

Department of Criminal Justice

Faculty Meeting Minutes - Oct. 5, 2022

Location: Clement 132

Date: Oct. 5, 2022

Time: 2:30pm to 4:00pm

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: Mel Boyer (Dr. Whiteford took minutes)

Agenda items

1. Chair Report

A) Kudos

Kudos to Dr. Ferdik who was published in the journal Prison Service, and also to Dr. Ferdik, Dr. Frogge, and our grad student, Sierra Doggett, for the publication in the journal, Crime & Delinquency. Dr. Ferdik also was awarded a \$75,000 grant from the Bureau of Justice Assistance for work in correctional officer mental health.

Thank you to RTP committee for getting everything done on time.

B) Dr. Cronley

Dr. Cronley will be joining us in the November meeting.

C) Govs Preview Day

Dr. Ferdik and Dr. Leimberg will attend October 15th; Dr. Wright and Mel on October 29th. Dr. Carlin will be representing NSS on October 15th and General Lord will be at the 29th with Dr. Carlin (tentative).

D) INSMS Speaker Series

The Institute's first guest speaker is schedule for October 25th at 5:00 or 5:30pm (schedule being confirmed). They will be hosting an after-lunch Q&A with faculty that is limited to 15 people with CRJ extended invitation first. Before lunch they will have a student Q&A session, limited to 24 students, with spots reserved for 5-6 CRJ students.

E) DegreeWorks

Waivers will no longer be handled by Graduation area of Registrar's Office.

Dr. Kienzle shared that DegreeWorks now sends an error code with what the problem is and how to fix it. Dr. Wright said DegreeWorks has been doing the fixes themselves now rather than kicking it back.

Dr. Prescott shared that an ROTC student says they are allowed to waive two from the Military Science minor; student is telling him that he has to do it as the advisor but Dr. Prescott says it usually has to be submitted by the program requiring it (thus, Military Science in this case).

Dr. O'Connor shared that Athletics advising has been putting administrative holds on their students. Plus, they sent progress reports asking for student reports for students in Fall II classes that haven't even started yet.

F) Late Withdrawal

There will now be a hard withdrawal date. Students can write a narrative requesting a late withdrawal that the instructor has the option to approve or deny. The instructor will have a "fail" or "withdraw" option when you receive the late withdrawal request. Dr. Culhane recommended that we only grant those if they are currently passing and have a legitimate reason to withdraw. If they are failing, he advises we give them the "F" grade. It is unclear whether this process starts this semester or next.

Additionally, Dr. Carlin asked for clarification on the FA policy—what if they jumped back into the course but then dropped back out again? Dr. Prescott stated he has a policy that he puts in an FA any time they miss a major assignment. Dr. Culhane reiterated that logging in is not enough, they have to actually complete an assignment. Dr. O'Connor asked about what if it's after the 14 day and Dr. Culhane answered that's just about the financial aid requirements, but be sure you report the correct last date attended—even if you report it after the 14th day.

Dr. Carlin then asked about military students who drop off and then try to submit a ton of stuff all at once to catch up. Do the faculty have to accept it and what does that mean to the FA? Dr. Kienzle asked about what we do in the case that they've already violated your late work policy.

Dr. O'Connor mentioned that failures and FA's are related to course evaluations and perhaps that should be taken into consideration in RTP reviews, etc.

G) Advising

George Watt is no longer our freshman advisor. The new advisor is Stephanie Garibo-Alday. In Fall 2023, the professional advisors will take over sophomores as well.

H) Non-Profit Day

In October, there will be a job fair/internship expo type event all related to non-profit organizations. Dr. Kienzle noted that the Innocence Project may be interested in participating if they are still looking for organizations.

I) Athlete Reports

If you have athletes in your class, please get these filled out. If you got an email about a student who will be in Fall II (not yet started), most have used the N/A option and just noted the class has not yet begun. Dr. Whiteford asked Dr. Culhane to note this issue if the Chairs talk about these in their upcoming meetings.

