MINUTES: School of Professional Studies Meeting, March 15, 2019, 9:30 AM, TJM 326

PRESENT: Dr. Borchers, Ms. Barrett, Mr. Blobaum, Mr. Chipman, Dr. Coe, Ms. Earnest, Ms. Edris, Dr. Gardner, Mr. Gleason, Dr. Goebel-Lundholm, Mr. Griffin, Dr. J. Grotrian, Dr. S. Grotrian, Mr. Hayes, Ms. Hicks, Dr. Hutchison, Ms. Jensen, Mr. Kathol, Dr. Mahan, Dr. Nevitt, Ms. Parriott, Ms. Weitzenkamp

I. Dr. Borchers requested review of the minutes of the January 18, 2019 School of Professional Studies meeting. Mr. Chipman moved to approve the minutes, and Mr. Griffin seconded the motion. Motion was approved.

II. Dr. Borchers opened the meeting to questions, suggestions or comments referencing items needing attention.
   A. The search for a Dean for the School of Professional Studies will go into May and beyond.
   B. Dr. Borchers will be handling the internships.

III. Dr. J. Grotrian moved that Dr. Christy Hutchison be appointed to the membership opening of the School of Professional Studies Scholarship Committee. Mr. Hayes seconded the motion. Motion was approved.

   Scholarships included in School of Professional Studies oversight are:
   - James G. and Mavis Green Scholarship
   - Chris Hayes Memorial Scholarship
   - Troy Rippen Memorial Scholarship
   - Nona Palmer Business Education Scholarship

   The representative for the School of Professional Studies to the Rank Promotion Tenure – Senate Committee will be decided at the April 5th School of Professional Studies meeting.

IV. A. Dr. Borchers advised that sophomore students from Plattsmouth schools would be visiting campus on April 2, 2019. Four engaging 20-minute sessions from department members are needed.
   B. The Distinguished Speaker, Megan Phelps-Roper, will present on campus April 2nd at 7:00 p.m. in the Performing Arts Center.
   C. Research Day is scheduled for April 4, 2019. Posters – in the Live Oak Room; presentations in other locations on campus.

V. Summer orientations (May 17, June 7 and 21, July 10, August 5): Faculty members who can help on those days on registrations of new students in the applicable area of study can eat lunch with the guests and can be paid $50 for a half day and $100 for the whole day of helping. Business Administration is scheduled for the mornings, and Criminal Justice and Psychology are scheduled for the afternoons.

VI. Dr. Borchers discussed the new book store with department members. A spreadsheet from the company has been provided for entry of textbook selections. Deadline for entry is March 29, 2019.

VII. Faculty members discussed changes in the operation of the Institutional Review Board committee. It is being made a stand-alone IRB and no longer will be a Senate committee. It will not appear in the Faculty Senate constitution. The goal of the changes being made is to make a federally compliant Institutional Review Board (IRB). 1) The IRB will have oversight provided by another institution; 2) will require individual investigators to establish IRB oversight on their own; 3) will establish a federally compliant IRB at Peru State College.

VIII. Dr. Borchers reminded department members:
   A. Requests for Faculty Professional Development Funds for 2019-2020 can be made now.
   B. An advising faculty development session was to be held the afternoon of March 15th.

IX. Dr. Borchers discussed that one-credit courses/pop-up classes could be developed and related to a particular discipline for students’ use when needing less than three credits for completion of required hours for graduation.
Committee discussion/reporting:

A. Mr. Hayes (Faculty Senate) – The Senate has been discussing the IRB changes, approving courses and changes to courses, approving the Honors/Psychology course developed by Dr. Mahan and Dr. Nevitt.

B. Dr. Nevitt (CARE) – The committee continues to meet on concerns about students.

C. Dr. J. Grotrian (Rank Promotion Tenure) – Dr. Grotrian reflected on her years serving on this committee, what materials are needed for the committee’s decision making, and improving the feedback to applicants.

D. Ms. Parriott (Teacher Education) – The committee has been working on teacher surveys and teachers’ and principals’ view of work.

E. Mr. Gleason (Assessment) – Committee is reviewing the possibilities of study abroad trips for 2020. 1) travel in Europe and 2) service learning (working on repair of coral reefs) in the Dominican Republic.

   The Assessment Committee is also reviewing the general studies and the form used for student evaluations of instructors.

F. Dr. Mahan (Academic and Curriculum) The committee is reviewing a major of Interdisciplinary Studies, the credit hours required, curriculum, capstone project, thesis or in the case of music – performance.

G. Mr. Hayes (Safety Committee) – The numbers of cameras on campus is increasing. The Student Senate has provided quite a bit of money for this project. A campus-wide fire drill is planned. In the fall, training for active incidents in classrooms, an online active shooter program, and an emergency procedures quiz – tornado, fire, who do you see, where do you look - may be provided.

H. Mr. Hayes (Faculty Professional Development Funds Committee) – The committee is reviewing the awarding of $1,000/semester and the possibility for those using only $300 during the beginning semester being allowed to move the $700 unused funds - making the spring semester total $1,700 in lieu of $1,000.

XI. Mr. Hayes moved to adjourn the meeting. Dr. Nevitt seconded the motion. Motion was approved. Meeting was adjourned at 10:26 a.m.