MINUTES: School of Professional Studies Meeting, January 21, 2014, 3:30 p.m., TJM 304

PRESENT: Dr. Galardi, Dr. Asmussen, Dr. Coe, Ms. Edris, Dr. Gardner, Dr. Goebel-Lundholm, Mr. Griffin, Dr. Grotrian, Dr. Grotrian-Ryan, Mr. Hayes, Dr. Hutchison, Mr. Jackson, Mr. Knape, Dr. Nevitt, Ms. Parriott, Ms. Schottel, Ms. Stewart, Dr. Tiner

GUESTS: Ms. Rebecca Johnson, Mr. Kellen Sailors

I. Dr. Galardi congratulated Dr. Grotrian on the 24 high schools planning to attend the Business Contest.

II. The new Brain Pens were shared and examined. These are give-away pens for prospective students planning to major in Psychology.

III. Dr. Galardi gave the floor to Ms. Rebecca Johnson and Mr. Kellen Sailors. Ms. Johnson visited with faculty members about ideas for brochures about each option of the Business Administration major and Criminal Justice major and about the Psychology major. Ms. Stewart shared with Ms. Johnson a flash drive of photos of activities of the School of Professional Studies.

Ms. Johnson indicated that she would include two or three paragraphs about the programs and testimonials from students and graduates. The possibility of listing the core courses was mentioned. She asked faculty members for names of students and graduates who would be able to provide testimonials. Faculty members provided approximately 20 names of persons who would fill that need. Approximately 25 minutes were spent speaking with and providing input to Marketing. Dr. Galardi thanked Ms. Johnson and Mr. Sailors for their time.

IV. The minutes of the November 19, 2013 School of Professional Studies meeting were approved. The motion and second were by Dr. Grotrian and Ms. Schottel.

V. Dr. Galardi and department faculty members reviewed a Course Proposal Form removing the requirement for a prerequisite of CJUS 110 Survey of Criminal Justice before taking CJUS 385 Victimology. Mr. Hayes made a motion to remove the prerequisite of CJUS 110 for CJUS 385. Dr. Coe seconded the motion. Motion was approved.

VI. Dr. Galardi and department faculty members reviewed a Course Proposal Form adding the requirement of a prerequisite of STAT 210 Statistics before taking PSYC 330 Research Methods. Statistics would be an addition to the existing prerequisite of PSYC 121 Introduction to Psychology. Dr. Nevitt made a motion to add the prerequisite of STAT 210 to PSYC 330. Dr. Asmussen seconded the motion. Motion was approved.

VII. Dr. Galardi and department faculty members discussed adding PSYC 380 Adolescent Psychology to the list of electives for the Psychology major. Dr. Nevitt moved to approve adding PSYC 380 Adolescent Psychology as an elective for the Psychology major. Dr. Gardner seconded the motion. Motion was approved.

VIII. Dr. Galardi discussed with department faculty members the addition of an Introduction to Business course (BUS 101) to the program. Discussion about the uncertainties of future offering of the COLL 101 class tabled further plans until decisions about the COLL 101 class would be available.

IX. Committee Reports:
A. Dr. Nevitt indicated that CARE had met once, and the Hearing Board had two hearings.
B. Ms. Schottel indicated that the Assessment Committee had not met.
C. Dr. Gardner advised that the Independent Review Board had made available to faculty members its meeting schedule and procedure policies.
D. Dr. Hutchison indicated that Faculty Senate continued work on existing projects.
E. Dr. Grotrian reported on Rank Promotion and Tenure Committee. The Candidates’ Peer Review Committee is more clearly stating what is required for appeals to committee.

X. Dr. Grotrian advised business, CMIS, and economics faculty members about the signup sheets for student workers for the Business Contest. Signup sheets with instructions were distributed the business, CMIS, and economics faculty at the meeting.
XI. Administrative business:
   A. Dr. Galardi advised faculty members to send emails telling online students that one assignment should be submitted by the end of the first week, or they would be considered “no show” for the class.
   B. A handout explaining travel requests and travel reimbursement requests was supplied to faculty members. PSC personnel have decided to appoint travel coordinators for this process, and Ms. Edris is the primary point of contact at Peru State College. Ms. Stewart is her backup. These forms will be used in lieu of the travel-request program available in firefly.
   C. Dr. Galardi advised faculty members to be sure to check Image Now to make sure all available classes for students had been included in the transfer of classes from other institutions.
   D. PARs are due to Dean Galardi by January 31, 2014. Faculty members are to make sure to address goals from the prior year.
   E. New advertising items – “Brain Pens” for prospective Psychology majors and “Money Pens” for prospective Business majors.
   F. SEE grants will be pursued for funding requests from PBL and LAE.
   G. Planning for a PSYC/CJ campus contest will be going forward.
   H. Faculty members were advised to have program assessment recommendations and the Capstone Reports ready to present at the next school meeting (Wednesday, February 12, 2014).

XII. Ms. Parriott demonstrated to faculty members use of the web site - www.polleverywhere.com. This web site can be used to poll the students in the classroom setting.

XIII. Meeting was adjourned at 4:40 p.m.