MINUTES: School of Professional Studies Meeting October 15, 2014, 3:30 p.m., TJM 326

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

I. Dr. Galardi welcomed faculty members to the meeting.

II. Dr. Galardi advised that a spelling error in the minutes (changing manor to manner) had been corrected. He requested approval of the minutes. Minutes were approved.

III. Dr. Galardi advised faculty members that the follow up report was no longer needed following attendance at research conferences since the new system documented these trips. He did ask that if a faculty member decided not to attend a meeting that Dr. Galardi should be notified as soon as possible.

IV. Dr. Galardi advised that the Professional Staff Senate has introduced Casual Day. The first Casual Day celebrated SENCA (Southeast Nebraska Community Action) by donating canned food.

Rachel Henry is still working with her program, “Feeding 44”, which works in conjunction with the Food Bank of Lincoln and Catholic Social Services of Southeast Nebraska to create a rural mobile food distribution center for Nemaha County. Ms. Henry would welcome help on the second Friday of each month.

V. Dr. Galardi advised faculty members when receiving student progress reports from Dan Fender, that faculty members should contact the students to visit about any help that might be needed.

VI. Dr. Galardi encouraged faculty members to forward information about any activities that would be good press for the Bobcat Bulletin. Linda Moody has requested information be provided no later than October 27, 2014.

VII. November 11-13, 2014 will be the opening days for registration for Spring 2015 classes. Dr. Galardi asked that faculty members be available for advising and that they post appointment sign-up sheets on their doors to give students as much access as possible. Dr. Galardi advised an updated information sheet regarding Spring 2015, Summer 2015 and Fall 2015 would be emailed to faculty for distribution to their advisees.

Dr. Hutchison asked when the class schedule would be available for viewing. Dr. Galardi requested that from Ms. Teten, and it was available October 17, 2014.

Ms. Stewart and Ms. Taggs have done phenomenal work in moving advisees from assignment to Dr. Galardi to categories of graduated or not active. His number of advisees has been reduced from 1,780 to 308 advisees and faculty advisee lists should now be reporting only currently enrolled students. Dr. Galardi also asked for faculty members to contact Ms. Stewart if a student left the school or program, so their lists could be updated for accuracy.

VIII. Dr. Galardi asked faculty members to make sure they have Image Now on their computers. He asked that they check graduation evaluations carefully - making sure that remaining classes needed had not been taken in an equivalent class at another institution; or if there were classes which might count towards the student’s respective degree, an email be sent to him regarding the circumstances for consideration.
IX. There is now a link to the Engagement Form that appears at faculty & staff > forms > Engagement Form (under Other) in addition to going to academics > ICE/inst. comm. engmt. > Engagement Form.

X. Before planning student trips, first request funding from Dr. Drew (Student Engagement Enhancement Initiative). If there are limited monies available there, review of payment in other ways can be made.

XI. Dr. Galardi reported that Business Contest questions should now be turned in to Dr. Grotrian. All faculty have done so and were thanked by Dr. Grotrian and Dr. Galardi.

XII. Dr. Galardi advised that the vitae prepared for Dr. Ingraham’s NCATE (National Council for Accreditation of Teacher Education) report were very good. He advised business faculty members the vitae were posted on their Professional Studies web pages. He also asked all other faculty members to send their individual vitae to Lauren Stewart by January 2015 so they could be posted on their respective web page.

XIII. Dr. Galardi suggested that instructors of the capstone courses (Business, Criminal Justice and Psychology) might want to consider using standardized tests for the capstone courses to be able to conclude how our students stand nationally. Dr. Galardi advised that at our last meeting all three faculty advised the results seemed consistent, and perhaps it was time we consider a nationally standardized examination. He said that this conclusive information should be collected before moving forward to consideration of pursuing accreditation of the programs. He asked the capstone instructors to meet with their respective colleagues and prepare to discuss this at our November meeting.

