

Department of Criminal Justice

Faculty Meeting Minutes – October 18, 2023

Location: LIB 232

Date: October 18, 2023

Time: 1:30pm to 3:30pm

Attendees: Chair: Dr. Scott Culhane

Faculty: Dr. Rudy Baker, Dr. Erin Carlin, 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: Dr. Frank Ferdik, Melissa Boyer

Admin: absent

Agenda items

1. Guest Speaker: Dr. Williams, Dean – CoBHS

Dr. Williams provided the group with the following updates:

- Down to 2 candidates for the College Communications Director – coming to campus Friday and Monday around homecoming and are likely to have a 1/1/24 start date.
- Associate Dean(s) of:
 1. Curriculum and Data – Misty Ring-Ramirez
 2. Belonging, Engagement, Retention and Recruitment – will be the new hire, hoping to finalize in the next few months. Misty currently serving this role too.
- There is a new Critical Faculty Form or Critical Staff Form with several metrics to be used when considering replacements as people leave or retire.
- If you need access to Dean Williams while Mary Dillard is out, Krystal Butts is helping out so you can contact her (buttsk@apsu.edu) or Dean Williams directly.

2. Guest Speaker: Dr. Chad Brooks, Dean – CoGS

Dr. Brooks, Sharana Jones, and Kelly Pitts came to speak to our group about the functions of the grant office and the process for grant work here at APSU. He first provided a little bio information on himself and his team.

- Dr. Brooks – has been at APSU in BIO for 19 years, but in Grants for 8
- Sharana Jones – has been at APSU for approximately 8 months now, mostly serves STEM but has 20 years' experience in Grants
- Kelly Pitts is Director of OSRP and has been w/APSU since 2012
- Karen Runyon (not here today) - helps in post-award in the Grants office

Some of the details he provided about his office were:

- APSU currently has 47 million in grants which would make us an R2, but we're missing the needed 20 doctoral students a year and 5 million minimum of research grants from federal sources.
- Most of APSU grants serve student success or other educational endeavors, but 17 million is specifically research focused, about 60% is from small philanthropic sources instead of big federal sources.
- Up 453% in grant work in the last 8 years.

Sharana reviewed the process of grant work here at APSU.

1. Pre-Award

- a. There's a form to fill out ahead of time when you're considering submitting a grant.
 - i. Reach out to Kelly or Sharana with ideas you have so they can help search for grant sources.
 - PIVOT and Grants Resource Center (as well as the weekly funding email blast)
 - Expect to have meetings during planning and submission to discuss ideas, ensure accuracy, and answer any questions you might have.
 - Be readily available by email/text/phone/in-person on submission day to address any last-minute issues that come up.
- b. You'll receive a GAN (Grant Award Notice) if awarded the grant.
 - i. DO NOT SIGN ANYTHING – Chad is the only one legally allowed to provide signatures for grant work at the university.
 - ii. Forward this award notice on to the Grants office so the Foundation can start to get things ready.

c. Post-Award

- i. The Grants office will help every step of the way in setting up the FOAP, submitting the final budget to them, hiring G or UG assistants (in consultation with Career Services), and the Grants Accountant will help with any purchases and final reports that need to be submitted.

Dr. Brooks noted that this is the best way to earn extra money at APSU. Faculty can earn up to 151% of their salary with grant work.

3. Chair Report

a. Kudos

Kudos to everyone for our 100% completion rate on the Census Day Reporting task. Great job!! Also, kudos to Dr. Pruitt and Dr. Leimberg for getting their AOQF stuff done, Dr. Leimberg and Dr. Carlin for their accepted publication, and to Dr. O'Connor on his pending retirement at the end of December. It was noted that we will most likely do a search in Fall 2024 for a new full-time faculty member.

b. Fall 2024 schedule

Dr. Culhane and Melissa are planning to work on creating the Fall 2024 schedule over the next month or so. We need to look at starting to plan a 2-year lay out of classes. We will be considering more hybrid options for future semesters, or a return to the typical 2 online/2 in seat given the student interest in face-to-face courses.

There was a recommendation that we consider a revision to our absenteeism policies that would consider what kind of excused absences are allowed. Recently, 2000 troops were called up for the current situation in Gaza so there will likely be some impact on our students.

Dr. Whiteford asked Dr. Culhane to please try to avoid cross-listing of undergrad and grad level courses.

Lastly, it was noted that there is still no answer from the Dean or Provost about the possibility of pro-rating summer 2024 courses. The summer schedule is live but likely will be modified.

c. AOQF Certifications

Melissa is keeping track of these submittals and awards. There are currently four faculty who have not submitted their review request. Faculty were instructed to get their tickets submitted by 10/20/2023 for Fall I courses, and to have Fall II course review tickets in by 11/15/23.

If you are actively working on a QM certification with Dr. Ferdik, you do not need to do an AOQF review for that course.

d. Course Evals

Please encourage your students to complete their Fall I evaluations. Evaluations close on the last day of class.

e. Adjunct Evals

Many of these have not yet been completed. Please be sure to complete the evaluation form (do NOT sign it), and get it to Melissa for routing in AdobeSign.

4. Minor for HSC

There are a small number of Green2Gold students that Financial Aid has reported the VA will not cover their courses beyond 120 credits unless a minor is required. This hasn't been a problem in the past, but now they've created a Liberal Arts major with a required minor to address this problem. This moves our majors away from our department. We've missed the deadline for this year, but are planning to submit another concentration option for these students to enroll in that keeps all major requirements the same, but adds a concentration that says "minor is required" to ensure the VA covers their Military Science Minor courses if needed beyond 120 credits. This will likely be a Fall 2025 start date.

5. Thesis Track for Master's Program

Dr. Kienzle put forth the suggestion of an optional track where MS students could propose, carry out, and defend a thesis project in lieu of the comprehensive exam requirement. A discussion ensued in which there was consideration of our student population type, the 8-week online format of our program, the small number of students who might potentially be interested, and how it might help advertise for our program and be a high impact practice for those who take advantage. It was decided that the faculty who are interested in this idea will put together a proposal to be presented at our next meeting.

6. Committee Reports

a. Assessment (Erin & Sarah)

i. They will send out email with SLOs and CLOs to be put in all syllabi.

b. Curriculum (Scott)

- i. Everything we've submitted is approved already through all levels.
- ii. Capstone course will likely start in the Spring 25 year.
- iii. Likely to need substitutions for bucket courses in the meantime.

c. Graduate (Chris)

- i. 6 planning to graduate in December.
- ii. Plan is for them to take the comp exams over Thanksgiving, then faculty will be needed for grading after that.

d. Marketing & Events (Anna)

- i. Please take pictures of anything you're doing in class/student related and send to Anna so they can be shared on social media and used for updating the materials.
- ii. Recommendation for updating faculty profiles online, and other social media profiles.
- iii. Temporary updates to postcards and a new poster for West Creek High School are completed.
- iv. Look for APS events coming later in the semester to advertise to our students.

e. **NSS Steering (Erin)**

- i. Had meetings with the Dean. Currently waiting for check offs on the new curriculum.
- ii. Kelsey Larson guest speaker coming to campus 11/2, and also volunteering some time to consult with NSS about intel-related items.

Action Items	Owner(s)	Deadline	Status