Dean Galardi requested review of the minutes of the September 28, 2012 School of Professional Studies meeting. Dr. Asmussen moved to approve the minutes. Dr. Grotrian seconded the motion. Motion was approved.

Dean Galardi advised that Ms. Lauren Stewart had been contacting students not preregistered for Spring 2013. Thirty-five additional students are registered since Ms. Stewart began her work. Dean Galardi asked faculty to notify Ms. Stewart if students asked to enroll and were provided a permission number.

Committee Reports

A. Mr. Jackson:
1. The Faculty Senate has been reviewing several course proposals; most were in the Arts and Sciences area.
2. Vice President Drew updated Senate members about the budget.
3. The Faculty Senate has been reviewing the ten-year-old faculty profile.

B. Dr. Nevitt:
1. Fewer administrative hearings have been held this fall.
2. CARE meetings continue to be held.

C. Mr. Knape:
1. The Educational Advisory Committee has approved that 200 level courses taken at a community college may be used for a requirement of a 300 level class of similar description and content.

D. Dr. Asmussen:
1. The Diversity Committee has been reviewing the offering of training for faculty and staff. After training, a symbol on a door signals a safe room where students can openly discuss issues.

E. Dr. Grotrian:
1. For Rank Promotion Tenure – there are two candidates this year – one for promotion and one for tenure.

F. Dr. Bliss:
1. The Assessment Committee continues its work “all about the numbers.”

Due dates:

A. Professional Activity Reports – January 18, 2013 to Dr. Galardi
B. Capstone Reports – December 21, 2012 at 5:00 p.m.
C. Spring 2013 Syllabi due to Malinda Edris by December 17, 2012 to be posted on web pages
D. Faculty members were reminded to provide phone and email messages when away from campus for the holiday and to refer students to Dean Galardi if faculty could not respond to student questions.

Dean Galardi asked that advisors make sure prerequisites are taken early, so that upper-division courses go smoothly for students. Prerequisite courses are STAT 210, BUS 201, BUS 231, BUS 232, CJUS 110, PSYC 121. Dr. Grotrian advised that it is better that BUS 201 not be taken at the same time as ENG 101.

New courses are:
BUS 214 Introduction to Business Quantitative Methods
BUS 260 Entrepreneurship
BUS 491 Strategic Marketing Management

Global Studies Classes are:
Community Development (Spring 2013)
International Business (Spring 2013)
Comparative Justice
Contemporary Social Problems (Summer)
VI. Dr. Asmussen has recorded the presentation of the Innocence Project which included coverage of the Beatrice 6. It is recorded in 20-minute segments for those who are interested. Dean Galardi suggested to faculty members that Kevin Blobaum could record presentations also.

VII. Dean Galardi advised faculty members to take time to review questions for Blackboard quizzes and to focus on core objectives of the class.

VIII. Dean Galardi provided a handout covering questions arising from catalog changes. The handout was reviewed and discussed.

IX. Dean Galardi provided an update on the 2012-2013 budget which included discussion about program changes, enrollment fluctuation and new efforts to development new relationships with other institutions and businesses.

X. Notes:
   A. Business Contest, Wednesday, February 13, 2013 (Business and CMIS classes will be cancelled that day.)
   B. History Day, Wednesday, February 27, 2013
   C. Ms. Stewart will record a segment about how to enroll at PSC. That will be made available to help students with their registrations.
   D. Dr. Bliss is organizing a bowling tournament between faculty members and students. There will be prizes for winners. Dr. Bliss is considering the end of February before Midterm Break for the time of event. Dr. Bliss expressed that it would be good to interact with students on a nonscholastic schedule.

XI. Meeting was adjourned at 10:15 a.m.