

Department of Criminal Justice

Faculty Meeting Minutes – December 18, 2023

Location: MUC 312

Date: December 18, 2023

Time: 10:00am to 12:00pm

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. Simon Rotzer, Dr. Sarah Whiteford, Dr. Christopher Wright

Absent: Dr. Bill Pruitt

Admin: Melissa Boyer

Agenda items

1. Chair Report

a. Kudos

Kudos to everyone for making it to the end of the semester, and a special kudos to Dr. Wright who was awarded a sabbatical for Fall 2024. Congrats!!

b. Coverage Deficiencies in Curriculum (handout)

Dr. Culhane indicated that he needs people to start considering the idea that they could prep these classes, if need be. If you are willing to add this to your "can teach" list, let Melissa know. If we can't get a decent list of volunteers, we will need to look at assigning folks.

c. Gobs Preview Day

Our next preview day is scheduled for February 3rd. Table time is 11:15 to 12:45 but set up time should be about 30 minutes prior. Dr. Carlin volunteered to represent NSS. Dr. Kim and Dr. Wright will represent CRJ.

d. Get Ready to Gov Day

This is a new event that is being held March 16th. This is an all-day event with student groups traveling around campus from 10am to 1pm. Each dept will have about 4 minutes to talk to these groups. Dr. Prescott and a helper will need to be prepared to give a brief overview of the program to about 50 students multiple times that day.

e. APSU Leadership Exchange

Dr. Culhane asked everyone to think thru a list of "c-suite executives" and heads of organizations for CRJ and NSS that could be invited to this leadership exchange that is set for September 2024. Our list of names and contact information needs to be to the Dean by January 18th.

f. FMLA and Faculty Absence Forms

If a faculty member is going to be out on the third day of an absence, then the Chair needs to call HR right away to talk about filling for FMLA. The faculty member also needs to contact HR to start FMLA paperwork. If you are out one day, and miss office hours only, there is no need to file an absence report. Also, please note that you cannot

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change a class modality to accommodate your absences. Dr. Frogge asked if an absence report was needed when away for a conference. Dr. Culhane said a form would not be needed.

g. Annual Faculty Evals

Faculty should mention that they have fully completed their APPQMR training in their AFE self-evaluations (which are now done in Watermark). Dr. Prescott, as Interim Chair, should also mention that the faculty have completed this training in his evaluations. This is per the Dean. Dr. Kienzle also noted that she will be completing her APPQMR training update by no later than January 4, 2024.

h. Syllabi Diversity Statements

Dr. Culhane has asked the Dean whether or not we need to be removing the CoBHS Diversity Statement from our syllabi. As of this meeting, there has been no response.

2. Department SLOs

Dr. Whiteford reminded everyone that our new department SLOs should be listed on your syllabi. Please BOLD the ones that are applicable to your course. Also, a second set of coding was requested by the Gen Ed Committee for our CRJ 1010 course. Dr. Whiteford's committee will be working on this at the first of the year upon return from winter break.

3. RTP Edits for Faculty Senate

Dr. Kienzle provided the group with a handout that outlines proposed changes to the university's RTP P&G document. She asked that all take a few moments to review the proposed changes, and if willing, provide feedback to her or Dr. Uma Iyer (iyeru@apsu.edu). If questions about the proposals, please reach out to Dr. Kienzle.

4. Coordinator Positions

Dr. Culhane indicated that, per the Dean, departmental coordinator positions are not required to have a set written policy.

At this time, the only coordinator position that now needs to be addressed is Graduate Coordinator. Dr. Culhane has spoken with Dr. Wright (current Grad Coordinator), and he is open to the idea of stepping aside and allowing someone else to take over. Dr. Culhane feels the best way to move forward is to have an application process that will have to be handled by Dr. Prescott while he is away. Anyone interested in the Grad Coordinator position should let Dr. Prescott know by January 31st. We hope to keep a 1/1 release (6 hrs) for this position. It is possible that it may drop to a 4-hour release, but we won't know that until Spring. We have also asked for some summer funds for this position, but we won't know if they are being provided until the next financial year.

Ideally, if a new person takes the position, that person and Dr. Wright would work together at the end of Spring 2024 semester to start the transition. They would work together thru the summer, and the new person would take over fully starting Fall 2024. Please note that there will be a required task of developing an onboarding module for the program.

Dr. Prescott will be making the decision about who is grad coordinator for the next 3 yr. term starting Fall 2024.

Dr. Culhane also noted that there is no need for a new coordinator in assessment, NSS, or internships right now, but a similar call for internship coordinator and NSS coordinator will come around in Jan. 2025.

5. Collapse of Terms and Advising

Melissa discussed the upcoming collapse of terms that begins with Fall 2024 semester. There will no longer be any Fort Campbell terms. All courses will be scheduled in either Fall, Spring, or Summer. There will be, however, parts of term sections available for each of those semesters. Our 8-week sections will be denoted by either an A or B in their section numbers, same as they are currently. There will also still be three term lengths available in Summer. They are still called Summer I, Summer II, and Summer III, but they are all found within the Summer semester listings.

Please stress to your advisees the need to be very careful when choosing their courses in Fall 2024 and forward. They will need to pay close attention to things like term dates, sections numbers, modality indicators, and campus location

codes. We will have to be extra diligent about looking at the campus codes for all in-seat classes so that students don't inadvertently sign up for a class at Fort Campbell campus.

The first term of this change may be confusing for a few students, but in the long run it should be much easier for everyone having only one calendar for each term rather than three different ones every time. It also streamlines the start dates for those classes that used to be Fall I or Spring I.

6. Committee Reports

a. Assessment

No updates at this time for CRJ. NSS is working on SLOs for their newly proposed concentrations.

b. Curriculum

No changes to CRJ. All CRJ curriculum changes including the undergrad degree are processed and thru, and will be implemented in the 2024-2025 bulletin. NSS had similar success with their changes and will also see newly reflected changes in the 2024-2025 bulletin. Also, Dr. Kienzle will Interim Chair of Curriculum Committee while Dr. Culhane is away. Nothing should come up, but we need to have someone named just in case.

c. Graduate

No updates at this time.

d. Marketing and Events

Dr. Leimberg reported that new swag is on order (totes, key rings, socks, etc.) and also that she is working with the bookstore to have some sort of CRJ merchandise available for purchase.

e. NSS Steering

Dr. Carlin noted that all courses recently submitted thru curriculog are now approved, and 3 concentrations are being proposed to SACSCOC for approval as well.

Action Items	Owner(s)	Deadline	Status
"C-suite" executive list to Dean	All	1/18/2024	In process