

Department of Criminal Justice

Faculty Meeting Minutes - Jan 10, 2023

Location: Clement 132

Date: Jan 10, 2023

Time: 11:00am to 2:00pm

Attendees: Chair: Dr. Scott Culhane

Faculty: Dr. Erin Carlin , Dr. Frank Ferdik, Dr. George Frogge, Dr. Megan Kienzle, Dr. Anna Leimberg, Dr. James Prescott, Dr. Sarah Whiteford, Dr. Christopher Wright

Absent: Dr. Thomas O'Connor

Admin: Melissa Boyer

Agenda items

1. Chair Report

a. Kudos

Dr. Culhane welcomed everyone back after the break, and said kudos for surviving Fall 2022. It was a crazy time.

b. Spring 2024

Dr. Culhane let everyone know that he will be taking a sabbatical during Spring 2024. Dr. Prescott will be filling in as interim chair from Jan 1 to May 31, 2024, and he will be responsible for faculty evals of 2023 during that time. Dr. Culhane and Melissa will work to have Fall 2024 schedule done before then so that should not be his to worry about.

c. Hiring Updates

All four positions are filled, and we should not need to hire again in the coming year. In CRJ, we hired David Kim for the Ph.D position and William Pruitt for the law position. In NSS we hired Doug Atkinson and Rudy Baker. Thank you to Dr. Ferdik for chairing the committee for the CRJ positions, and thank you to all committee members for your service.

As a side note, Dr. Carlin noted that the search for the NSS Director is still active. They have changed the underlying requirements, and are no longer only looking at one-star generals. They are now accepting apps from all senior level officers (or their civilian equivalents).

d. New Hire Mentors

Dr. Frogge has already volunteered to be David Kim's mentor. If you are interested in mentoring one of the other three new hires, please reach out to Dr. Culhane.

e. TAF Awards

The Technology Assistance Funding apps are due January 30th.

f. Fall and Summer Schedule

Schedules are complete. (Handouts provided) Please review the schedules and let Dr. Culhane know if there are any questions or concerns. He feels there is a decent balance of classes across the terms, both in course selections and types of offerings. He also noted we are working toward no overloads, so everyone that teaches a graduate level course will be on a reduced teaching load. They will need to be prepared to write a one-page justification of that ARC flex for that year (23/24). That same justification document will be due at the end of Spring 2023 for anyone who took advantage of the flex this time around. Dr. Culhane also noted he is not teaching his big section of CRJ 1010 in the Fall. He lowered his cap, but added additional options for students to take the course online.

Dr. Whiteford requested a second summer course. Dr. Culhane will re-review the schedule and get back with her on another offering.

Someone also asked what the color coding on the Fall schedule indicated. The colors are to indicate which "bucket" the course belongs in:

- Pink = Required
- Yellow = Courts/Law
- Orange = Process/Institutions
- Blue = Crime/Deviance
- Green = Homeland Security
- Grey = Graduate Level

g. Dean Search Update

Dr. Culhane has been spending enormous amounts of time on Zoom calls. There were over 40 initial candidates to review. The committee narrowed it down to 12 first round Zoom interviews. The committee then narrowed their recommendation down to 5 candidates to forward to the Provost for invites to come to campus. He suspects only 3 or 4 will be chosen. Everyone should probably be prepared to attend a series of presentation events from these candidates, and to provide some feedback on them.

h. Syllabus and Grade Book in D2L

Dr. Culhane reminded everyone that syllabi and grade books need to be loaded into D2L by Jan. 12th. Please be sure to get copies of the syllabi to Melissa.

Covid statements are no longer required.

Dr. Whiteford asked if a syllabus can be loaded, but noted as tentative for the first few days. She would like to make some changes based on class feedback once they get started. Dr. Culhane agreed that this was okay, but a note about it should be included on the syllabus itself.

i. Office Hours

Dr. Culhane reminded everyone to report their planned office hours for Spring to Melissa. We are sticking with the 8 hours over 4 days arrangement. Also, he noted that he and Melissa will be back out at Fort Campbell on Mondays. Dr. Wright agreed to go to FC on Thursdays, and Dr. Carlin will be there on Mondays and Tuesdays. Dr. Prescott will be there for his normal Wednesday and Friday hours as well.

j. Outside Employment

Dr. Culhane emphasized the rules about outside employment. If you have a side gig, you must fill out an Outside Employment form and submit it to HR immediately.

k. CoBHS Newsletter

Please send any newsworthy information to Dr. Misty Ring-Ramirez for the CoBHS newsletter.

l. Gobs Preview Days

There are two Gobs Preview Days coming up. The first one is February 4th, and the second is March 18th. Dr. Ferdik has already volunteered for the March date. Dr. Prescott has now volunteered for the February date. Dr. Whiteford may assist Dr. Prescott, and Dr. Leimberg may assist Dr. Ferdik.

m. Release Time Reports

If you are getting flexed ARC time this semester, you will need to submit a one-page document summarizing what you did to cover that time. The documents will be due by May 1st, 2023.

n. 20/10 Vision Plan

This is a recurring project with the local courts, and they are looking for student volunteers to help. (handout provided) This certainly fits in the wheelhouse of criminal justice. It would be good to have some CJ representation on this. The last round only had one CRJ representative in a project dealing with the courts and juvenile delinquency. If you have any students you can identify as a potential candidate, please let Dr. Culhane know.

Dr. Whiteford wondered aloud about possibly integrating this into a class as a service learning component.

