MINUTES: School of Professional Studies Meeting, February 25, 11:00 a.m.

PRESENT: Dean Ehrlich, Ms. Edris, Dr. Galardi, Dr. Gardner, Dr. Goebel-Lundholm, Mr. Griffin, Dr. J. Grotrian, Dr. Hutchison, Mr. Jackson, Dr. Nevitt, Dr. Snyder, Mr. Wray

1. Dean Ehrlich indicated that proctoring for all online classes will begin the fall semester of 2010. Beta tests with adjunct faculty continue. Students living within 50 miles of the campus will be required to test with a proctor at the campus location. Ms. Roberts will proctor and will coordinate the off-campus proctoring. Students will be required to establish their proctor sites within the first two weeks of class in order to be able to continue in the enrolled class. Videos of project assignments can be used in lieu of examination proctoring. Currently Peru State College is the only college in Nebraska engaged in proctoring tests for online classes.

2. Dean Ehrlich requested that faculty provide full details of advising circumstances when referring advisees to Dean Ehrlich for special considerations.

3. COLL 201, Prior Learning/Life Experience Portfolio Development, will become the purview of the Dean of the School of Professional Studies. The majority of students requesting credit through this class are Professional Studies majors.

4. COLL 401, Transition Strategies, will no longer be offered beginning the fall semester 2010. This knowledge base will be offered by the Career Center in the CATS (Center for Achievement and Transition Services). The capstone courses will include information on the syllabi referencing the services offered at the Career Center.

5. CAAP testing will have a cut-off score to determine a students’ readiness to graduate with appropriate skills.

6. Full-time faculty members will development the master shells for adjunct use in teaching online classes.

7. Faculty and staff will be trained in the new MY PSC system during the month of March, 2010.

8. Dean Ehrlich is in the process of making summer and fall teaching assignments. Most assignments correlate to the 2009 teaching assignments.

9. Mission and goal statements will be attached to syllabi or linked to the web site for students to read. The mission and goal statement will be reflected in the catalog and on the web site. Faculty members will remind students of the mission and goals of the School of Professional Studies.

10. Faculty accomplishments:
   a. Judy Grotrian – completion of successful Business Contest
   b. Jim Nevitt – author – Owners of the Shade
   c. Mary Goebel-Lundholm – international speakers in class
   d. William Snyder - Round table/Research group
   e. Christie Hutchison – received tenure
   f. Greg Galardi – received tenure and promotion to Associate Professor
   g. Greg Galardi – new student organization American Criminal Justice Association
   h. William Snyder – Marketing Strategies and Chemistry II classes’ Soap Extravaganza
   i. Kelly Asmussen – incorporation of poster presentations into class assignments

11. Meeting was adjourned.