 a - Midnight

Fri. 7 a - 4 p

Sat. - closed

Sun. 5 p - Midnight

(Maher Hall)

## Main Dining

(University Center)

Monday-Friday

Breakfast 7 a - 9:30 a

Cont. Br'fast 9:30 a - 10:30 a

Lunch 11 a - 1:30 p

Dinner 4:45 p - 7:15 p

Saturday

Brunch 10 a - 1:30 p

Dinner 4:45 p - 7:15 p

Sunday

Brunch 10 a - 1:30 p

Dinner 4:45 p - 7:15 p



Mon-Thurs. 10:30 a - 7 p

Fri. 10:30 a - 3 p

Sat. 10 a - 3 p

Sun. - closed

(University Center)

## Faculty/Staff Dining

Monday-Friday

Lunch 11:30 a - 1:30 p

*Please note: Hours vary during semester breaks and holidays. Check our Web site for special hours, and for the latest news on the remodeled Torero Grille, and on the Grand Opening of La Paloma café. <http://dining.sandiego.edu>*



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## Office of Sponsored Programs Funding Opportunities

*The Funding Opportunities listing is available  
at the Office of Sponsored Programs Web site*

*Please visit: [www.sandiego.edu/sponsored-programs](http://www.sandiego.edu/sponsored-programs)*

*Office of Sponsored Programs  
Maher Hall, Room 210  
ext. 6825*

*Linda W. Patton, Director*

*E-mail: [lpatton@SanDiego.edu](mailto:lpatton@SanDiego.edu)*

*Oscar Caso, Executive Assistant*

*E-mail: [ocaso@SanDiego.edu](mailto:ocaso@SanDiego.edu)*

*Please contact us if you have any questions or need additional information.  
Our staff is here to help you!*

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