MINUTES:

School of Professional Studies Meeting, August 19, 2011, 10:50 a.m., TJM 203

PRESENT:
Dean Galardi, Dr. Asmussen, Dr. Bliss Fudge, Ms. Edris, Dr. Gardner, Dr. Goebel-Lundholm, Mr. Griffin, Dr. J. Grotrian, Ms. S. Grotrian, Dr. Ibrayeva, Dr. Hutchison, Mr. Jackson, Mr. Knape, Dr. Nevitt, Dr. Sharma

I. Dean Galardi called the meeting to order.

II. Dean Galardi opened discussion of the May 2, 2011 minutes. Approval was delayed for thorough review.

III. New Business
A. Dean Galardi welcomed new faculty:
   Stacy Bliss Fudge, Ph.D.
   Elina Ibrayeva, Ph.D.
   Aaron Knapc, CPA
   V.J. Sharma, J.D.
B. 2010-2011 Capstone Reports will be circulated for review during the next week.
C. Dr. Judy Grotrian will be asking department members to prepare new examinations for use in the 2012 High School Business Contest. Generally they would be asked to prepare the examinations in the area of their expertise; however, a few of the contest subjects are subjects taught in area high schools and not addressed here at Peru State College. The deadline for submission of the examinations is October 13, 2011 giving contest assistants time to type, proof and copy the materials for the Contest.
D. Dr. Hutchison has suggested brown bag luncheons for communication and an exchange of ideas. She will review faculty class schedules to find the best time for the most people. Meeting location will be TJM 249. Dean Galardi indicated that he would provide pizza.
E. Dean Galardi referred department members to the new television in the Professional Studies lobby. Approximately 400 photographs of department activities and related items rotate for viewing. The new work study project will be developing notations/ explanations for the photographs.
F. Dean Galardi referred department members to the new equipment setup in TJM 203 - a School of Education installation. If the equipment proves successful, the School of Professional Studies will be providing similar installations in rooms 202, 301, 302, 307, and 326 - all in T.J. Majors. Dr. Hutchison and Mr. Jackson attended the Mimio (interactive instructional device) training on the new equipment provided for the School of Education employees.

Mr. Griffin and CMIS students will be setting up a computer lab in TJM 202. Furniture will be set up for group work to facilitate interaction. Each computer station will have two screens and equipment will be up-to-date reflecting equipment students would be using when in the job force.

G. Dean Galardi referred department members to the web address of the employee handbook:
   http://www.peru.edu/hr/docs/employee_handbook.pdf
H. Dean Galardi asked department members to update web pages, phone messages, and to use the Out-of-Office Assistant for email when away from campus for extended periods.
I. Dr. Mike Barger has advised that there are a couple of spots available for new Honors classes should anyone want to development a new course.

Dean Galardi provided:

J. Information (see attached) about procedure for submission of a financial aid appeal.
K. Information (see attached) about Probation Contract Holds and Referrals
L. Key points for telephone advising for online students (see attached)
M. Steps for the Joint Enrollment Process for Wayne State College and Chadron State College (see attached) - Mr. Griffin referenced the rule requiring 24 of the last 30 hours having to be enrolled at Peru State College. Would there be an exception made in the case of joint-enrollment classes with either Wayne or Chadron? Dean Galardi advised to forward the instances to him and that he would forward the permission request to Vice President Drew.
N. CPT Tests cutoff scores for advising purposes:
1. Arithmetic (AT) – 60
2. Elementary Algebra (EA) – 44
3. Reading Comprehension (RC) – 85
4. Sentence Structure (SENT) – 75

O. ACT cutoff scores for advising purposes:
1. 18 or above – Math 110 or 112; below 18 – Math 100
2. 18 or above – English 101; below 18 – English 100
3. If a student scores above a 26 on ACT in Math or English, entry Math and English are waived.

P. Dean Galardi advised that meetings would be scheduled to study school needs and curriculum mapping – what is being taught and where there is repetition. Meetings could be scheduled for Wednesdays or Thursdays or alternating Wednesday one month and Thursday the next. The occasional Friday meeting will also be held.

