**MINUTES:** School of Professional Studies Meeting October 9, 2015, 9:00 a.m., TJM 326

**PRESENT:** Dr. Galardi, Dr. Asmussen, Mr. Blobaum, Dr. Coe, Ms. Earnest, Ms. Edris, Dr. Gardner, Mr. Gleason, Dr. Grotrian, Dr. Grotrian-Ryan, Mr. Hayes, Dr. Hutchison, Mr. Jackson, Ms. Jensen, Ms. Jones, Dr. Nevitt, Ms. Parriott, Ms. Schulte, Dr. Tiner, Ms. Weitzenkamp

**GUEST:** Dr. Borchers

I. Dr. Borchers visited with faculty members seeking their feedback on the handling of rank, promotion and tenure applications. The three state colleges currently do not use the same guidelines for RPT review. Faculty members discussed what procedures they thought were good and others that could be improved.

II. Dr. Galardi asked for review of the minutes of the September 18, 2015 School of Professional Studies School meeting. A motion to approve the minutes was made by Mr. Jackson with a second by Dr. Grotrian. Motion was approved.

III. Dr. Galardi asked that faculty members notify Ms. Edris if they were willing to share use of their cell-phone number with admissions personnel. Dr. Galardi added that Ms. Earnest has been doing most of the student and/or prospective-student advising appointments.

IV. Global Studies requirements for previous catalogs can be approved when a student has taken a class and then moved forward to another catalog that has different requirements. Requests for those exceptions can be forwarded to Dr. Galardi for approval.

V. Faculty members discussed the use of Safe Assign to identify plagiarism.

VI. Dr. Galardi encouraged department members to think about a possible nomination for the Teaching Excellence Award.

VII. Ms. Parriott advised that she would be glad to help faculty members who have questions about the use of tablets in their classes.

VIII. Dr. Galardi gave an update on the Webinar, *Modern Classroom Strategies: How to Teach to Today’s Digital Natives*. The presenter is a faculty member at Arizona State. Fifty-two one-minute sessions involving mistakes made in presenting were offered.

IX. Faculty members reviewed Dr. Tiner’s outline for a Public Administration degree. The proposal is based on existing classes and works with Dr. Crook and the School of Arts and Sciences in its offerings. Dr. Galardi suggested that perhaps a degree option would allow for a smoother approval process. How a Bachelor degree in Public Administration would affect other offerings was discussed. What would be needed as a capstone course was also discussed.
Faculty members divided into three discussion groups (Business, Criminal Justice, Psychology) to discuss possible changes in core classes and new options for the Bachelor of Applied Science degree. Brainstorming included:

A. BAS – Finance and Operations: BUS 251, CMIS 300 BUS 373, BUS 493
B. BAS – HR: BUS 380, BUS 381, BUS 480, BUS 389, BUS 353 (combine BUS 462 and BUS 474 – Employee Compensation & Benefits and Employee Law), BUS 493 Organizational Ethics possible capstone?
C. BAS – Marketing – Mr. Jackson and Dr. Goebel-Lundholm will map an option in Marketing.
D. BAS – Public Safety
   1. Emergency Management
   2. Exercise and Evaluation
   3. Certification for Command Management; NIMS/Homeland Security
   4. Crisis Counseling; Crisis Negotiation Team
   5. BUS 493 – Leadership of Teams and Organizations
   6. Public Administration (CJUS)
   7. Public Health
   8. CMIS 300 – Information Systems Management
   9. Risk Assessment (audit)
   10. Grant Writing
   11. Public Information
E. Psychology
   1. Modifying course content of PSYC 320 Psychology of Learning to a cognitive learning psychology course
   2. Moving Contemporary Issues in Psychology from the Psychology core to the additional requirements and modifying it to a biopsychology class
F. BAS – Human Services
   BAS - Leadership

Dr. Hutchison suggested that curriculum mapping would help in choosing content for any new degree options.

XI. Meeting was adjourned.