MINUTES:  School of Professional Studies Meeting, October 27, 2017, 9:00 A.M., TJM 326

PRESENT:  Dr. Galardi, Dr. Bartels, Dr. Coe, Ms. Earnest, Ms. Edris, Dr. Gardner, Mr. Gleason, Dr. Goebel-Lundholm, Mr. Griffin, Dr. Grotrian, Dr. Grotrian-Ryan, Mr. Hayes, Dr. Hutchison, Dr. Mahan, Dr. Nevitt, Ms. Parriott, Ms. Schottel, Ms. Weitzenkamp

I. Dr. Galardi asked for review/approval of the minutes of the September 29, 2017 School of Professional Studies meeting. Mr. Griffin moved that the minutes be approved. Dr. Nevitt seconded the motion. Motion was approved.

II. Dr. Mahan presented a course proposal for CJUS 450 Criminalistics correcting wording of the course description to read “blood spatter” in lieu of “blood splatter”. That course modification will go forward and be presented to the Faculty Senate by Dr. Kelli Gardner.

III. Dr. Galardi discussed the procedures for covering expenses exceeding $5,000 with a state credit card. Advance notice is the best choice. Give Kaylee Kreifels, Jen Debuhr and Deb Pugh advance notice when using a college credit card for a large purchase (more than $5,000).

IV. Dr. Galardi encouraged faculty members to come forward with ideas for new degrees.

V. Business faculty will be completing the Tested Experience Request when applicable. The order of approval: respective program faculty, Dean, Vice President of Academic Affairs. The tested experience documentation is made a part of the Vice President’s permanent record. Dr. Galardi referenced the Higher Learning Commission (HLC) and the Accreditation Council for Business Schools and Programs (ACBSP).

VI. Ms. Schottel, Mr. Gleason, and Mr. Griffin serve on the Assessment Committee. They are preparing and developing the goals and outcomes to meet the January deadline to enter information into the Weave software. The number of outcomes should be simple. An example of direct measure can be viewed in the capstone reports completed by the faculty members teaching the capstone classes during the last few years.

VII. Dr. Galardi advised faculty members that documentation of contact hours for courses should be available. Other state schools (Chadron and UNO) are beginning to include this information in course syllabi.

VIII. Dr. Hutchison reported on a planning meeting held in preparation for the February debate. Attendance was low. Dr. Hutchison delayed the vote on a debate topic until meeting with a larger group.

IX. Dr. Galardi advised faculty members that he had learned (while attending presentations in Organizational Communications - BUS 201) that the most effective recruiting tools were free food and free clothing. Meeting participants discussed marketing and promotional items. Promotional brochures covering department programs have been published.
X. Committee Reports:

A. Dr. Coe (Institutional Review Board) had reviewed oversight of research on campus and the IRB. Should anyone conduct human research covered by a Federal Grant, the Faculty Senate would not have the authority for oversight of the IRB. Human research covered by a Federal Grant currently is not in process at Peru State. For the future, someone completing human research covered by a Federal Grant should be in compliance with Federal Wide Assurance. As the IRB moves forward into such research, the oversight should move to the Vice President of Academic Affairs.

Ms. Schottel moved to support the placement of the Institutional Review Board (IRB) under the oversight of the Vice President of Academic Affairs (VPAA) when such an oversight receives campus-wide approval. Motion was seconded by Dr. Mahan. Motion passed with one abstention.

B. Ms. Schottel (Assessment Committee) reported that the Climate Survey which had been assessed by the Assessment Committee for several years was being removed from the Committee review based on the survey not being an academic matter.

Dr. Grotrian moved to support elimination of the Senior Exit Interview as long as there is another comparable survey and that faculty members have access to the results. Dr. Goebel-Lundholm seconded the motion. Motion was approved.

C. Dr. Mahan and Dr. Bartels serve on the Academic and Curriculum Committee. Modifications of course descriptions can be submitted to them. The deadline for modifications-of-course-descriptions submissions is Friday, December 15, 2017.

D. Dr. Hutchison (Strategic Planning Subcommittee Chair) reported her committee needed to identify goals and outcomes for Academic Excellence Through Engagement and Initiative. The draft for this assignment is to be completed in three weeks.

E. Ms. Schottel will visit Havana Cuba November 4th through 11th. She will be conducting pilot research on substance abuse.

F. Mr. Hayes’ Homeland Security class will be conducting/observing tornado and fire drills on November 1st.

XI. School of Professional Studies Meeting was adjourned at 10:20 a.m.
Business faculty continued to meet in TJM 326
Criminal Justice faculty met in TJM 316
Psychology faculty met in TJM 304