Q. Thank you and recognition
1. Christy Hutchison – HLC leadership and Nebraska State College Teaching Excellence Award
2. Judy Grotian – Business Contest direction, Student Disciplinary Board, Faculty Athletic Representative
3. Kelly Asmussen – Searching for Justice Class during Spring 2011 and great photographs of department activities
4. Brad Griffin – preparation of new computer lab
5. Elina Ibrayeva and Vijay Sharma – Volunteering for New Student Weekend presentations
6. Sheri Grotian-Ryan, Alan Jackson, Aaron Knape, and Vijay Sharma – ATP Student Success Seminars this Fall
7. Jim Nevitt – work, work, work – over summer four search committees, Student Disciplinary Board; for fall the Assessment Committee and Chair of Student Disciplinary Board
8. Elina Ibrayeva – Fall Global Issues Film Series
9. Mary Goebel-Lundholm – Nebraska Business Development Center in Auburn
10. Jim Nevitt, Sheri Grotian-Ryan, Brad Griffin, Kelly Asmussen and Kelli Gardner – committee service over the summer

R. A Faculty Idea Forum could be organized – with faculty sharing their successful ideas for teaching, e.g.,
1. Mr. Jackson’s business simulations
2. Rented versions of all textbooks
3. Barnes/Noble Kindle
4. Dr. Grotian: remembering that every student – no matter how educationally prepared or interested -- is someone’s special treasure

S. Dean Galardi reminded faculty to extend a thank you to Dr. Hanson, Dr. Drew, and Dr. Batterson for the laptops and technology upgrade.

T. Department focus for 2011-2012:
1. Teaching Critical Thinking and Engagement
2. Curriculum Mapping
3. The Spirit of Volunteerism
4. Group get-togethers in attendance at select events through the year – obtaining a sense of community

IV. Meeting was adjourned at 11:47 a.m.
Submit An Appeal

An appeal can only be submitted twice during a student’s career (Undergrad Program or Grad Program) at Peru State College. If submitting an appeal the following information is required.

1. Copy of Plan for Success
   a. Details regarding future enrollment levels (will attend 3/4 time or full-time).
   b. Details regarding number of terms it will take to be at the required Cumulative GPA.
   c. If it will take more than 1 term to meet the minimum criteria, details regarding expected progress each term is required (Cum GPA at end of each term.)
   d. Signature of advisor who will be monitoring progress of the Plan for Success.

2. Letter indicating what the extenuating circumstances were. (ie: hospitalized; documentation or confirmation from attending Dr. required) (ie: death of parent or sibling; documentation may include copy of death certificate or copy of obituary from newspaper). Letter must also include explanation what has changed in the student’s situation that will allow the student to be successful in the future.

The Appeal will be reviewed to determine if it meets Federal Regulations for reinstatement. Notification of approval or denial will be sent to the student within 10 days of receipt of the Appeal.

If denied the student will remain on Financial Aid Suspension and may become eligible for a future term via section #10 – Automatic Reinstatement. During the suspension period the student is required to pay for all charges incurred out of pocket.

If approved, the student will be placed on Financial Aid Probation and be eligible for aid for a specific period of time as indicated in the notice. At any time during the probation period if the student is not meeting the goals set in the Plan for Success, the student will revert to Financial Aid Suspension and be ineligible for aid. If at any time during the probationary period the student does not meet the Completion Rate Requirement, the student will revert to being on Financial Aid Suspension and be ineligible for aid.

13. Very Important Notice

Financial Aid Warning, Probation and Suspension are completely different than Academic Contract, Probation and Suspension. Just because an appeal is approved or denied by Academics – that does not mean an appeal has been approved or denied by Financial Aid. If the student is not meeting either policy, the student needs to submit different appeals to each area.

Effective: 07/01/2011

Further information can be found under Current students-Financial Aid- Academic Progress on our homepage. http://www.peru.edu/financialaid/sap.htm
Those who refer students for probation contracts, please note:

1. Probation contracts are now initiated online using a web form linked at http://www.peru.edu/cats/probationary.htm (navigable under “current students” or “academics” by clicking on “academic support” and then “probationary advising”). Students do not need to come to the CATS building to sign contracts. Please refer them to the web form. (We still provide the same advising services, but this simplifies the contracting procedure for the student.)

2. Once a probation contract is in place and the related hold released, the negative service indicator in PeopleSoft (viewed by clicking on the red null symbol [Ø] at the top right of a student’s records) will continue to appear but will show an end date. PeopleSoft requires a change in the calendar date after the hold is ended before it allows the student to register.

Thanks!