XIV. Dr. Galardi presented the idea of using core classes in each of the three primary academic areas (Business, Criminal Justice and Psychology) as stand-alone degrees. Dr. Galardi noted some students had asked about such an option. Students would have the option of adding a minor or of self-designing their option programs in lieu of the options already available. Faculty suggestions included:
- Management-Marketing
- Sports Marketing
- Journalism

Dr. Galardi asked faculty to discuss this among themselves and be prepared to provide feedback it at our November meeting.

XV. Dr. Galardi reported that most classroom observation appointments had been made. A suggestion has been made that spring classes be used for observations, because that would be an opportunity to view a difference set of classes. Dr. Galardi advised he would complete the class observations for this year in Fall 2014, and then consider beginning in 2015 with Spring observations, as he had not had the opportunity to fully witness faculty instructing classes in Spring.

XVI. Faculty members presented ideas for making online teaching easier.
   a. Dr. Grotrian-Ryan previously graded papers after all had been submitted in order to observe any similarities that would indicate plagiarism. With the program, Safe Assign, Dr. Grotrian-Ryan can rely on the program to identify any plagiarism while grading papers as they become available. She reports that this is a very good program – particularly for writing assignments.
b. Dr. Hutchison advised that when grading, she gives feedback in a comment box in Blackboard. When posting for the week she includes the names to whom the comments are directed, so that the comments benefit those that need them most. She finds it is a faster way of providing feedback.

c. Ms. Parriott uses rubrics to speed grade, and she grades the work as it comes through, thus, reducing the amount of time to grade the work.

d. Mr. Jackson offers six or eight topics from which the students can choose for the Discussion Board. He uses the rubric in best practices on Blackboard to grade work and provides it to students, so they have a more comprehensive understanding on what their grades are based.

e. Dr. Asmussen requires the initial Discussion Board to be due on Thursdays. He makes clear to students that he is looking for quality material. He has been experiencing better submissions as students reply frequently to each other in the days that follow conclusion of that week of work. He uses Safe Assign making it possible to bring questionable results to the attention of students when needed.

f. Ms. Schottel requires discussion board on two days and the replies on two different days.

g. Dr. Hutchison creates a specific scenario for a student to respond or reply, which increases their critical thinking and communication among students.

h. Dr. Nevitt uses the assignment section of Blackboard with good results and provides all Power Points, notes, etc., so they are available to students in each of his campus classes. It seems easier for students to have that information available in a location that is always available.

Dr. Galardi suggested that faculty members summarize their good teaching tips and forward them to Ms. Edris to be coordinated in a single document. He indicated these suggestions were indication of quality instruction and clarity and thanked the faculty for sharing their thoughts and practices.

XVII. Dr. Coe presented to meeting participants his visual reminder and information board. Dr. Coe makes his continually updated PowerPoint available to students as they enter the classroom and prepare for class to begin. The rotating information keeps students up-to-date about expectations for class and about activities and presentations taking place on campus.

XVIII. Dr. Galardi reported that Ms. Stewart had been placing testimonials on the Professional Studies web page. Dr. Galardi advised that he would like to obtain testimonials from Curtis Larson, Chris Linder and Mrs. Joe Tynon.

XIX. Dr. Galardi reported on building construction in T.J. Majors. Work is being done making a complete floor to the attic. A fourth floor stairway will be built in the southwest part of the building.

Workmen have been addressing old chase areas behind walls that have not been covered. An occasional heavy plaster/cement part falls through ceiling tiles on the second floor from the third floor. Cheever Construction has been continually reinforcing the ceiling tiles with plywood in chase areas to mitigate these problems.

There is ongoing demolition of the old ventilation system in the attic. There has been no asbestos and no mold found. Top-of-the-line heat pumps will be installed according to submittal exchange. Dr. Galardi advised that Mark Christman, the site superintendent from Cheever, was excellent at communicating information and responding to inquiries.
XX. Success reports:

a. Dr. Goebel-Lundholm reported that the Academics and Curriculum Committee has been considering adding credit hours of language into the curriculum. Rosetta Stone or like programs have been discussed. Dr. Asmussen added that Duolingo is a good program.

