Ms. Kelli Backman, Talent and Development Director of the Independent Insurance Agencies of Nebraska, presented at the meeting. Ms. Backman has a background of working in higher education as admissions director in two colleges—Arizona and Nebraska. She indicated she could set up paid internships for students who are interested in insurance—property and casualty and some health. The association is interested in recruiting college students to work with and in the insurance business. Faculty members discussed with Ms. Backman the possibility of including such information in course mapping, classes in entrepreneurship, marketing, etc.

II. Dr. Galardi opened the minutes of the August 17, 2018 School of Professional Studies Meeting for approval. Mr. Griffin moved and Mr. Hayes seconded the motion to approve the minutes. Minutes were approved. It has been brought to the attention of the Office Assistant recording the minutes that Ms. Skye Hicks had been noted in those minutes as working as an Office Assistant in the Office of Distance Education/Online Services. Ms. Hicks is correctly titled a Distance Education Coordinator.

III. Mr. Hayes presented two documents which the Faculty Senate have been reviewing: Disruptive Student Policy and Sabbatical Information. Handouts were provided to those attending the meeting.
   A. Disruptive Student Policy—Faculty member reports incident to Dean and others per the revised policy. It was suggested that Dr. Galardi should advise faculty member the resulting action determined for the student.
   B. Sabbatical Information—The information was pulled from various sources to organize the information into one document making it easily understandable. The Higher Learning Commission would like see at least one faculty member taking sabbatical each year.

IV. Dean Galardi advised that Lynn Heng would be teaching Organizational Ethics (BUS 353) on line during the spring 2019 semester as he had been approved under the Tested Experience option. That class is one that Dr. Hutchison teaches. Dr. Hutchison will be taking sabbatical during the spring semester.

V. Strategic Enrollment Management (SEM) committees:
   Dr. Coe—Living/Learning Communities Committee
   Mr. Blobaum, Dr. S. Grotrian—Leadership Committee
   Dr. Galardi, Dr. Gardner, Dr. Nevitt—Honors Committee
   Dr. Hutchison—Research Committee
   Ms. Earnest, Ms. Weitzenkamp—Development Committee
   Mr. Gleason—Persistence to Graduation Committee

VI. Dr. Galardi reminded department members about the internships now funded and available for application. These are paid internships from monies that Mr. Trey Nelson solicited from the Student Senate. Faculty members are asked to encourage qualified students to apply. Jamie Eberly can be contacted for more information.

VII. Travel Waivers are needed for students participating in field trips. Have the waivers completed early and give them to Ms. Edris to forward to the VPAA office. A list of students who have submitted waivers is available as a focus report from Ms. Edris.

VIII. Dr. Galardi shared with faculty members the Classroom Observation of Teaching Form he uses when observing classes. He indicated that he would also like to use these sessions to discuss with each faculty member that member’s ongoing research and service for the College.
IX. Dr. Galardi asked faculty members to review Dr. Borchers’ email referencing outcomes. Updated material is needed. Faculty members are to submit the applicable outcomes (electronically) to Ms. Edris for forwarding to the VPAA. Please maintain the same form used in Dr. Borchers’ examples. Dr. Galardi asked for these to be submitted to Malinda Edris by September 21, 2018.

X. Committee Reports:
   A. Faculty Senate: Mr. Gleason reported that the Senate is reviewing Dr. Borchers’ changes in curriculum.
   B. Care Board: Dr. Nevitt advised that the Care Committee had been very busy. One recent meeting was 125 minutes long.
   C. Academics and Curriculum: Dr. Mahan advised that the committee will meet on September 11th.
   D. Assessment: Mr. Gleason reported that the committee had not met before day of department meeting.
   E. Rank, Promotion, Tenure: Dr. J. Grotrian indicated that the committee had not met. First duty will be to elect a chair of the committee.
   F. Distinguished Speaker: Dr. S. Grotrian indicated that the choice of the next speaker was pending
   G. Distance/Online Education: Mr. Blobaum has been installing projectors in classrooms.
   H. Academic Advising: Ms. Earnest advised that the demands for advising have slowed as the semester continued.

XI. Department members discussed the book store. There was a question about how much revenue the College received from Akademos sales. Dr. Galardi advised that Ms. Hart might have that information. Other than issues with access codes, there were not significant issues.

XII. Dr. S. Grotrian advised that Ms. Heather Pemberton was looking for an employee as a front-desk person. Ms. Pemberton operates an accounting office in Auburn, Nebraska.

XIII. Dr. Galardi asked faculty members from each discipline to review their programs and options to determine if there is a need to condense, eliminate, or add options. Distance/Online Education personnel were asked to work on outcomes.

XIV. Mr. Griffin and Dr. Nevitt moved and seconded that the meeting adjourn. Motion was approved. The meeting adjourned at 10:55 a.m.