MINUTES: School of Professional Studies Meeting August 22, 2008, 1:00 p.m.

PRESENT: Dean Batterson, Dr. Asmussen, Ms. Bennett, Ms. Edris, Dr. Galardi, Dr. Goebel-Lundholm, Ms. Gottschalk, Mr. Griffin, Dr. J. Grotian, Ms. S. Grotian, Dr. Hutchison, Mr. Jackson, Dr. Lundak, Dr. Nevitt, Dr. Snyder, Dr. Thomas, Mr. Wray

1. Dean Batterson welcomed faculty members back to campus for the new school year. He reintroduced Ms. Pamela Bennett who will be teaching two Social Work classes on campus this fall.

Dean Batterson advised that President Carpenter (after three months as President) seems to be favorably impressed with Peru State and with the people working at the College.

Vice President Drew has notified Deans that the focus of the College will be stability and quality improvement. That will be the focus this year and probably into the foreseeable future, even after a new president is hired.

Scholarship monies and other available tools will be used to attract more motivated, higher achieving students. Dean Batterson is hopeful that having a larger core of motivated students will change the culture of the College’s students.

2. Department members voted by silent ballot for Professional Studies representatives:
   a. Rank Promotion and Tenure Committee – on ballot – James Nevitt, William Snyder and place for write-in
   b. Institutional Review Board – on ballot – Mary Goebel-Lundholm and place for write-in

3. Procedures and changes in procedures:
   a. Admissions will be using 1:30 p.m. and 3:15 p.m. time slots for prospective students’ appointment times with faculty in lieu of the 11:15 a.m. hour previously used.
   b. Employees in the Office of Student Records (rather than the Deans) are now processing transfer evaluations. Hard copies of the evaluations are forwarded to advisors by Ms. Edris.
   c. The quality of advising provided to online students should be equal to that provided to on-campus students. Email lists of advisees would provide good communication about registration and the need to register quickly as classes fill quickly.
   d. Advising files should remain on campus. If it is necessary for the advisor to take an advising file home, please let Ms. Edris know that has been done.
   e. COLL 401 is required unless a student has been here continuously since before Fall, 2004 or has a prior bachelor’s degree.
   f. Deans can award up to six hours of prior learning credit without a portfolio; and with the portfolio up to 95 hours can be awarded.
4. Physical and technological changes:
   a. The damaged plaster wall in TJM 301 was repaired with a thin sheet of drywall and paint.
   b. New office chairs replaced chairs 20 years old.
   c. A new electric paper punch is in operation in supply room.
   d. There are six new electric pencil sharpeners – one in each of the six Professional Studies classrooms.
   e. There are 24 new computers and keyboards and one new laptop in TJM 203.
   f. Also in TJM 203 we have new software called Deep Freeze which allows the user to have administrative privileges installing software. The computer reverts to the original setup when rebooted.
   g. For the benefit of CMIS students, Mr. Griffin is building some mini-lab capabilities in TJM 305. Also Mr. Griffin has ordered a very basic podcasting studio that will allow the users to create audio files to imbed in their courses.
   h. The Office of Graduate Studies has relocated to TJM 106.
   i. Dean Kupper’s office has been moved to the Education conference room.
   j. The Education conference area has been relocated to TJM 316.
   k. Laura Roberts and other Distance Education personnel who visit campus will be located in TJM 304. Eventually that room will house our online video equipment. It will also house a mini-lab that will be used the next few years to train employees on the use of the new student information system.
   l. A new sound system has been purchased for the College Theatre.

5. Announcements
   a. Dr. Lundak will be taking a phased retirement starting Fall 2009.
   b. Office hours for faculty members should be at least five hours per week and no less than three days per week, with reasonable allowances for faculty members who teach by nontraditional methods.
   c. President Carpenter would like to see more activity on campus on Fridays. More committee meetings and school meetings may be held on Fridays.
   d. The High School Business Contest is scheduled for Wednesday, February 18, 2009. Amanda Knickman and Kristin Fass return this year to manage the Contest; they will be working with two trainees who will replace Amanda and Kristin after their graduation.
   e. HP 300 needs students; Analysis of Evil can be used as an elective for Criminal Justice and Psychology students.
   f. Faculty members are encouraged to develop Honors courses.
   g. Dr. Asmussen encouraged business faculty to participate in a multi-disciplinary approach giving a business focus in addition to the criminal justice focus for the trip to Australia.
   h. Mr. Griffin has a good deal for Office 2007 at $60 - normally $600. Check with Mr. Griffin for more information.
   i. Dr. Lundak and Mr. Jackson will be presenting their capstone reports at the next meeting.

6. Meeting was adjourned.