

Department of Criminal Justice

Faculty Meeting Minutes – November 13, 2023

Location: LIB 232

Date: November 13, 2023

Time: 1:30pm to 2:45pm

Attendees: Chair: Dr. Scott Culhane

Faculty: Dr. Rudy Baker, Dr. Erin Carlin, Dr. Frank Ferdik, Dr. George Frogge, Dr. Megan Kienzle, Dr. David Kim, Dr. Anna Leimberg, Dr. Thomas O'Connor, Dr. James Prescott, Dr. Bill Pruitt, Dr. Simon Rotzer, Dr. Sarah Whiteford, Dr. Christopher Wright

Absent: none

Admin: Melissa Boyer

Agenda items

1. Chair Report

a. Kudos

Dr. Culhane made the following acknowledgements:

Congrats to Dr. Ferdik for having his manuscript (Sentinel Events in Prison: Surveillance of Dual-Harming Incarcerated Populations) accepted for publication by Journal of Offender Rehabilitation.

Congrats to Dr. Whiteford, Dr. Kim, and Dr. Leimberg for receiving a Gen Ed Student Engagement Mini Grant.

Thank you to Dr. Whiteford and Dr. Leimberg for the work they did on the APS Friendsgiving event. They had about 8-10 students attend. Side note of thanks to our APS President, Jenna Cochran-Tanner, for her help as well. It was nice to see more activity from our APS group.

Thank you to Dr. Ferdik for organizing the internship talk w/students and representatives from 6 different agencies. He had a great turn out this semester with 20 students attending.

Thanks to everyone for getting the Census Reporting taken care of.

b. Fall 2024 Schedule

Dr. Culhane thanked everyone for replying to the survey sent last week asking them to denote which courses in our catalog they *can* teach and which course they *want to* teach. This will be helpful when putting together the Fall 2024 schedule of classes.

11/14/2023

As part of the process for putting together the schedule, we have also been tasked with creating a 2-year course rotation. We will be sending out a copy of this new course rotation soon.

Dr. Culhane reminded everyone that Fall 2024 will see the collapse of terms which will do away with the Fort Campbell schedule. This means no more cross-listing of courses. We will still have 8-week sections of online courses, and those courses will now have caps of 25.

c. Celebration of Scholarship

Dr. Culhane reminded everyone to send their lists of creative and scholarly achievements that were in print from January 2022 thru December 2023 to Misty Ring-Ramirez by no later than 11/30/2023.

d. Summer Pro-Rating

Dr. Culhane finally received guidance on pro-rating for Summer courses. Exceptions can be requested to allow a low enrolled course to make.

The pro-rate for undergrad courses would be in 15ths :

EX: CRJ 1010 with 12 students

Pro rate would be 12/15

12/15 is equal to .8

.8 x 3 TLC = 2.4 TLC

Pay would be 2.4 x your 1/32nd rate

The pro-rate for graduate courses would be in 7ths:

EX: CRJ 5100 with 6 students

Pro rate would be 6/7

6/7 is equal to .86

.86 x 4 TLC = 3.43 TLC

Pay would be 3.43 x your 1/32nd rate

It was noted that this will begin in Summer 2024, and then will be effective for any future Wintermester, Summer, or Maymester courses.

e. AOQF Certification

Please keep sending your emails to Melissa when you submit your AOQF Review Request tickets, and then when your certification is awarded. We are keeping track so we can update the Dean.

Dr. Culhane shared that he has received updated information on what is requested of us with regards to AOQF Certification for online courses. Per the Dean's recent email, the expectation is now that each faculty member must submit one course for AOQF review per term (Fall and Spring). Because we had been working towards a 100% submittal rate for our courses, many of you will have two courses already under review during Fall 2023. This was discussed with the Dean, and she has said that if you have submitted two courses for AOQF Certification during the Fall 2023 semester you do NOT need to submit another in Spring 2024. If you continue to submit for all your additional courses, going above and beyond the expectation, Dr. Culhane will add a line to the AFE rubric to denote that extra work item for an additional point.

f. Coordinator Positions

We currently have three coordinator positions for CRJ. They are Graduate Program Coordinator, Internship Coordinator, and Assessment Coordinator. Each of these positions need to be on a three-year rotation, and the Dean would like to see some sort of mechanism in place for faculty to indicate interest in the positions. Dr. Culhane will begin working on what that process may look like in the future, as the first of the three positions coming up for renewal will be the Graduate Program Coordinator. The next term for this will be Summer 2024 thru Spring 2027. Please start thinking about whether you may be interested, and watch for further information on how to indicate that interest.

Dr. Kienzle asked if tenure status needed to be considered. Dr. Culhane said tenure status is not a factor.

Dr. Carlin asked about the rotation for Assessment Coordinator within NSS, as she has been working in this capacity since she started with the program. Dr. Culhane will reach out to the Dean to discuss this as well.

g. AP Navigate

All were reminded that we have a training on Friday, 11/17/2023, at 2:30pm on Zoom.

h. Enhanced Peer Review

Dr. Culhane encouraged everyone to reach out to him if they have questions or concerns about their EPR before the end of the semester. After that, Dr. Prescott will be the one to assist.

i. Absences

There was an emphasis made in a recent Chair's meeting on the reporting of absences. If a faculty member is unable to perform their tasks due to health issues (illness, surgery, etc.) and are out for only 1 or 2 days, they need to file an absence form with HR as sick leave. If they are out for 3 days or more, they need to complete FMLA paperwork w/HR.

j. Associate Dean for Belonging, Engagement, Recruitment and Retention

Dr. Lyle-Gonga has taken this position as of January 2024. Dr. Phillips will be the new Chair for POLS/PM.

2. Committee Reports**a. Assessment**

No updates at this time.

b. Curriculum

No updates at this time.

c. Graduate

Dr. Wright discussed the status of the comp exam for the December 2023 graduates. The exam will be available to students starting next week for a 10-day window of time (closes 11/26/23 at 11:59pm) in which the 6 pending graduates can open and complete the 3 questions. They are allowed 3 days to complete the task.

Dr. Wright also reminded everyone that question #2 now requires an oral response. Students will need to use an audio-visual presentation to answer that question.

Grading of the comp exam for the December 2023 session will be divided up as follows:

Q1 = Whiteford & Rotzer

Q2 = Leimberg & Kim

Q3 = if homeland security topic = Wright and Carlin

Q3 = if law topic = Prescott & Pruitt

Grades will be due by 12/3/2023. If students fail 2 questions, they will have to wait until April 2024 to retake the exam. If students fail only one question, they will be able to re-do that one question right away.

d. Marketing

Dr. Leimberg reminded everyone about the end of the semester event on December 6th at 1:30pm. She encouraged everyone to attend if they are available. She also thanked everyone who was able to attend the recent APS Friendsgiving event. The turnout was much better than in the past.

Our departmental post cards have been updated again, and we will get prints of the newly configured card once the existing stock is used up.

She is working with Melissa to order some new swag.

e. NSS Steering

Dr. Carlin reported that the NSS group is currently working on their prospectus and a major revision to the entire NSS curriculum. They have been meeting regularly with the Dean and others on these tasks. Their deadline is the end of Fall 2023 semester.

Dr. Carlin also noted that their ODNI grant has funds tagged for study abroad, but she is unsure how that would work considering the current moratorium on new study abroad programs. Dr. Whiteford noted that she may be able to assist, as NSS may be able to partner up with CRJ as a work around. They will discuss further outside this meeting.

Action Items	Owner(s)	Deadline	Status
NSS Assessment Coordinator – term dates and rotation options	Culhane	ASAP	In progress