MINUTES: School of Professional Studies Meeting October 23, 2008, 11:30 a.m.

PRESENT: Dean Batterson, Ms. Edris, Dr. Galardi, Dr. Goebel-Lundholm, Mr. Griffin, Dr. J. Grotrian, Ms. S. Grotrian, Dr. Hutchison, Mr. Jackson, Dr. Lundak, Dr. Nevitt, Dr. Snyder

1. Dr. Batterson reported that NCATE would arrive on Friday and be on campus, Sunday, Monday, Tuesday, and Wednesday. Dr. Kupper has done an excellent job of preparing lists of possible questions for faculty, of developing an advising handbook for the School of Education, and of developing a suggested program of study that students can complete in four years. The open session is scheduled for those who have specific questions of the NCATE team.

2. Announcements:
   a. The Higher Learning Commission has given approval on its review of Peru State College’s progress report on assessment.
   b. There are two phased retirements in the department beginning Fall, 2009: Dr. Joel Lundak and Dr. James Thomas.
   c. Vice President Linda Jacobsen and Mr. Jay Jacobsen will be retiring at the end of the school year. Dr. Carpenter has indicated an intention to fill the positions quickly.
   d. There will be a full-time faculty member to mentor Early Entry faculty for classes offered in high schools.

3. Advising:
   a. Bachelor of Applied Science graduates who return for a second bachelor’s require a different general education program and more major hours. A Bachelor of Science may require many additional hours.
   b. Advising will be made a part of the evaluation process for faculty. The evaluation will be based on the advisor being responsive to the advisee, making sure there is no duplication, receiving no complaints from advisees, and producing no graduation problems.
   c. Students may again be required to contact their advisors before registering for classes.
   d. Ms. Laura Roberts no longer will be assigned advisees. Calls to Ms. Roberts from students who were not previously assigned to her will be referred to campus advisors.
   e. For changes of academic programs, the form no longer will be required. Students may email Phyllis Davis in the Office of Student Records with their requests for changes of academic programs. A faculty member who receives notification of a student’s intention to change major should advise Phyllis Davis by email.
   f. Each faculty member will be required to submit one Course Enhancement Report. (Form can be found on web site; go to “academics” then to “instructor forms”.) This submission can document things faculty already are doing and changes that don’t rise to the level of needing Faculty Senate approval. A copy of the completed form should go to Dr. Ursula Waln.

4. Program Assessment:
   a. School of Professional Studies faculty had received copies of the capstone course reviews by:
      Mr. Alan Jackson – Bus 495 – Business Policy
      Dr. Greg Galardi – Clus 495 – Seminar in Criminal Justice
      Dr. Joel Lundak – Psyc 495 – Seminar in Psychology

Dr. Batterson and faculty discussed the need for a statistics course for social science majors. Dr. Nevitt expressed that it would be good to have statistics for Psychology in house.
Dr. Lundak noted that it was the first year offering the Psychology capstone course online. He was pleased with the response. In the future possibly the online capstone course will include optional on-campus meetings.

Dr. Lundak indicated that a good number of PSC students apply for graduate school and are accepted.

Review of the capstone reports will continue at the next meeting.