MINUTES: School of Professional Studies Meeting, March 23, 2018, 9:30 a.m., TJM 326

PRESENT: Dr. Galardi, Ms. Barrett, Dr. Bartels, Mr. Blobaum, Dr. Coe, Ms. Earnest, Ms. Edris, Dr. Gardner, Mr. Gleason, Dr. Goebel-Lundholm, Mr. Griffin, Dr. Grotrian, Dr. Grotrian-Ryan, Dr. Hutchison, Ms. Jensen, Ms. Parriott, Dr. Tiner, Ms. Weitzenkamp

I. Dr. Galardi asked for comment on or approval of the minutes of the January 26, 2018 School of Professional Studies meeting. Dr. Grotrian moved that the minutes be approved. Dr. Hutchison seconded the motion. Motion was approved.

II. Dr. Galardi referenced the work of Dr. Jackson and a source of helpful information found by Dr. Grotrian-Ryan. He asked that faculty begin to plan their classes to include the Carnegie Unit for measuring the student hour in their classes and to reflect it in their syllabi.

III. Dr. Galardi reported that course rotations had been updated to reflect the schedule of current offerings.

IV. Advising holds are in place for students who are term activated for the fall semester. Priority registration:
   Seniors and Post Baccalaureates – April 3
   Juniors – April 4
   Open Enrollment – April 5

V. Features of the new electronic graduation application were reviewed. A noted feature: if a graduation application has been processed, class drops are stopped by the program.

   Should a student want to change their graduation application from December to May, Ms. Heather Rinne can help make this change.

VI. Dr. Galardi asked that faculty members by discipline meet to discuss assessment – coordinating the meetings: Dr. Grotrian-Ryan (Business), Dr. Mahan (Criminal Justice), Dr. Coe (Psychology). Dr. Borchers and Ms. Buscher will meet to review and apply that learned at the HLC Assessing General Education Workshop.

VII. The Sports Marketing and Communications Minor was developed by Dr. Goebel-Lundholm and Dr. Grotrian-Ryan. The development of a sports marketing and communication program has been discussed for a number of years. With a minor made available, actual interest can be established. Dr. Grotrian moved to approve the Sports Marketing and Communications Minor. Dr. Coe seconded the motion. Motion was approved.

VIII. Committee Reports
   A. Rank Promotion Tenure: Dr. Grotrian advised that the committee had completed its review of six candidates in three meetings. Dr. Bittner had organized the review well.
   B. Faculty Senate: Dr. Goebel-Lundholm indicated that there were SEE (Student Engagement Enhancement Initiative) funds to be distributed. Nominations for Chair Elect of the Faculty Senate were being accepted, and it is acceptable to self-nominate.
   C. Assessment Committee: Mr. Gleason indicated that there was work to be done after Dr. Borchers and Ms. Buscher review the outlines provided by the HLC workshop in Kansas City.
D. Academic and Curriculum: Dr. Bartels reported that students could take no more than four credits/semester for no credit and could have no more than eight, no-credit classes towards graduation.

Students are allowed one through five hours of credit in Directed Study and/or Special Topic classes.

E. Budget Committee: Ms. Weitzenkamp reported that the committee planning/outlining cuts had decided later that too many cuts had been planned. The committee will be reversing about $27,000 of the planned cuts.

IX. Dr. Galardi told meeting participants that Ms. Samantha Jensen was chosen as the new Distance Learning Project Coordinator.

X. Dr. Galardi encouraged faculty members to become involved in the review of the Prior Learning portfolios and asked volunteers to email him if they were interested in being part of this process beyond the individual course evaluations.

XI. Dr. Galardi indicated that Mr. Griffin and Ms. Parriott hosted students from the King Science and Technology Magnet Center (Omaha) when they visited the campus. They spoke to the guests about Cyber Security and consideration of careers in the field.

XII. Mr. Gleason was contacted by the PSC Foundation regarding an accounting scholarship. Dr. Grotrian, Ms. Weitzenkamp, and Mr. Gleason met regarding an accounting scholarship.

XIII. Meeting was adjourned at 10:08 a.m.