Dr. Goebel-Lundholm’s and Mr. Jackson’s student trip to the Nebraska Furniture Mart was a success. The Mart will be hiring 2,500 new employees for the Dallas store. The new employees will be trained and transferred to Texas.

Dr. Goebel-Lundholm, Mr. Griffin, and Dr. Meints received funding and are working to create an online, internet-based radio station on campus.

b. Mr. Griffin reported that Thomas Gist obtained employment with the Marianne L. Schmitt CPA firm in Hiawatha, Kansas.

c. Dr. Tiner is considering developing Microeconomics and Macroeconomics as eight-week courses. The development would place the same material used in a 16-week class into an eight-week format.

Dr. Tiner has been busy working on eligibility for basketball and other sports. He has been enjoying his work as athletic faculty representative.

d. Ms. Parriott reported that two SPS representatives are needed to present for the Growing Ideas series.

Fund requests for Snyder Cultural Understanding Endowed Fund are due to Faculty Senate President, Dr. Julie Jones-Branch, by November 30th.

Ideas for faculty professional development can be forwarded to the chair of the Professional Development Committee, Dr. Judith Ruskamp.

e. Heather Pemberton reported that she has been working as assistant coach and academics counselor for the cheerleaders.

f. Dr. Hutchison presented a program on free speech rights for faculty at the IBAM conference. The analysis is based on the case of a faculty member in Kansas who was fired for tweeting.

g. Mr. Jackson reported that Ms. Parriott did a great job on her presentation at the Marketing Management conference in San Antonio.

h. Ms. Schottel reported that Julie Taylor-Costello has presented information about internships to all of Ms. Schottel’s classes.

i. Dr. Asmussen reported that he has been interviewing students and 95 prisoners for spots in the Inside Out class.

A prisoner who is an alumnus of the Inside Out class and who has been paroled this week will be participating in the presentation about the Inside Out class at the Nebraska Undergraduate Sociological Symposium (NUSS).

j. Dr. Coe reported success in the COLL 101 panel discussion on cultural diversity. A similar event in a larger format will be scheduled for the Psychology Club and the Gay Pride Club.

k. Dr. Nevitt reported again his pride in the Introduction to Psychology class and the smart, hard-working, and attentive students that are enrolled in that class and who continue to pass examinations.

l. Dr. Gardner reported about an Honors alumna with an English major and Psychology minor who developed and prepared research about anxiety manifesting itself in writing and would be presenting at an upcoming conference.
m. Mr. Knap reported that Jack Shi has received an internship position at KPMG. Jamie Shaw will be working as a staff accountant for Peggy Kuser. Charles Brosemer has an accounting internship with Progressive Insurance.

n. Dr. Grotrian reported that her student assistants, Preston Sunneberg, Brandi Westhart, and Mary Blacketer, have the Business Contest tests typed and proofed three times.

o. Dr. Grotrian-Ryan reported that over fall break, she and her family had visited Ryan Arnold who currently has an internship at Disney World.

p. Mr. Hayes’ Corrections class visited the state penitentiary. Dr. Asmussen and Ms. Schottel also drove vans shuttling students to the event.

Mr. Hayes will be taking Psychology and Criminal Justice students to the Glore Psychiatric Museum in St. Joseph, Missouri on November 3rd.

At the LAE Regional meeting in Kansas City, two students participated in competition. They heard a talk by a public-information officer and observed a canine demonstration. Peru representatives won seven trophies – one of those in firearms.

XXI. Dr. Galardi queried faculty members on credit-hours requirements and other information pertinent to advising to allow everyone an opportunity to refresh their memories regarding requirements when advising students.

XXII. Meeting was adjourned at 4:55 p.m.