

# Department of Criminal Justice

## Faculty Meeting Minutes - Feb. 22, 2023

**Location:** Clement 132

**Date:** Feb. 22, 2023

**Time:** 1:00pm to 2:40pm

**Attendees:** Chair: Dr. Scott Culhane

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

Absent: None

Admin: Melissa Boyer

### Agenda items

#### 1. Records Retention Discussion

Christina Chester-Fangman, APSU records retention officer, came to discuss “Stewardship of University Records”. (handout provided) She explained what a document is, what our responsibilities are with regards to retention and destruction, and provided contact information in case questions were still lingering. We need to be responsible with both physical and digital documents, but right now the main focus is on the physical docs.

#### 2. Chairs Report

##### a. Kudos

Frank’s newest manuscript has been accepted for publication by Psychology, Public Policy, and Law. It is on Correctional Officer Turnover Intentions and Mental Illness Symptoms: Testing the Potential Confounding Effects of Resilience.

##### b. Awards Day

Awards Day will be April 20<sup>th</sup>, 2023. We will need to get our award winners’ info to Misty Ring-Ramirez by March 31<sup>st</sup>, 2023. We will also be choosing the first recipient for the John M. Genis Student Service Award in addition to our normal Outstanding Student awards (2 undergrads and 1 grad). Drs. Ferdik, Wright, and Kienzle will be attending the ceremony.

##### c. INSMS Director Interviews

There are no longer two candidates. The one remaining candidate is scheduled to interview on campus sometime next week.

**d. Professional Development Funds**

Your professional development money can now be used to pay for professional memberships, but we must provide a note of justification. Dr. Kienzle asked if lifetime memberships were eligible. Dr. Culhane indicated he would inquire with the Dean.

**e. Awards Nominations for Faculty**

It is time to think about faculty awards across the university. (handouts provided) The upcoming awards are:

- Hawkins Award - each dept. may nominate one individual; name and supporting material must be sent to the Dean by noon on 2/24/23.
- Chamber of Commerce Distinguished Faculty Award for Service - for full time teaching faculty member or department chair. All ranks are eligible. Nominations due to committee by noon on 3/17/23.
- Socrates Award for Excellence in Teaching - for tenure track faculty members. Nominations will be due to the committee by 3/24/23.
- Tenured Faculty Award for Excellence in Teaching - self-explanatory. Nominations due to committee by 3/24/23.

There were no nominations put forward for the Hawkins Award.

**f. Dean Updates**

The new Dean of CoBHS, Dlynn Williams, will be starting on July 1, 2023, with Dr. Maurer continuing to serve as Interim Dean until June 30<sup>th</sup>. Dean Williams has some criminal justice and security studies background/experience which could be good for us as a department.

It was also noted that deans from across the university are going on a “road show” in March as part of continued recruitment efforts.

**g. DegreeWorks Changes**

We added a list of the classes that don't currently fit into our “baskets” to the range 3000-4999 display to help promote them. An email was sent last week with an example of the new display. This display change only applies to non-homeland security concentration degree plans. It does not change the functionality of the section, it only changes how it is shown.

**h. NSS Classes**

Two new classes have been fully approved - NSS 2400 Global vs. Regional Power Conflicts and NSS 3500 Current and Emerging Threats to US Security.

**i. Registration**

The Summer and Fall schedule will be published on March 6<sup>th</sup>, and registration will open on March 20<sup>th</sup>, 2023. Dr. Kienzle asked if Fall II schedule will open for registration at the same time as Fall I. Mel will investigate and let everyone know.

**j. Conference**

Dr. Culhane let everyone know that he will be away at a conference from March 15<sup>th</sup> to March 17<sup>th</sup>, 2023. Dr. Leimberg and Dr. Kienzle will also be away at that time.

