

Faculty Meeting for Graduate Programs
Thursday, September 17, 2009
TJM 228 – 11:00 a.m.

Present: Dean Seay, Vice President Drew, Dr. Galardi, Dr. Beischel, Dr. Greg Zost, Dr. Blue, Dr. Kearney, Dr. Preisman, Ms. Kunkel, Ms. Hutchison, Ms. Grotrian, Dr. Murray, Dr. Goebel-Lundholm, Dr. Lambrecht, Dr. Loretta Zost, and Ms. Staples.

1. Dr. Drew discussed a vision for Peru State College's graduate programs. Discussion centered on three areas: a. how does PSC deliver courses? b. how do instructors interact in courses? c. commitment to importance of quick and detailed feedback
2. Dr. Seay announced that President Hanson would attend next month's meeting.
3. Course video presentation clips and/or voice-over PowerPoint presentations

Dr. Seay asked faculty to think about two courses that could include multimedia opportunities beginning Fall semester 2010. Discussion to continue next meeting.

4. Truth in Grading

Faculty are encouraged to communicate with adjuncts PSC's believe in truth in grading – students have alternatives to follow if they do not agree with a grade given for a course.

5. Students starting in Fall instead of summer – LiveText issues? Other issues?

Recommended Courses of Study and Course Rotation Schedules were distributed.

Discussion involved education faculty asking to be notified of students in their courses who have not had the prerequisite courses when beginning fall or spring semesters. Not having the required research background is usually detrimental for any student not taking the courses in proper sequence.

A suggestion included requiring every student to purchase the latest edition of the APA manual and use it throughout their program of study. Another suggestion included adding a module to Blackboard that has a list of scholarly journals. One more suggestion included adding a Course Introduction for all graduate courses that required students to view the introduction before being allowed to view specific course information.

Faculty should state in each syllabi that students should retain the APA textbook for reference throughout their program of study.

Another suggestion included adding a reference section for graduate courses that includes course expectations and basic guidelines.

Drs. Preisman, Kearney, Blue, Galardi, and Citrin volunteered to work on procedures to address the issues discussed.

6. Mentors – Projects – Your Roll

Students completing a thesis or action research project may request a specific faculty member to be their mentor. Forms that require mentor signatures were distributed, and faculty requirements as a mentor were discussed.

7. Review Course Descriptions

Course descriptions for the Master of Science in Education and the Master of Science in Organizational Management were distributed. Dr. Seay asked faculty to make sure syllabi reflected the current course description for each course.

8. Review Pre-requisites

Faculty are also asked to review the course descriptions which have updated prerequisites to make sure current syllabi reflect the updated prerequisites.

9. Textbook Ordering

Textbook order forms were distributed for spring 2010 semester courses. Faculty are asked to review the textbook, ISBN, and edition and return all forms (whether revisions have been made or not) to the Graduate Programs Office no later than October 1.

10. Syllabi

Dr. Seay reminded faculty that each course syllabi needs to be sent to the Graduate Programs Office each semester.

11. Dean Enrollment as Teaching Assistant

Discussion held.

12. Web Site Information

Copies of the Forms & Documents page of the Graduate Programs web site was distributed. Information available on the web site was discussed. Faculty are encouraged to review the web site for up-to-date information and to refer all students to the web site.

13. 2009-2010 Enhancing Excellence in Teaching Program

A list of PSC graduate students selected as recipients of this award was distributed.

14. G.I.F.T. (Graduate Information for Today!)

Faculty were emailed a copy of the G.I.F.T. this morning and informed that students receive an issue each month. Copies of each issue is on the Graduate Programs web site.

15. United States Association for Small Business and Entrepreneurship (USASBE) nomination

The Master of Science in Organizational Management program has been nominated for the Emerging Entrepreneurship Program with USASBE.

16. Spring 2010 teaching assignments were distributed.

17. Mgmt 581 – Human Resource Development will now be offered each summer session to enable MSOM to take 6 credit hours during the summer. This should increase student interest in taking the course and increase students qualifying for the Certificate of Achievement in Organizational Development.

18. Proctored Finals – Student contact/verification

PSC's new policy states that all courses must have some form of proctored exam as a culminating class experience. Faculty are encouraged to think how graduate course finals are being verified that the person taking a final exam is the student registered for the course. Discussion continued to next meeting.

Meeting adjourned.