MINUTES: School of Professional Studies Meeting. November 10, 2010, 3:30 p.m.

PRESENT: Dean Galardi, Dr. Asmussen, Dr. Devaney, Ms. Edris, Dr. Gardner, Dr. Goebel-Lundholm, Mr. Griffin, Dr. J. Grotrian, Ms. S. Grotrian, Dr. Hutchison, Dr. Nevitt, Dr. Snyder, Dr. Wray

GUESTS: Vice President Michaela Willis, Mr. Heath Christensen

I. Dean Galardi called the meeting to order.

II. Minutes of the October 21, 2010 meeting were approved with motion and second from Drs. Asmussen and J. Grotrian.

III. Vice President Michaela Willis was given the floor to discuss procedures and activity of the Admissions Office. Meeting participants received handouts of information that prospective students receive.

A. General Information 2010-2011 flyer
   1. Accreditation
   2. Academics
   3. Residence Halls
   4. Campus Clubs & Organizations
   5. Athletics
   6. Campus Visit Program
   7. 2010-2011 Admissions Events
   8. Admission Requirements
   9. Application Information
   10. Scholarships (information included requirements and application deadlines)
   11. Cost Information
   12. Academic Programs

B. Peru State College Financial Aid and Financial Aid Programs at Peru State College

C. Life in the Residence Halls

D. Peru State College Quick Start Tips & Tricks
   1. Orientation
   2. Review Class Offerings
   3. Register for classes
   4. Signing into myPSC account
   5. Acornmail Access
   6. Textbooks
   7. Online Classes
   8. Blackboard Access

When a prospective student visits the campus, an admission representative provides the student with a folder of information which includes the above mentioned information along with a program sheet for the academic area of interest and other information. An overview of residence life, financial aid and online studies is provided while answering questions the student and/or accompanying family might have. A tour with an admissions ambassador, lunch, and visits with faculty from the academic area of interest and athletics or music personnel if interested in that area follow. The visitor returns to the Admissions Office for any further questions before departure and receives a T-shirt.

There was a question about additional scholarship information. VP Willis indicated that there is a list of about 20 different scholarship search engines that can be provided.

VP Willis advised that the “One Rate, Any State!” tuition has been very effective in recruiting out-of-state students. The break-even point for recruitment has now been surpassed, making the policy viable for the College. This semester there have been 38 additional out-of-state students thus far.

VP Willis advised that a committee was being formed for the Distinguished Speakers Series. Anyone wishing to serve on that committee please contact VP Willis to express interest.

IV. Mr. Heath Christiansen briefed meeting participants in the software, ImageNow. The software provides accessible storage for student documents. The users’ same passwords for logging on are used for accessing ImageNow. There are 15 licenses for the program limiting use to 15 users at any one time. Mr. Christiansen will be contacting individuals to get them started in use of the program.
V. Dean Galardi requested that faculty members provide background information and rationale when requesting course substitutions and enrollment exceptions. Information should be given in detail in body of email: transfer credits, substitution, prerequisite not met or met concurrently; and in subject line: name of student, student identification number, course, and call number.

VI. Advising reminders:
   A. Dean Galardi asked that faculty members let students know about Dr. Snyder’s Comparative Economics-Ecuador class and about Dr. Asmussen’s Searching for Justice class and Comparative Justice class.
   B. Dean Galardi reminded faculty members that Dr. Ursula Wahn has requested that academic advisor make sure students have successfully completed English 100 and Math 100 before enrolling in more advanced classes.
   C. Advisors should setup appointment schedule on office doors or via email using MyPSC.

VII. Joint enrollment:
   A. The requirement that fifty percent of the courses in the major area of study should be completed at PSC will be waived for students who have those hours from our sister institutions if the courses were completed relatively recently (within the last ten years). Students would still have to complete at least 30 hours at PSC and meet our specific course requirements. Dean Galardi (per Vice President Drew) can waive our general education program for a second degree.
   B. Students who have completed the capstone business course at Wayne or Chadron would need the Dean’s approval to substitute for the PSC BUS 495 or BUS 496. All other cases would be handled on an individual basis.

VIII. Fund-raising events conducted by student organizations must be approved previously by Vice President Willis.

IX. Dr. Galardi discussed expectations for those working on the Program Evaluations. He advised that shells had been created. Each program area has a discussion board for suggested changes.
   A. Program mission and objectives/goals
   B. Number of faculty members in program
   C. Best practices of program area
   D. Strengths and weaknesses of program
   E. Assessment data – NSSE (National Survey of Student Engagement), CAAP (Collegiate Assessment of Academic Proficiency), Capstone reports
   F. Graduation rates
   G. Number of majors
   H. Credit-hour production
   I. Conclusions based on strengths, weaknesses, opportunity, threats to program viability
   J. Recommendations must be reasonable
   K. Materials are due by December 7, 2010
   L. Place all comments in Blackboard Discussion Board. This can be done anonymously.

X. Updates
   A. Faculty searches requested
      1. Accounting – committee formed and search underway
      2. Economics – committee formed and search underway
      3. Marketing or Quantitative Methods – on hold
      4. Sociology/Criminal Justice – on hold
      5. Psychology – on hold
   C. PARs (Professional Activity Reports) for 2010 due by January 3, 2011.
   D. Dean Galardi’s classroom visits continue.
   E. Deadline for Spring 2011 master course shell development is December 10, 2010. Make a good product that is ready for students. Dean Galardi advised that shells should be completed 30 days before the semester starts.

Meeting participants discussed the difference in a Master Course Shell and the course shell of a course taught by an individual faculty member. Suggestion: clean shell at the end of a class and keep a second copy for use in teaching.

XI. Meeting participants discussed possible new courses:
   A. Micro-Finance Loan
   B. Introduction to Business
   C. History of Business

XII. Meeting was adjourned at 4:50 p.m. with motion and second from Drs. Goebel-Lundholm and Asmussen.