MINUTES: School of Professional Studies Meeting, January 20, 2011, 12:30 p.m., TJM 203

PRESENT: Dean Galardi, Dr. Asmussen, Dr. Bliss Fudge, Ms. Edris, Dr. Gardner, Dr. Goebel-Lundholm, Mr. Griffin, Ms. Grotrian-Ryan, Dr. Hutchison, Dr. Ibrayeva, Mr. Jackson, Mr. Knape, Dr. Nevitt, Dr. Sharma

GUESTS: Ms. Michaela Willis, Ms. Eulanda Cade

I. Dean Galardi called the meeting to order.

II. Vice President Willis visited with Professional Studies members about the 2011-2014 Strategic Enrollment Management Plan. Vice President Willis presented a slide presentation sharing with department members their roles in making the Plan successful. Her presentation is added to these minutes as an attachment.

III. Human Resources Director, Eulanda Cade, instructed Professional Studies department members in the use of the Employee Self Service (ESS) program. Members learned to access their payments, benefits, and personal information. Additionally department members learned how to request leave time by using the program.

IV. Minutes of the December 6, 2011 school meeting were approved with a motion and second by Mr. Griffin and Dr. Asmussen.

V. Dean Galardi requested faculty and committee reports.
   A. Dr. Sharma representative to the Safety Committee:
      1. New sidewalk in front of CATS
      2. Defibrillator in Student Center
      3. New lighting in Morgan Hall parking lot and on the way to Centennial Complex
   B. Dr. Nevitt – Assessment Committee has not met.
      - CARE (Crisis Assessment, Response, and Evaluation) is functioning well. The confidentiality factor prevents further reporting.
   C. Dr. Ibrayeva – Academic & Curriculum Committee – All new programs have been approved and projects funded.
   D. Dr. Goebel-Lundholm – Faculty Senate – program changes are pending
   E. Dr. Asmussen – Rank Promotion Tenure Committee – review has begun
   F. Mr. Griffin – Teacher Education Committee – committee meets in the next week
   G. Ms. Grotrian-Ryan – Phi Beta Lambda is hosting a competition. Submissions must be in one of four categories: papers, posters, presentations, and websites. Registration deadline – March 2, 2012; deadline for submissions – April 13, 2012. The theme is Mission Impossible: Overcoming Obstacles in Today’s Society. The competition is open to all disciplines.

VI. Faculty members gave brief overviews of capstone reports:
   A. Mr. Jackson (Policy-BUS 495) has completed compiling comments from student evaluations. Online students still want more experience in presentations. Skype can be used for this. Students were shocked by writing requirements and want more experience in memo writing and fewer group projects. Students indicated that they would prefer to have in-depth study rather than just covering entire textbook. A final random test could identify what has been missed.
   B. Dr. Sharma (Seminar in Criminal Justice-CJUS 495) indicated a point system of
      200 points – discussion board and participation
      200 points – capstone paper and presentation
      200 points – final exam.
      Anecdotally students challenged overview of the paper or expanded on case studies. Students appreciated defining topics. They did request a job search or a career search component. This discussion carried to other disciplines.
   C. Dr. Gardner (Seminar in Psychology-CJUS 495) The paper or senior thesis has a narrower topic and sharper focus which moves through several stages between the first and final drafts. The students are required to write in the APA style. There is a multiple-choice, comprehensive final exam which includes goals of the American Psychological Association (APA). There was a variation of 93 – 50 in how well students did. Several of the students indicated that the thesis was the only presentation in their entire online experiences.
   D. Dr. Hutchison (Organizational Leadership-BUS 496 spring semester 2011) Students start with trouble analyzing the information given to them. Some students ignore all the financial information provided. They learn from group interaction. Nontraditional students were way ahead of the rest of the class.
VII. Dean Galardi reminded faculty members to notify Distance Education the names of the online no shows. The information is needed for federal financial aid purposes. There should be at least one graded item for the class before assigning the no show status.

Faculty members discussed ways to make purchasing a textbook early in the semester possible for those lacking funds early in the semester.
A. Possible coordination with financial aid and the book store.
B. Book loans from the PSC Foundation

VIII. Dean Galardi reminded faculty members to use the early warning system for students who have below “C” performance.

IX. When advising for Summer 2012 and Fall 2012:
A. MATH 120 for Business Majors has been replaced by College Algebra.
B. CMIS 441 Internships: Project Management and Cyber Security can substitute
C. BUS 410 Marketing Management: BUS 491 Strategic Marketing management
D. BUS 313 Loss Prevention: E-Marketing
E. Promotion students will work with Chemistry students in Spring in lieu of Strategic Marketing Management

X. Wellness and Activity Credit: no longer part of General Education beginning Fall 2012; waived beginning Spring 2013.

XI. Faculty members were asked to work closely with Admissions to meet with prospective students and their parents.

XII. Professional Activity Reports are due to the Dean January 31, 2012. Faculty members are to make their appointments with the Dean for the third week of February.

XIII. Academic goals for spring semester 2012. Faculty in their respective disciplines are encouraged to meet to update items for the catalog.
A. Meet as a discipline to discuss capstone course results for each academic area.
B. Review courses for prerequisites and provide a list of classes with necessary prerequisites.
C. Discuss each other’s courses; provide a descriptive list of engaging experiences, instructional strategies, assessments and culminating experiences for each course. Use attached standard.
D. Evaluate the business capstone course (BUS 495) and consider changes to meet needs of BAS and BSBA students.
   1. Minimum of comprehensive exam and live or video recorded presentation in alignment with our college goals.
   2. Rubrics for evaluation of all presentations.
   3. The Business Competency Exam is available for your review.
E. Psychology and Criminal Justice: review and suggest refinement of final competency exam/capstone experience.
F. Provide final work product to Dean Galardi by March 19, 2012.
G. Meet as agreed by disciplines.

XIV. New projectors and docking stations for laptop computers will be installed the T.J. Majors rooms 301, 302 and 326 during the spring semester 2012.

XV. Dean Galardi advised that he would be able to assist in questions regarding registrations/course planning for students. The Dean encouraged faculty when advising students - to explain “up front” the differences in number of classes required for the Bachelor of Applied Science and the Business Administration options.

XVI. Lee Sapp will be visiting the campus on February 23, 2012 at 11:00 a.m. to speak to students and interested parties. Several copies of Mr. Sapp’s book are available in the library for checkout.

XVII. Meeting was adjourned at 2:22 p.m. with a motion and second by Mr. Jackson and Dr. Asmussen.