I. Ms. Regan Anson, Director of Marketing and Communications, introduced herself and her staff, Ms. Rebecca Johnson, Graphic Design Artist, and Mr. Heath Christiansen, Website Administrator.

Ms. Anson presented information about Marketing at Peru State using a guide being developed by her department. When completed the guide used in her presentation will be shared with the members of college community. Ms. Anson touched on the branding/marketing of the College, development of the strategic plans, preparation of news releases, what kinds of news stories college personnel want to feature, the social media policy, fonts used in publications - among other items.

II. Dean Galardi called the meeting to order reminding department members that it would be the last meeting of the academic year.

III. Ms. Parriott’s Table of Alignment of Standards and Assessments of the Business, Marketing & Information Technology program for the Rule 24 Matrix was reviewed. Ms. Parriott indicated that there was a revised issuance of the document. It is made available with the publication of these minutes.

IV. Minutes for the March 19, 2013 School of Professional Studies Meeting were reviewed. Dr. Grotrian moved to approve the minutes. Motion was seconded by Mr. Jackson. Motion was approved.

V. A summary of the department positions on the Faculty Senate and its committees was distributed to meeting attendees. For the 2013-2014 academic year School of Professional Studies continuing membership and membership to be filled was reflected as follows:

- Senate Chair: Dr. Christy Hutchison
- Senate member: Mr. Alan Jackson
- Institutional Review Board: Dr. Kelli Gardner
- Rank, Promotion and Tenure Committee: Dr. Kelly Asmussen

  Academic and Curriculum Committee representative (two-year term): to be filled
  Academic and Curriculum Committee representative (one-year term): to be filled
  Assessment Committee representative (two-year term): to be filled
  Assessment Committee representative (one-year term): to be filled
  Rank, Promotion and Tenure Committee (two-year term): to be filled

Department members approved the following appointments by acclamation.

- Academic and Curriculum Committee representative (two-year term): Dr. Mary Goebel-Lundholm
  Motion and second: Mr. Jackson and Dr. Grotrian

- Academic and Curriculum Committee representative (one-year term): Aaron Knape
  Motion and second: Mr. Jackson and Dr. Goebel-Lundholm

- Assessment Committee representative (two-year term): Ms. Ronicka Schottel
  Motion and second: Mr. Jackson and Dr. Grotrian

- Assessment Committee representative (one-year term): Mr. Daniel Hayes
  Motion and second: Mr. Jackson and Dr. Bliss

- Rank, Promotion and Tenure Committee (two-year term): Dr. Judy Grotrian
  Motion and second: Mr. Jackson and Dr. Goebel-Lundholm
Dean Galardi and department members discussed the Nebraska State College system policy on-campus/on-line courses. There should be 45 hours of direct faculty instruction for all three-credit, eight and 16-week classes. That can also include videos, podcasts, websites, discussion board and annotated PowerPoints. There should be a minimum of 90 hours of out-of-class student work for a combined total of 135 hours for the three credits.

Dean Galardi asked that classes be consistent with the Nebraska State College System policy (#4141).

Dean Galardi advised department members that in continuing the work on Open Educational Resources (OER) David Wiley and Kim Thanos would be visiting the campus May 7th and 8th to work on the basic math and English classes for presentation without textbooks. There will be a one-hour session for faculty interested in learning about this. Dr. Grotrian asked if there would be stipends available for faculty. Dean Galardi advised there would not be stipends.

Dean Galardi asked if anyone would be interested in doing the same for the Financial Accounting and Managerial Accounting classes. There was no immediate interest.

Questions about using OER for classes requiring certification revealed that classes prepared for PLADC (Provisional Licensed Alcohol and Drug Counselor) would not change for length of accepted approval of our program. Similarly, the program for preparation for CPA would not be changed. Dean Galardi advised faculty that they could pursue OER as Ms. Schottel did in CJUS 308 (Community Based Corrections), but faculty should move cautiously and prepare classes thoroughly.

Dean Galardi reported on the status of current happenings, dates, and projects.
A. Mr. Blobaum will be processing the advising evaluations after May 7th. Deans will not see results.
B. Commencement, May 4th – faculty members are required to attend.
C. Deadline for cancellation for fall classes – July 15th.
D. Ms. Lauren Stewart has been contacting current students who have not enrolled for fall semester 2013. Two-hundred-eighty-five current students are not enrolled for the fall semester.
E. Mr. Jackson advised that the deadline for submission of tenure and/or promotion materials has been moved to December. This placed RPT (Rank, Promotion, and Tenure) procedures consistent with those of Chadron and Wayne State Colleges.
F. Dean Galardi advised that Mr. John Tiner had been hired for the business teacher position starting fall semester 2013.
G. Dean Galardi advised that Dr. Stacy Bliss will be leaving Peru State at the end of the semester. She has accepted a counseling position in Nevada. Dr. Bliss will continue to teach online classes for Peru State.
H. Applications for the psychology position are beginning to be submitted.

Mr. Jackson moved to adjourn the meeting. Dr. Grotrian seconded the motion. Meeting was adjourned at 12:00 noon.

Department members celebrated by taking a photograph and indulging in eating a decorated cake. Ms. Heather Pemberton is expecting a child.

Dean Galardi was notified subsequently to the meeting that the School of Professional Studies needed a representative for the Teacher Education Committee. An email was sent to all faculty - seeking nominations be submitted no later than April 29, 2013 at 5:00 p.m. Ms. Lisa Parriott volunteered. No others volunteered or were nominated. Alan Jackson moved for acclamation status making Ms. Parriott the Professional Studies representative on the Teacher Education Committee.