

Department of Criminal Justice

Faculty Meeting Minutes - April 21, 2022

Location: Clement 132

Date: April 21, 2022

Time: 2:30pm to 4:00pm

Attendees: Chair: Dr. Scott Culhane

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

Admin: Melissa Boyer

Absent: None

Agenda items

1. Chair Report

A) Kudos

Kudos to all of the recent conference presenters, and to Dr. Frogge for having the story of his mock crime scene being picked up by the Associated Press.

B) \$5 Student Fees

All undergrad classes will now have a \$5 per credit hour fee added to the bill. The funds must go toward student success initiatives. The Provost and Deans are leaning toward professional academic advisors, but that has not been fully approved yet.

C) Student Course Evaluations

All were reminded that course evals are now open. Please strongly encourage your students to complete these. We would like our completion numbers to look better than last semester.

D) Syllabus for Summer Sessions

Melissa reminded everyone that syllabi are to be uploaded for summer sessions no later than 48 business hours prior to the first day of class. Please be sure to send copies to her.

E) Travel Authorizations

Melissa reminded everyone that you must complete a Travel Authorization PRIOR to traveling.

Dr. Culhane asked if anyone had any additional travel plans for this AY. No one did.

F) Commencement

May commencement attendance is required unless you have a clearance approved by the Dean.

G) Summer Enrollment Update (handout)

Dr. Culhane reviewed enrollment numbers for all Summer sessions. A few are bit low, but he is confident they will “make” at at least a pro-rated level. We will keep an eye on these.

Dr. Whiteford mentioned that we are having a student meeting on Monday, April 25th, and wanted to make sure all were okay with her/Megan/Frank doing some summer advisement if requested by students that evening. All were okay with this.

We also discussed Fall 2022 enrollment numbers, which as of right now seem rather low in the in-seat sections compared to what we would normally expect. The online sections are very full. Discussion was had about ways we may address this in the future if the in-seat enrollment continues to struggle. Several mentioned that we may need to add some newer “sexier” type course to the in-seat roster like Serial Murder, Death Penalty, etc. Those types of topics might draw enrollment. Also, Dr. O’Connor mentioned the idea that perhaps more hybrid style courses might be enticing to students. Even the idea of offering some night classes was mentioned and supported. Several faculty showed interest in teaching later class times.

Dr. Culhane suggested we put together a survey to send to students to see what they want.

H) Computer Backups

Dr. Culhane emphasized the importance of external backups. His computers both were jacked up by IT recently, and he spent hours and hours working to get it fixed. If you need an external hard drive, let him know and we will see what we can do to purchase them for you.

I) JM Retirement

The department will be taking all of us to lunch at Liberty Park Grill on Monday, May 9th at 11:30am to celebrate JM’s retirement. We are happy to report he will be staying on with us as an adjunct starting in Fall 2022.

2. Internship Coordinator

Dr. Ferdik is taking over as the Internship Coordinator.

3. Alpha Phi Sigma Coordinator

Dr. Whiteford is taking over as the Alpha Phi Sigma Coordinator.

4. Cybersecurity Training

You should have received emails from IT about the annual cybersecurity training renewal that will start on Monday, April 25th. Please do not put this off. It is required.

5. NSS Update

The Institute has five candidates coming to campus during the week of finals. Their research presentations will be open to the public, so please feel free to attend. We are hoping to see three get hired.

Criminal Justice will be responsible for RTP duties for the group for now. We are NOT expected to be part of their grant writing responsibilities.

Dr. Prescott asked if they will be participating in our faculty meetings in the future. Dr. Culhane indicated that it was possible, but was not definite.

6. MS Update

Dr. Wright reported that we have five students graduating from the Master's program this summer. We have six new enrollees for Summer III, 16 new for Fall I, and even 2 new in Spring I 2023.

The grad committee is working to finalize the comprehensive exam which will include one mandatory question on Issues (and incorporated with Methods) and then two other questions the student will choose between. Dr. Wright couldn't recall the exact topic of those two questions, but will review his notes and get back with us with verification.

7. SLO Update

Dr. Frogge thanked Mr. Genis and Dr. Ferdik for their help in wrapping up things for the 2021/2022 year. SLO entry for 2022/2023 happened back in February, and he is still waiting for feedback on it.

Dr. Frogge asked if faculty could provide confidence survey questions for their courses. These surveys are good measurement tools, and having the questions provided by instructors would be incredibly helpful.

As a reminder, the measurements being used in 2022/2023 are General Knowledge (Law) and Diversity & Ethics.

As an aside, Dr. Frogge mentioned he will be attending an SLO workshop on April 28th.

8. Pre-Semester Calendar - Fall 2022

Dr. Culhane reminded everyone about the return to campus meetings that will happen in the Fall, and a handout was provided with report dates for faculty, etc. Dr. Whiteford mentioned that the "big" meeting for faculty is on the first day back this time, not during the second week back like it usually is.

Action Items	Owner(s)	Deadline	Status
Survey to Students	Mel / Scott	ASAP	In development
Clarification on comprehensive grad exam questions	Chris	ASAP	In progress