MINUTES: School of Professional Studies Meeting December 1, 2014, 3:30 p.m., TJM 326

PRESENT: Dr. Galardi, 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. Pemberton, Ms. Schottel, Dr. Tiner

I. Dr. Galardi asked for review of the minutes of October 15, 2014 School of Professional Studies School meeting. A motion to approve the minutes was made by Mr. Griffin with a second by Ms. Schottel. Motion passed.

II. Department members chose Ms. Schottel as the interim representative to Faculty Senate during Dr. Asmussen’s leave of absence.

III. Dr. Galardi reminded department members that Campus Services personnel have requested that sponsors of groups using the Bobcat Bus make sure all areas of the bus be checked for trash and that the gathered trash be placed in a dumpster when returning to campus after traveling in the Bobcat Bus.

IV. Dr. Galardi asked that department members be familiar with the information in Dr. Carroll’s memorandum, Inclement Weather Procedure 2014-15. He asked that faculty members use their blackboard shells to alert students when a class is cancelled. He also suggested that faculty members contact either Ms. Edris or Dr. Galardi to have signs posted about class cancellations.

V. Dr. Galardi reminded faculty members that the Board Policy: 5025 Volunteers has been updated. Updates include:
   a. Students performing classroom assignments or participating as volunteers for service-learning activities that are part of academic courses or graduation requirements are not considered to be “volunteers”
   b. There are two volunteer service agreement forms – one for an individual volunteer and another for a group of volunteers.
   c. Background checks will be conducted on volunteers who participate in events involving minor children (under the age of 19). Background checks are good for five years.

VI. Dr. Galardi advised faculty members that waivers of liability are no longer required for every off-campus field trip. However, when the field trip has an unusual possible danger, such as an outing to a shooting range planned by the criminal justice faculty, waivers of liability should be obtained from participants. Faculty members should confer with the Dean if they have questions.

VII. Dr. Galardi asked faculty members to review their advising lists and forward information about students no longer enrolled (not currently active, graduated, or on temporary military assignment) to Ms. Stewart.
VIII. Dr. Galardi requested that faculty members contact all of their advisees who are not enrolled for spring semester 2015. If students do not intend to enroll, please inquire about the students’ plans in lieu of enrollment and pass the information on to Ms. Stewart who will compile the information.

IX. Dr. Galardi advised that due to construction in T.J. Majors, that the testing (with the exception of two tests) of the Business Contest will take place in the Wheeler Center. The Job Interview will be held in CATS, and the Keyboarding Objective will be held in TJM 202.

X. Dr. Galardi reminded faculty members to leave holiday messages for voice mail on their office telephones and messages via Out-Of-Office Assistant responses on their email.

XI. Dr. Galardi advised faculty members to check their class schedules in MyPSC for the room locations of their spring-semester classes and to adjust their syllabi accordingly. They were also asked to consider their technology needs in the new class locations and to contact Mr. Kevin Blobaum before leaving for semester break about any technology needs in the new locations.

XII. Building Construction Update:
   a. The well field for geothermal is almost complete – with two wells yet to complete. Then trenches will be dug and horizontal boring will enter T.J. Majors Hall.
   b. Work continues on the fourth floor stairway at the southeast corner of the building.
   c. Rooms 303, 305, 307, 308, 318 and 325 – old ceilings and insulation are being removed.
   d. Cheever has been hiring some PSC students.
   e. On December 12th more classrooms and offices on the third floor will be made available to Cheever for construction work. Distance Education will relocate to the Little Red School House at the same time.
   f. Third-floor bathrooms will be worked on during semester break.
   g. School of Education, Professional Studies and possibly Graduate Programs will relocate to the Library during semester break.
   h. Dr. Galardi extended a thank you to Gayle Martin for his work relocating phones and computers for the office moves.
   i. Dr. Galardi advised department members to take breakable and valuable belongings home during the construction period.

XIII. Dr. Galardi encouraged faculty members to attend the open session for a candidate for the faculty accounting position. The open session will take place Tuesday, December 2, 2014 at 2:00 p.m. The session will be held in CATS. Cassandra Weitzenkamp is a Certified Public Accountant and obtained a Masters’ degree at University of Nebraska – Lincoln.

XIV. Fall 2014 Global Studies reports and Capstone reports will be due February 1, 2015.

XV. Dr. Galardi referred faculty members to Vice President Drew’s memorandum bringing attention to the new searchable database for the Board Policies which also includes the latest policy revisions.
XVI. Dr. Galardi requested committee reports.
   a. Ms. Parriott reported that Dr. Hutchison (January 30) and Dr. Coe (March 20) would be making presentations at the Snyder Growing Ideas Faculty Discussion Series.
   b. Ms. Parriott also has the study questions for the Praxis II examination if faculty members would like to review their content areas. Dr. Coe asked for the review area for Human Growth and Development.
   c. Mr. Knape reported that the Educational Advisement Committee for Accounting has revised its requirement for eligibility for the CPA examination. The total 150 hours of classes no longer are required to be taken at a four-year institution. Some hours may be completed at a community or two-year college.
   d. Dr. Coe reported that the Assessment Committee was looking at retention through assessment information.
   e. Dr. Galardi reported work on an enrollment-management strategy using key words for web site use to draw people to Peru State’s web site. The College has made a financial commitment to this effort.
   f. Dr. Galardi advised that this spring there would be an initiative to draw military students to Peru State. Five-hundred dollar scholarships will be offered to military students for their first semesters.
   g. Faculty members were asked to submit their spring-semester syllabi by January 6, 2014. Blackboard shells should be ready by January 2, 2014. PARS (Professional Activities Records) are due to Dean Galardi January 20, 2014.
   h. Dr. Galardi reminded faculty members that there should be no finals during dead week.
   i. Dr. Galardi thanked the faculty members for the numerous engaging experiences created for students this semester. Dr. Galardi noted that the faculty had exhausted the year’s funding for these activities. The funding is provided by the College through the Student Engagement Enhancement Initiative budget. Dr. Galardi noted that Dr. Drew has been working continuously to provide faculty financial support for these endeavors.

XVII. Meeting was adjourned at 4:00 p.m.