

Department of Criminal Justice

Faculty Meeting Minutes - January 27, 2022

Location: ZOOM

Date: January 27, 2022

Time: 2:30pm to 3:30pm

Attendees: Chair: Dr. Scott Culhane

Faculty: Dr. Frank Ferdik, Dr. George Frogge, JM Genis, Dr. Megan Kienzle, Dr. Sarah Whiteford, Dr. Christopher Wright

Absent: Dr. James Prescott

Admin: Melissa Boyer

Agenda items

1. Chair Report

A) Kudos

No special shout outs this time.

B) Summer/Fall 2022 schedule

Dr. Culhane hopes to have at least the Fall 2022 schedule wrapped up on Friday. He intends to get everyone's summer requests filled, but please note that our schedule is now very full. We will have 12 offerings (including 2 grad classes) so he is hopefully everything will "make". He also said to expect to see a shift in the Fall 2022 offerings. In the past he has tried to give everyone 2 on-ground and 2 online. Because numbers in on-ground classes are pretty low right now, he may have to go to a 1 on-ground/3 online sort of arrangement.

C) NSS Search Committee Update

No one else in our group will need to serve on the search committee for the NSS new hires. Dr. Culhane will be taking that position for us. Dr. Crosston (new director) will be starting on March 1st, 2022. The ad going out will be a call to hire 3 people at once for Fall 2022. Dr. Culhane has made it clear to all administration that we do not have 9 classes for these folks to teach!

On an up note, NSS will give us some money to help recruit grad students. This will help increase our offerings, which in turn will help their program.

D) Course Credit Hour Survey

Some instructors will be receiving an email about a survey that is looking at time spent in seats in the classroom. Scott will be CC's on these emails, too. Please do not skip this!

E) Timesheets

Dr. Culhane asked that everyone provide him with a summary of their hours (office, classroom, other, etc.) to him again this semester. The Provost brought up hours again at the last Provost/Chairs meeting, and he would like to be able to answer questions if approached. Hours you report will not be sent elsewhere. They are for Dr. Culhane's use only.

F) N95 Masks

We have a box of these masks in Melissa's office in case you would like a few.

G) Gobs Preview Days

AP Day has been renamed "Gobs Preview Day". There are two sessions coming up (Feb & March) and we will need volunteers to cover the table. Dr. Culhane will let us know as more information is available.

2. Instructor Search Committee

Dr. Whiteford will be sending follow-up emails to the hiring committee shortly. The search will stay open until January 31st, with the goal being to have the committee review applications that week, then try to meet the following Thursday. They would then like to set up Zoom meetings for the week of February 14th.

Dr. Whiteford did ask for clarification on whether we were still required to have 3 candidates this time around. Dr. Culhane indicated he would be okay with just two candidates if that was okay with HR.

3. SLO's

Dr. Frogge wanted to verify that all would be okay with us using the same SLO's for our graduate level courses as we are for our undergrad courses. Dr. Culhane was okay with that plan, as were the rest of the faculty.

4. Curriculum Updates

Dr. Kienzle indicated that the graduate level course title changes were submitted and approved some time back. She has also submitted the program modification requests to remove PM 3760 from our program requirements, and to add CRJ 4110 as a Courts and Law course. These items should be on the February Curriculum Committee agenda for review and approval.

Dr. Culhane was asked to verify that the graduate level elective courses were all added to the bulletin and in DegreeWorks correctly, and in what semester they were added - Spring 2022 or Fall 2022. He will reach out to Jasmine O'Brien about this.

5. Annual Evaluations

Dr. Culhane reminded everyone that he needs both an updated CV (copy to Melissa, too) AND summarization of your accomplishments from 2021. If you did something new and/or innovative in teaching, had publications, served on new committees, etc. then please add those things to your summary. This makes your annual evaluation process more efficient and accurate.

6. RTP Committee for Fall 2022

RTP Committee for Fall 2022 will be Dr. O'Connor (Committee Chair), Dr. Frogge, Dr. Wright, and Dr. Prescott.

7. Graduate Exit Exam

Dr. Wright explained that a graduate exam (Capstone) is not in the bulletin currently, thus it is not required. He has spoken to Dr. Catherine Woods (LDSP) to see how they handled their exam. There was a class. Per Dr. Culhane, our LON did not include an exam, but the NAPP should have. Dr. Culhane suggested that Dr. Wright contact Jasmine O'Brien to see about getting that into Curriculog and onto the February Curriculog Committee agenda. Dr. Wright will also get in touch with Dr. Brooks in Grad Studies about it, as this may be an issue for the four students we currently have that should be graduating this summer.

As an additional update, Dr. Wright also noted that we currently have 26 active grad students plus 10 more that will be coming in Fall 2022. He expects we will have 40-45 active students by Fall 2022.

Action Items	Owner(s)	Deadline	Status
Follow up with Jasmine O'Brien re: grad electives being corrected in bulletin	Dr. Culhane	ASAP	Completed 1/31/2022 - Jasmine verified they were approved for Spring 2022 and she just added them to bulletin.