2. Classed to Be Addressed

It has been four years since we have re-worked the curriculum. This may be a good time to add new courses and/or re-work some existing courses. These additions/revisions would be implemented in Fall 2024. The courses noted by Dr. Culhane for revamp were CRJ 4040 and CRJ 3210.

Discussion about CRJ 4040 included comments from Dr. Ferdik and Dr. Carlin, and included thoughts on adding a counter-terrorism aspect and changing the name to something less specific than Global Jihad (insurgency vs. counter insurgency?) Dr. Ferdik and Dr. Wright will work together to see what changes could be implemented in this terrorism focused course.

When talking about CRJ 3210, it was noted that this course could be problematic for our faculty. Who will teach this? Can it be revamped and put into one of the “baskets”? Does it need a new title? Dr. Frogge and Dr. Kienzle both agreed to examine this course and see what can be done.

Dr. Culhane also asked for some ideas for new courses we could create. Some of those ideas were as follows: Juvenile Justice, Victimology (which is being done as a special topic now), a Capstone course,

Death Penalty (which is being done as a special topic now), Human Trafficking & Sex Crimes, Drugs & Crime, Wrongful Convictions, and a writing focused Intro course. There was much discussion on the topic of writing, and it was noted by several faculty that our students' ability to write well is in question. Dr. Ferdik was especially vocal about this topic. It was suggested that perhaps we should talk about a CJ-focused section of APSU 1000 in the future that could have a strong writing component included. Dr. Ferdik had thought that incorporating more writing into CRJ 1010 was an idea, but Dr. Culhane noted he is not willing to cut his CRJ 1010 content in half in order to teach English. It would have to be a stand-alone section and we do not have the resources to this.

Dr. Kienzle suggested the use of prerequisites to help with some of this, perhaps requiring our students take CRJ 2020 prior to moving on to the upper division courses. That course could provide them with additional guidance in writing as it pertains to CJ prior to entering the upper level classes where most of the frustration seems to be coming from. She also mentioned the idea of the CJ focused APSU 1000 course.

In addition to these talks, a long discussion ensued regarding some of our "homeless" courses that don't currently belong in one of the "buckets". These courses include CRJ 3210, CRJ 3300, CRJ 4011, CRJ 4050, CRJ 4200, CRJ 4230, and CRJ 4900/5900. Do we need to create a new bucket? Do we need to add some of these courses into existing buckets? In the end, it was agreed that the Curriculum Committee would look at adding a few of these courses into the existing buckets. This should assist in keeping them from being overlooked by students who don't look past what is spelled out in Degree Works.

3. RTP & Enhanced Peer Review

Regarding RTP, Dr. Culhane stated he does not have any answers yet about the idea of "grandfathering" or the possibility for exceptions. He hopes to learn more from his upcoming retreat. Also, the feedback from the Dean on our RTP document was not as tough as expected. Dr. Culhane will compile everyone's input regarding that feedback, and draft an update to send to the Dean ASAP. He will provide copies of this updated document to everyone. After that, the document will go up the chain to the Provost for review next. The document should then be returned to us before the end of the semester.

As for the enhanced peer review process, it was noted that this is supposed to happen in the Spring semester and waiting until August each year is not acceptable. Dr. Culhane will provide further updates on this new process as he receives them. It is understood that there is some confusion over the process.

4. Annual Faculty Evaluations

- a. For the 2022 calendar year, self-evaluations are strongly encouraged but are not required. They are due by February 10th.
- b. For the 2023 calendar year, meetings need to be arranged now so that each faculty member meets with Dr. Culhane to discuss their desired percentage splits. The traditional split is 80/10/10 (teaching/research/service) but this can be adjusted.
- c. Dr. Culhane is now required to develop a rubric to be used in this process. He will be working to create this rubric by using HHP's existing document as a guide. This rubric is to be used as a tool for the review of the 2023 year and forward. It can be changed in the future should we need to make additional tweaks. He will share the rubric with everyone, and it can be used to help you with your self-evaluation should you choose to submit one.

5. Committee Ideas

Currently we have a search committee, curriculum committee, graduate committee, and an RTP committee. With the number of new faculty joining us in the Fall 2023 semester, we will be hard pressed to have committee work to give them which is part of their RTP requirements. The faculty brainstormed, and suggestions of the following were made: Awards Committee, Assessment Committee, Program Review

Committee, Marketing & Events Committee, NSS Steering Committee, Policy Committee, and Scholarly Activities Committee.

By unanimous votes, the following three new committees were created:

- a. Assessment Committee - this will speak to SLO's (courses evaluated, tools used, etc.) with the SLO Coordinator serving as the Committee Chair.
- b. Marketing & Events Committee - can speak to things such as social media, campus events, graduate program, etc.; Dr. Leimberg agreed to Chair this committee.
- c. NSS Steering Committee - this committee work is self-explanatory; Dr. Carlin will Chair this committee, and Dr. Wright will be a member.

6. Off Agenda Item

Office space for the incoming new faculty was discussed. Dr. Culhane and Dean Maurer did a walk thru of Clement and discussed several options. In the end, it appears we will be taking over Clement 132 (conference room) and splitting it into two spaces. The two new CJ hires, David Kim and William Pruitt, will share the room. As for the NSS new hires, they will be taking over offices at Fort Campbell (one next to Wendy Stockdale and one next to Dr. Wright). Dr. Culhane is hoping we can keep what is currently Dr. Carlin's main campus location (CL 134), and use that as a rotating space for all the NSS folks to use when on main campus. This has not been decided fully yet.

Action Items	Owner(s)	Deadline	Status