#### **k. Health Professions Building/Office Space**

The construction of the new building is moving forward thanks to the governors extra funding. It will be up to the new dean to decide where CJ will end up. In the meantime, Dr. O'Connor has relocated to the POLS suites and Dr. Prescott will be moving to his old office (Clement 110) after Spring Break. David Kim will be Prescott's old office (Clement 118) in the fall. Bill Pruitt will be in what is currently Dr. Carlin's office (Clement 134). Dr. Carlin, Dr. Baker, and Dr. Atkinson will have a floating office in the POLS suite, but will be mostly housed at FC. The extra CJ Fort Campbell office has been reassigned to one of the NSS faculty, and the floating space we have is now at the end of the hall across from the storage room.

#### **3. Textbooks**

Mel reminded everyone of the March 15<sup>th</sup> deadline for textbook orders for Summer/Fall 2023. Also, it was noted that Dr. Ferdik will be the first in our group to try using First Day books for two of his Fall 2023 courses. The bookstore has verified that they have everything ready for that, and we are hopeful for a smooth experience.

#### **4. SLO's**

Dr. Frogge has stated that he has already submitted the 2023/2024 SLO's to Amanda Wornhoff for review. This is his last year as coordinator, so we will need to look at who will replace him next year. If anyone wishes to take this task, let Scott know. We will need to decide on this replacement in our April faculty meeting so that the new person will be ready to take over in September. Dr. Carlin will be serving as the coordinator for NSS.

#### **5. Purpose First**

Dr. Ferdik recently participated in a meeting about this retention initiative. (handouts emailed) He reported that overall retention from 2021-2022 to 2022-2023 had increased from 83% to 86%, however enrollment from 2020 until now is down 8%. This enrollment decline appears to be across all of TN. A few ideas for increased student engagement/retention were made. These ideas included:

- Expanded advising - Advisors are encouraged to be more engaging, and to talk to their advisees about a more long-term focus. Where do they want to go with this degree? What is possible?
- Emphasis on the value of assignments - Students need to know why assignments matter in the big picture. What is the purpose? Why does it matter to me? How is it applicable towards my goal?

Dr. Carlin mentioned she has had some recent experience with the Title III office (Kasey Hudson), and their use of Lightcast software as a tool to obtain labor market data. This data might be a helpful tool to show students what they can do with their degree. Dr. Carlin also noted that getting engagement from students right now is difficult, and we need to find ways to "meet students where they are". Dr. Wright noted the same sentiment.

#### **6. RTP**

##### **a. Grandfathering**

Letters requesting to be grandfathered are due to the dean by March 15<sup>th</sup>, 2023.

## b. Departmental Document

There was much discussion at the Chair's meeting today about the departmental RTP documents submitted by CoBHS. Our department was the only department that did not get their document returned by the Provost with notes to "fix it". Kudos to us! Most other departments made no changes to their prior requirements, even after the Provost had indicated she wanted to see us stepping up our game and increasing our rigor. Collectively, the colleges are looking at a requirement of 2 publications for tenure and an additional 3 publications for promotion to full professor. Our submitted document had much higher expectations for these achievements, but we may now be looking at a revision. Dr. Culhane has a one-on-one meeting with Dr. Maurer tomorrow, and he will be talking with her about what will be expected of us going forward. Dr. Kienzle noted her concern that the deadline for grandfathering requests comes before we have a final document in hand. How do faculty decide whether grandfathering is the right move when there isn't a document to weigh against? Dr. Culhane indicated he would discuss this with the dean as well.

7. **Curriculum Modifications** - Due to time constraints, this discussion was tabled until the March faculty meeting.

## 8. Item not on agenda

Dr. Culhane reminded everyone that student course evaluations are open for Spring I. Please encourage your students to complete these!

Action Items	Owner(s)	Deadline	Status
Lifetime memberships covered by professional development funds?	Culhane	ASAP	Complete (answer was no)
Registration schedule for FC	Boyer	ASAP	In progress
Grandfathering RTP - deadline still March 15?	Culhane	ASAP	Complete (answer was no - will be moved forward to sometime after 3/17/23)
Third draft of RTP doc due	Culhane	3/17/23	In progress