MINUTES: School of Professional Studies Meeting, November 29, 2017, 3:30 P.M., TJM 326

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

I. Dr. Galardi asked for review/approval of the minutes of the October 27, 2017 School of Professional Studies meeting. Dr. Goebel-Lundholm moved that the minutes be approved, Dr. Nevitt seconded the motion. Motion was approved.

II. Dr. Galardi reminded department members about the Excel training scheduled for Friday, December 1, 2017 at 11:00 a.m.

III. Ms. Weitzenkamp reported that regulations have been changed to allow college electives to be earned at two-year institutions following graduation from four-year institutions to count toward the 150-hour requirement in order to sit for the Uniform CPA Examination.

IV. Dr. Galardi encouraged faculty members to think about developing learning communities/grouping classes and students for the fall semester of 2018. Dr. Borchers is interested in what can be experienced by the students in learning communities.

V. Ms. Parriott reminded BUS, CMIS, and ECON faculty that there would be no classes on February 7, 2018 because of the Business Contest – and to please make note of it in their spring-semester syllabi.

VI. Faculty members reviewed Dr. Grotrian’s Course Proposals which improved course-description language for Organizational Communications (BUS 201), Principles of Managerial Accounting (BUS 232) and Employee Training and Development (BUS 381). Mr. Gleason moved to approve the Course Proposals. Dr. Grotrian-Ryan seconded the motion. Motion was approved.

VII. Faculty members reviewed and discussed Dr. Grotrian-Ryan’s Program Proposal for the Human Resources and Risk Management minor. Dr. Tiner moved to approve the Program Proposal. Dr. Nevitt seconded the motion. Motion was approved.

VIII. Faculty members reviewed and discussed Dr. Goebel-Lundholm’s Program Proposal for the Sports Marketing and Communications minor. Dr. Grotrian moved to approve the Program Proposal. Mr. Griffin seconded the motion. Motion was approved.

IX. Faculty members reviewed and discussed Dr. Goebel-Lundholm’s Program Proposal for the Marketing and Communications major. This program joins classes from the School of Professional Studies and the School of Arts and Sciences for formation of the major. Dr. Grotrian-Ryan moved to approve the Program Proposal. Dr. Tiner seconded the motion. Motion was approved.

X. Committee Reports
A. Academic and Curriculum: Dr. Mahan asked that all course and program proposals be turned in to her by the following Tuesday to present for review at the Faculty Senate’s last meeting of the semester.
B. Assessment: Mr. Griffin said that now the College no longer uses the CAP test, another form of assessment is needed.
C. Institutional Review Board: Dr. Coe advised that the research application is being updated to include/accept research which uses 18-year-old subjects without the requirement of parental consent.

D. Council for Diversity, Equality, and Inclusion: Dr. Coe reported that the Council is beginning to plan for the Diversity Month programs. Also a photo contest is being planned that will reflect diversity on campus.

E. Mr. Hayes inquired about sources for money to cover expenses for campus clubs to attend national meetings. Dr. Galardi advised that they should complete the questionnaire about the club and its activities and study the updated Board Policy 4050.

XI. Dr. Galardi indicated that Marketing would start issuing individual sign-ins for faculty for web access to update their respective areas of the website. If there is something faculty members want on the website they should send it to Dr. Galardi immediately and he would arrange for the posting of it on the website.

XII. Graduation evaluations with specific remaining course requirements will no longer be completed by Student Records personnel. This was discussed for ten minutes in regards to the change and the rationale behind it. Dr. Galardi suggested that academic advisors check the degree audit and additionally the 40 hours of upper-division-classes requirement and the 120 total hours for graduation in replacing the evaluation previous completed by Student Records personnel. Dr. Galardi also noted we needed to get students trained earlier on MyPSC and the role of the degree audit in the process, beginning with new student orientation, during College 101, meetings with academic advisors and as opportunities arose for reinforcement of students becoming more aware of their remaining requirements. Dr. Galardi advised he would work with individual faculty as needed to ensure everyone understood the process better.

XIII. School of Professional Studies Meeting was adjourned at 4:30 p.m. Business faculty continued to meet in TJM 326.

XIV. Business faculty members reviewed the draft policy on School of Professional Studies Business Instruction Qualifications. Dr. Grotrian-Ryan asked that the reference (in paragraph 5) “upper degree coursework” be changed to “upper division coursework”
No other changes were requested. Dr. Tiner moved to approve the policy. Dr. Grotrian seconded the motion. Motion was approved. Final draft is attached to these minutes.
Initialisms mentioned in discussion and appearing in draft:
AACSB – Association to Advance Collegiate Schools of Business
ACBSP – Accreditation Council for Business Schools and Programs
NSCS – National Society of Collegiate Scholars
HLC – Higher Learning Commission
PSC – Peru State College

XV. Business faculty meeting was adjourned at 4:38 p.m.

Attachment: Final School of Professional Studies Faculty Qualifications Policy
Faculty academic qualifications are an important aspect of teaching at Peru State College. The School of Professional Studies supports the requirements set forth by the Higher Learning Commission, Nebraska State College System and Peru State College.

All School of Professional Studies faculty must meet the minimum guidelines of the Faculty Credentials Policy and Procedure of Peru State College.

Additionally, the preferred degree for faculty instructing in the undergraduate Business Administration degree program or Bachelor of Applied Science in Management degree program is any type of doctorate in business administration, management or a related business field.

The minimum qualification for faculty teaching the core business (BUS) courses in the undergraduate degree programs of the Bachelor of Science in Business Administration degree program or Bachelor of Applied Science degree program shall be a master’s degree in accounting, business administration, business marketing information technology (BMIT-Education), computer management information systems, human resources, management, marketing, organizational management or public administration.

Typically, faculty instructing upper division coursework (300-400 level) in business disciplines outside the business core courses should have a minimum of 18 hours of graduate coursework in the respective academic discipline. If a faculty member does not have 18 hours, they shall be required to submit a Tested Experience request for the course(s) they instruct.

Faculty holding a Juris Doctor (JD) may teach business law, legal environment of business or other areas with predominantly legal content.

Faculty instructing in the Master of Science in Organizational Management degree shall meet the minimum requirements of Accreditation Council for Business Schools and Programs (ACBSP) and the Faculty Credentials Policy and Procedure of Peru State College.

The intent is that for faculty to be academically qualified, they must demonstrate content knowledge, teaching effectiveness, scholarly productivity and applied practice according to the guidelines outlined in the NSCS contract along with HLC, ACBSP, NSCS and PSC policies and guidelines.

The School of Professional Studies business faculty will review the tested experience requests of faculty members who meet the general criteria in alternative ways or where the degree of meeting the stated criteria is unclear. Credential review occurs at the program level first, then Dean and finally at the Vice President of Academic Affairs level.