MINUTES: School of Professional Studies Meeting September 12, 2014, 12:00 noon, TJM 304

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

GUESTS: Dr. Taylor-Costello, Dr. Willis, Dr. Ingraham

I. Dr. Grotian-Ryan called the meeting to order requesting comment on the minutes of the August 15, 2014 and the April 29, 2014 School of Professional Studies meetings. Mr. Jackson moved to approve both sets of minutes. Mr. Hayes seconded the motion. Motion was approved.

II. Dr. Grotian-Ryan opened discussion on the capstone report of BUS 495 (Business Policy).

Dr. Grotian-Ryan indicated that during the spring 2014 there were 42 students enrolled in BUS 495 (31 online and 11 on campus). No particular concerns stood out. Bachelor of Applied Science students who had been completing a different capstone class previously did as well or slightly better than the Bachelor of Science students.

During the fall 2014 semester, it is hoped that the department’s own new examination questions will be ready to use for the comprehensive business assessment. Everyone will be submitting 10 to 12 questions in their areas of expertise. The exam will be compiled from those questions.

The summer BUS 495 had 18 students enrolled. The course, normally taught as a 16-week course, was offered as an 8-week course during the 8-week summer schedule. There was no push-back or complaints from the students because of the shorter, 8-week course. It did not seem to have a negative impact on the class, and the students did not seem to experience additional stress. The average looked lower at first. There were two outliers who did not do the work, and they earned Fs. They were removed from the average.

III. Mr. Hayes reminded department members that he had not used a textbook in CJUS 495 (Seminar in Criminal Justice) last year. Students found research articles on current criminal-justice topics each week. There were 16 students (four online and 12 on campus) in the class. Discussion about current criminal justice topics took place on the Blackboard discussion board. A research paper with a PowerPoint presentation was also required. A final comprehensive examination on the criminal-justice, core classes was administered.

Mr. Hayes stresses that he made sure the students had opportunities to present in front of other students giving them a good amount of experience in making presentations.

IV. Information highlighted by Dr. Galardi:
A. Teaching Excellence Award Nominations – September 4th email from Dr. Drew
B. Snyder Cultural Understanding Endowed Fund – September 1st email from Julie Jones-Branch
C. Faculty Senate Committee Composition – handout provided on minutes web page
D. Internships are available as 16-week classes on campus and online. Online students should be in the online sections and on campus students in the on campus sections for tuition-rate purposes.
E. A reminder – That some scholarships require that the students take 12 hours in on-campus classes each semester. Faculty members should discuss this requirement with students when advising them in order that students avoid losing their scholarships.
F. Vehicle Use Guideline (updated 8/2014 – available as a handout on the minutes’ web page). Recent changes in the Guideline have been highlighted.
G. Peru State College Bus Policy (updated 7/2014 – provided as a handout on the minute’s page). There is a shortage of bus drivers. If a bus is needed and a driver is not available, a bus can be chartered with the appropriate permission and completion of electronic paperwork approval.
H. If students have problems with Wi Fi, process a K-Box ticket to correct the problem.
I. The School of Professional Studies meeting schedule is available as a handout on the minutes’ page. The September 12th meeting is the only meeting scheduled for a Friday. The time was chosen because several department members were assisting with the CAAP test during the morning hours.
J. Online teaching manner: Dr. Galardi advised faculty members to forward to him any problems or issues involving students in Professional Studies classes.
K. Dr. Galardi advised that the Library Report is available – September 18th email from Dr. Galardi.
L. Dr. Grotian reported that completed Business Contest tests were being submitted to her. The September 15th deadline for submission of the tests can be extended to October 1st if needed.
M. Dr. Galardi discussed United Educators, our new insurer and their rules. All catastrophic incidents or injuries and incidents leading to claims are to be reported immediately to Dr. Galardi, or in his absence Dr. Drew. Vice President Carroll is PSC’s official liaison with the company and will file all formal claims.

N. Business faculty members were reminded to submit their vitae to Dr. Galardi by October 19, 2014 at noon so they can be compiled and used in the NCATE report for the BMIT for Dr. Ingraham and the School of Education. Psychology faculty members instructing PSYC 250 (Human Growth and Development) should also submit vitae.

O. An IntegraReport hotline is available to employees to report matters that may be of concern to the Nebraska State College System. That informational email was sent by Linda Moody on September 8, 2014.

P. Dr. Galardi reminded department members to review and be familiar with emergency procedures. A brief discussion regarding what to do in different types of emergencies followed. Information about emergency procedures can be found at http://www.peru.edu/emergency/

V. Dr. Julie Taylor-Costello provided information about Internship Protocol to help faculty members in advising students. This handout is available on the minutes’ web page.

VI. Dr. Michaela Willis presented information about a new effort to capture knowledge about engagement activities by and for students. There is a web form to complete that forwards information about the event(s) to those who would handle the dissemination of information.

Go to PSC home page
Point to “Academics”
Click on “ICE”
Click on “Engagement Form”
The URL for this site is http://www.peru.edu/ice/engagement.htm

The information submitted will be forwarded to the Marketing Department, the Toilet Paper, and The Peru State Times for dissemination of information. This will make knowledge about student activities and events available to a wider audience. Ms. Anson in Marketing does not guarantee press releases about all information received. It is believed that submitting too many press releases creates a tendency by news organizations to ignore items sent.

Possibly the applications for Student Engagement Enhancement Initiative monies will be channeled via Dr. Julie Taylor-Costello in the future.

An email from Kristin Peterson, General Counsel for NSCS, was distributed with exceptions to the current volunteer policy. The State College Board of Trustees will revisit and reconsider the volunteer policy at their October meeting to provide further clarification and refinement for all employees.

