MINUTES: School of Professional Studies Meeting February 12, 2014, 3:30 p.m.

PRESENT: Dean Galardi, Dr. Asmussen, Dr. Coe, Ms. Edris, Dr. Gardner, Dr. Goebel-Lundholm, Dr. Grottrian, Dr. Grottrian-Ryan, Mr. Hayes, Dr. Hutchison, Mr. Jackson, Mr. Knape, Dr. Nevitt, Ms. Parriott, Ms. Pemberton, Mr. Tiner

I. Dr. Grottrian called the meeting to order. Dr. Galardi had a conflicting appointment and did not attend the initial portion of the meeting.

II. Dr. Grottrian asked for comment on the minutes of the January 21, 2014 School of Professional Studies Meeting. Dr. Goebel-Lundholm moved to approve the minutes with a second by Mr. Knape. Motion carried.

III. Dr. Grottrian-Ryan reported verbally on the capstone report - covering conclusions from BUS 495, Business Policy. Faculty members had received electronic copies of the three capstone reports earlier in the day.
   A. Fifty-three students completed Business Policy during the fall semester 2013.
   B. The BSG (Business Strategy Game) simulation was again used in the course. Students were assigned to groups and at times had difficulty coordinating schedules for making contact with each other. In future grouping of students for these assignments time availability will be reviewed and considered for the scheduling of teams.
   C. Students did better in financial analysis than in the past. The BAS and Accounting students were not “scared” by the financial portions of the simulation.
   D. Students were reviewed for their work on the simulation individually allowing a differentiation of the high performers and those who were lacking in participation and understanding.
   E. Students who were not active in the simulation did not do well on the examination.
   F. The Comprehensive Business Assessment Results showed that on the 50-question examination the students’ overall average of their test scores was 68 percent; this was better than last terms’ 57 percent.
   G. Business faculty have not developed an examination which would include questions submitted by faculty members having taught in the areas covered by the related questions. Business faculty may develop such a test for use in the Fall of 2014.

IV. Mr. Hayes reported verbally on the capstone report - covering conclusions from CJUS 495, Seminar in Criminal Justice.
   A. Twenty-two students were enrolled in this online course. Four students didn't complete the course - failing assignments and exams.
   B. Based on the 18 students successfully completing the course, there was an increase by five percent on student paper and presentation results and an increase by two percent in examination scores.
   C. A textbook was not used in the course. Based on a different topic every week, students found articles to discuss with the class. This class change went well in getting students to think analytically and critically.
   D. A survey was used for feedback about the course which resulted in positive comments.
   E. The comprehensive examination covered the core classes in the Criminal Justice curriculum.

V. Dr. Gardner reported verbally on the capstone report - covering conclusions from PSYC 495, Seminar in Psychology.
   A. Students signed a “Statement of Understanding” outlining what was required for successful completion of the class. This method of making sure the students understood the work involved in the class did reduce the number of incompletes requested before their completion of the semester’s work.
   B. Students prepared a senior thesis narrowly focused, and they were required to quote 20 sources. A first draft was submitted and returned with extensive feedback for the preparation of the final draft. Students presented their theses via Skype, or they recorded and posted their presentations.
   C. Each student led a week’s discussion board.
   D. The comprehensive final included 125 questions - 100 multiple choice questions and 25 survey questions. The survey used the goals of the American Psychological Association. The mean on the final exam was 71/100.
   E. The survey revealed that students need more help in the development of interpersonal communication skills. The class was an online class.
   F. Psychology faculty members will be meeting March 4th to work on the development of a new comprehensive examination for the capstone class. There have been changes in the core courses of the program and in the faculty personnel both of which would warrant new revisions in the examination.

VI. Committee reports:
   A. Ms. Parriott reported from the Teacher Education Committee. When students have completed the core classes of their disciplines, they are being required to pass the Praxis Examination before being admitted to the School of Education. Two BMIT (Business, Marketing and Information Technology) students have exceeded by 30 points the required score for passing the Praxis Examination.
   B. Mr. Jackson reported from the Open Educational Resources (OER) Committee. The committee will be running surveys of faculty members and surveys of students who have experienced classes with OERs.

VII. Meeting was adjourned at 4:15 p.m.