Ursula

Dr. Ursula Waln
Director of Student Assessment and Success Services
Peru State College

engage, inquire, discover, innovate!

www.peru.edu
1-800-742-4412
FAX: 402-872-2437

The information contained in this message is privileged and intended only for the recipients named. If the reader is not a representative of the intended recipient, any review, dissemination or copying of this message or the information it contains is prohibited. If you have received this message in error, please immediately notify the sender, and delete the original message and attachments. Peru State College is an equal opportunity institution. PSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College’s nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Eulanda Cade, Director of Human Resources, Title VI, VII, IX Compliance Coordinator, Peru State College, PO Box 10, Peru, NE 68421-0010, (402) 872-2230.
Key Points for telephone advising for online students:

1. Check Image now prior to speaking with students to review their transcripts
2. Check the degree audit function of each student in MyPSC to determine what classes are needed and if there are any inconsistencies with Image Now and MyPSC- let Dean know immediately
3. Check the student’s MyPSC to determine if they are on Academic Probation, which limits them to 13 hours, or if they have holds on their accounts which need to be remedied before enrolling.
4. Begin your phone conversation by welcoming them to PSC and asking if they are at a computer. Ask them if they have their NUID and password or if they are already logged into their computer.
5. Ask the students if they have attended other colleges if no prior learning institutions show up in Image Now or their degree audit- sometimes these may not be entered yet and this assists in enrollment problems.
6. Ask the students where they heard about Peru State College- please keep tabs on this for school meetings discussion and forwarding to VPAA/Marketing.
7. Direct the Students to MyPSC- Student Center- I often walk them through each step beginning with “Go to our homepage at www.peru.edu. Click on the MyPSC icon. Log in using your NUID. Click on My PSC- Student-Click on Student Center – Use Search and Additional Search functions and walk them through how to search for online or on campus classes, depending upon their need(s). Try to narrow their search process to minimize the possibility of excessive search results, which increases the likelihood of error. I typically use the “online” qualifier for online students under Additional Search Criteria- Mode of Instruction.
8. Let the students know 6 credit hours constitutes ½ time and eligibility for financial aid if they need that to attend college. 12 hours is considered full time. Stress to start out slowly if they are unfamiliar with online learning.
9. Assist the students in registering by insuring they are successfully enrolled; Check the student’s MyPSC account to make sure they are indeed enrolled in the correct classes.
10. Let the Dean know as soon as possible of possible problems so a remedy can be made early in their academic career. Use format Name of Problem/Name of Student/Student NUID/in email.
11. After the students are enrolled, direct the students to www.peru.edu homepage and guide them to the following links
   a. Review the Academics-Professional Studies- Course Rotation Schedule for major
   b. Review the Academics-Professional Studies- Progress Sheets for major
   c. Review the Academics- Arts and Science- Course rotation Schedule for General Education Classes
   d. Mention academic minors to students who may have available hours to take beyond general education and core major requirements
   e. Review the Current Students- Bookstore- link on how to order books and find ISBNs- take them up to but not through purchase- advise purchase of books ahead of time
   f. Direct them to where the Blackboard Link is and how they will access that before classes start
   g. Advise them of the location of the acornmail feature and how correspondence from PSC is sent to that address
   h. Direct students to the Academics- Academic Calendar Link – advise them they can see when registration for the following semester occurs- For Spring 2012 it is November 12-14, 2011
12. Advise the students the online classes open three days before the official start date, and they should get into the Blackboard shell to review the syllabus. Also advise them of the presence of the Blackboard orientation (especially for first time online learners).
13. Advise students of 1-888-258-5558 Distance Education number if not in an online class or difficulty in accessing online classes
14. Advise students of 1-800-742-4412 College general toll free number for financial aid, etc
15. Advise students that if they choose to drop an 8 week online class, it must be done before the class begins. Otherwise, they will pay full tuition.
16. Ask the students if they have any other questions.
17. I always advise them “Thank you and Welcome to Peru State College!”
Steps in the Joint Enrollment Process for Wayne State and Chadron State College

Students at Peru State College may take approved classes at Chadron State and Wayne State College using the Joint enrollment process. Here are the steps needed to complete this process:

1. Students need to complete the Joint enrollment form at the NSCS website, which is located at http://www.nscs.edu/JointEnrollment/jointenrollment.htm

2. Next, students need to complete Section A of the consortium agreement, which is located on Peru State College’s website at http://www.peru.edu/financialaid/ca.htm

3. Take or fax the Consortium Agreement to the Academic Division Dean in your field of study to complete Section B. They Academic Dean will review and sign the form and forward it to the Registrar’s office, who will review the form, sign it, and return it to the student.

4. Forward the Consortium Agreement to the host institution’s Financial Aid Office. When they have completed their section, they will return the Consortium Agreement to PSC’s Financial Aid Office.

5. PSC’s Financial Aid Office will complete Section D of the Consortium Agreement and process your financial aid accordingly

6. When you have completed your courses at the host institution, it is your responsibility to submit a copy of your final grade to the Peru State College Financial Aid Office. Grades at both the home and host institution will be reviewed to determine if you are in compliance with the Satisfactory Academic Progress requirements at PSC. Future aid will be on hold until all grades have been submitted and your status can be determined.