Dr. Willis discussed the circumstances in which guest speakers or volunteers needed to have background checks completed and what forms to use for volunteers. Faculty members were reminded that they should be in the classroom at all times with guest speakers. Links to the forms are provided below.
http://www.peru.edu/hr/docs/Volunteer1.pdf for single volunteers
http://www.peru.edu/hr/docs/Volunteer2.pdf for mass volunteer events

It should be noted that if a faculty member uses the engagement link http://www.peru.edu/ice/engagement.htm this does provide some guidance relating to appropriate time tables the forms should be completed. Dr. Willis stated activities tied to a specific class did not need the volunteer forms completed per the email from Kristin Peterson.

Dr. Galardi advised he would ask Lauren Stewart and April Taggs to report engaging activities already completed this year. Either Ms. Stewart or Ms. Taggs may contact faculty for more details.
VII. Dr. Ingraham visited with department members about Praxis II subject assessment. The Praxis II examination has replaced the PPST (Pre-Professional Skills Test – or Praxis I). Professional Studies students with the Business, Marketing and Information Technology (6-12) Option (BMIT) for their program and who have taken the Praxis II examination scored very well on the test. This examination must be successfully completed in order to be admitted to the School of Education portion of the BMIT.

The book about the Praxis II is “fair game” as a guide for the department. Ms. Parriott has that book for loan to Professional Studies faculty members.

NCATE (National Council for Accreditation of Teacher Education) documents need to be on the system by January 25, 2015. Dr. Ingraham asked that instructors’ vitae be submitted by September 19, 2014.

VIII. Dr. Gardner addressed department members about the capstone report for PSYC 495 (Seminar in Psychology). Department members have been provided access to the report and its highlights.

In the Seminar in Psychology students prepare a senior thesis. It is an opportunity for the students to examine the research about a psychological subject choice that is of interest to them. Students were encouraged to keep the thesis subject narrow in order that it be more fully examined.

Students also complete a final comprehensive examination that includes questions drawn from the core courses of the Psychology option. This comprehensive examination has been used for eight semesters, and Dr. Gardner indicated that during the spring semester 2015 perhaps a new comprehensive examination would be adopted.

At the conclusion of Dr. Gardner’s discussion, Dr. Galardi asked capstone instructors to discuss the general competencies of critical thinking skills, writing skills and presentation skills of students in these courses, which Dr. Grotrian-Ryan, Dr. Gardner and Mr. Hayes did successfully. All three mentioned that students’ performance and results for capstone courses seemed to be consistent. Dr. Galardi briefly suggested faculty consider external validation assessments for their respective academic courses.

IX. Dr. Galardi told department members about student employees working for Professional Studies.
April Taggs – a criminal justice major and a transfer from Luther College in Decorah, Iowa.
Carlina Grove – a psychology major. Carlina’s assigned project is developing for all students a WINKS Powerpoint/website for the new statistical program.
Preston Sunneberg – a Harding Stipend recipient working for Dr. Grotrian
Mary Blacketer – a Work Study recipient working for Dr. Grotrian
Brandi Westhart – a Harding Stipend recipient working for Dr. Grotrian

X. Dr. Grotrian-Ryan reported that new Peru State PBL officers had been elected.
President: Marshall Klontz
Vice President: Rachel Henry
Secretary: Lauren Stewart
Treasurer: Alex Wessels - also Vice President for Nebraska State PBL
Public Relations: Melissa Jasso
Historian: Charlotte Grooms
Parliamentarian: Emily Slama

XI. Dr. Goebel-Lundholm and Mr. Jackson reported that they were accompanying students on a trip to visit the marketing department at the Nebraska Furniture Mart. Another stop may be arranged to add to the day’s event. Student Engagement monies will cover the cost of travel.

XII. Dr. Hutchison advised that 14 students will be participating in the trip to the UNL Law School to hear Supreme Court Chief Justice Roberts’ talk.

XIII. Mr. Hayes reported that the Peru State LAE (American Criminal Justice Assn.-Lambda Alpha Epsilon) had doubled its Peru State membership.
XIV. Dr. Asmussen reported that several students visited with him at the Oak Bowl last week. Dr. Asmussen suggested that testimonials about the internship experiences and their photographs should be obtained from these students for the lobby television. Dr. Galardi advised that numerous testimonials were collected over the summer and added to the lobby television. Dr. Galardi encouraged faculty to provide to him the names of these students, so they could be asked to complete testimonials.

Later this month Dr. Asmussen will be attending the Midwestern Criminal Justice Association Annual Meeting in Chicago. A student and an alumna also will be attending and will be making a presentation at the meeting.

XV. Dr. Coe reported that his PSYC 250 (Human Growth and Development) class would be discussing a series of controversial topics in the class, so that students can learn to discuss in an academic way topics about which they have strong feelings. Examples of the topics: 1) prenatal testing as it relates to termination of pregnancy, 2) spanking, 3) persons with homosexual orientation and their raising children.

Dr. Coe also sponsors the Bobcat Arnis Defense Club (a martial arts club) and the Bobcat Barbell Club.

XVI. Dr. Nevitt reported that he had administered the first test of the semester to his PSYC 121 (Introduction to Psychology) class, and that everybody had passed the test.

CARE has not met indicating no high-crisis events on campus.

XVII. Mr. Knape reported on successes of accounting students.

Kenny Elms received the Nebraska Bankers’ Association scholarship this year. Last year Mr. Elms received the Nebraska Society of CPAs’ scholarship.

Josh West-Lesher is working as a staff auditor for DA&E, LLC (Dohman, Akerlund & Eddy) in Aurora, Nebraska.

Paul Schlorholtz passed the CPA examination a couple of months ago. This was his first attempt at taking the examination.

XVIII. Meeting was adjourned at 3:00 p.m.