

# Department of Criminal Justice

## Faculty Meeting Minutes – January 11, 2024

**Location:** MUC 310

**Date:** January 11, 2024

**Time:** 1:00pm to 1:45pm

**Attendees:** Chair: Dr. James Prescott

Faculty: Dr. Erin Carlin, Dr. Frank Ferdik, Dr. George Frogge, Dr. Megan Kienzle, Dr. David Kim, Dr. Anna Leimberg, Dr. Simon Rotzer, Dr. Sarah Whiteford

Absent: Dr. Rudy Baker, Dr. Scott Culhane, Dr. Christopher Wright

Admin: Melissa Boyer

### Agenda items

#### 1. Chair Report

##### a. Gobs Preview Day

Gobs Preview Day is February 3<sup>rd</sup>. Dr. Kim and Dr. Wright will be representing CRJ and Dr. Carlin will be representing NSS.

Dr. Leimberg asked if a student rep from Alpha Phi Sigma could also participate. Dr. Prescott approved.

##### b. Get Ready to Gov Day

Dr. Prescott indicated that he will be taking care of this event on March 16<sup>th</sup> from 10am to 1pm. If he feels he needs assistance, he will reach out to ask for volunteers.

##### c. Annual Faculty Evaluations

Dr. Prescott reminded everyone that up-to-date material for the 2023 calendar year need to be in Watermark no later than February 9<sup>th</sup>. The optional self-evaluation is also due this day. He also asked that everyone be sure to include their AOQF submittals/certifications in their updates.

Everyone will need to meet with Dr. Prescott before the end of January to set their AFE percentages for the 2024 calendar year.

##### d. APSU Leadership Exchange

Dr. Prescott has talked with Dr. Ferdik, and has compiled a list of names to submit to the Dean by the January 18<sup>th</sup> deadline. If anyone has contact information for high-ranking, executive type officials related to the criminal justice field, please send that information to Dr. Prescott prior to the January 18<sup>th</sup> deadline.

##### e. Grad Coordinator Position

If you are interested in the graduate coordinator position, please send an email to Dr. Prescott no later than January 31<sup>st</sup>. Tell him why you would like to be the coordinator, what your vision is for the position, and a general idea of your plan to execute that vision.

**f. Financial Aid Appeals**

Dr. Prescott recently received a list of students who still needed an SAP appeal completed, and has reached out to the appropriate faculty advisors to get them completed. He will work one-on-one with the new faculty to teach them how to process these appeals for the students.

**2. Non-Agenda Announcements**

**a. New Locations**

The Dean announced the new locations for several departments once the new HS building is complete. We will be moving to the 2<sup>nd</sup> floor of Clement where PSYC is now. Psych is moving to the 3<sup>rd</sup> floor of McCord. Counseling will be in the new building. COMM is moving to the 3<sup>rd</sup> floor of Clement. Leadership is moving into SW's area. POLS/PM will be staying where they are. The expected date for these relocations is August 2025.

**b. SOS Food Pantry Contest**

This was mentioned in the college meeting this morning. Watch for more info in emails.

**c. Communication Director**

Our newly hired Communication Director is Victoria Godinez. She will be reaching out to Dr. Leimberg to discuss social media needs.

**d. EAB Navigate**

We have been asked to pilot the use of EAB Navigate for academic notifications.

**e. Summer Caps**

Based on the comments in this mornings' college meeting, we should expect that there will be little chance of pro-rating when it comes to summer courses. The minimum enrollment of 15 will most likely be enforced.

**f. Barnes and Noble**

Barnes and Noble has apparently suggested to APSU that, in future semesters, a \$22 per credit hour fee be added to students accounts that would cover any/all textbook needs for their courses regardless of the actual cost of the materials. This has not been confirmed, but was mentioned by another faculty member in a recent meeting. If further discussion by administration is noted, Dr. Prescott will let us know.

**g. Spring enrollments**

Melissa noted that all of our Spring A undergrad sections are now completely full. Unless the student needs the course to graduate, or there is no other alternative course to select, permits will not be given for full sections.

Action Items	Owner(s)	Deadline	Status