J) CoBHS College Connect Event

On October 19th from 11am to 1pm, Dr. Culhane and Mel will in the UC plaza participating in this student success initiative. Students can learn who their advisor is, grab a t-shirt, and lunch from Moe's Southwest Grill (for the first 400 students).

K) CoBHS Mission Statement

The CoBHS mission statement is being rewritten to match the university statement; if you include it in any of your documents, you will need to update it. It was also noted that this new statement should be taken into consideration when working on new RTP documents.

As a side topic, it was mentioned that the new dean interviews won't be until January, so Dr. Maurer will remain as our dean until then, at least. It was also noted that the college gets information back from RTP documents in March, so whoever is serving as dean at that time my get some say/input on the those RTP documents.

L) Fall I Student Evals

We were encouraged to keep our participation rates high. Please remind your students to get theirs completed!

M) SAP Appeals

The Chairs met with Donna Price about SAPs and found that she had many misconceptions about how faculty receive SAP requests. Also, we should be receiving some clarification from her office on what is considered "excludable hours" on the forms. Dr. Prescott indicated that you can exclude any of the previous major's courses, military courses, etc. but Dr. Culhane pointed out how subjective some of those could be.

Dr. O'Connor suggested encouraging the use of the CARES Fresh Start policy which allows a student to wipe out a single year's failing coursework, thus cleaning the GPA. It was noted that it is unclear if there are financial aid considerations for this.

N) Professional Membership Dues

You may now use your Professional Development funds to pay for these memberships.

O) TN Achieves

They are looking for additional mentors.

P) New Hire Searches

There is no real update right now. Both searches (NSS and CRJ) close October 15th. There will be trainings for those on the hiring committees.

Q) New Associate Dean

Dr. Misty Ring Ramirez has signed the paperwork to become the new Associate Dean for CoBHS.

2. Peer Leaders

Dr. Culhane is looking for nominations of juniors and seniors who would work with incoming CRJ freshmen. Please send any names you might like to put forth to the group, and reply all with any additional names, by Friday October 14th.

3. Adjunct Evaluations

Please try to wrap up your adjunct evaluations by next week so that they are done by end of Fall I.

4. Watermark

Dr. Culhane noted that everyone should be engaged in Watermark now. Please get in there and play around with it a bit before the trainings that were announced. Both he and Dr. Ferdik have some tips and tricks to share! There are ways to import some of your information (CV, citations, etc.) through Google Scholar or PubMed. If you encounter problems, contact Kyle Christmas (christmask@apsu.edu). He is very responsive.

Dr. Whiteford asked if they were going to let faculty currently in the midst of RTP reviews continue in D2L for e-dossiers and just use Watermark for annual eval. Dr. Culhane said he assumes we will have to transition everything over to Watermark.

Dr. O'Connor expressed some concern about Watermark's security measures, and also wondered about its compatibility with ASPIRE.

5. GTA's

We have a second GTA line and will have spots for Spring 2023.

6. RTP Process Streamlining

The university is getting rid of the old separate tenure and promotion document. You will now achieve tenure and promotion to associate at the same time. The promotion and tenure committees would be combined (more streamlined and in line with other schools) and then there would be a separate committee for promotion to full professor. You will still be able to go up for tenure early but it would require a letter of recommendation from the president/provost.

7. RTP Document

Below is a summary of the notes and comments made by all faculty regarding the creation of our new RTP document. We only have until December to get this document to the dean.

- A. We have several draft documents—one that came from a committee, one including the chair's suggestions, and Dr. O'Connor submitted another recommendation.
 - i. Today we'll try to handle teaching and service since research will take the most discussion.
 - ii. Dr. Prescott discusses how the committee convened, met, discussions, etc. with the nuts and bolts ending in two different directions 1) an A and B list where publications can be pulled from and 2) a more rigid required number of publications, presentations, etc.
 - iii. Dr. Wright suggests we get the hardest part out first and Dr. O'Connor suggests we take a global approach over all 3 areas as there is overlap.
 - iv. Dr. Prescott points out that we can no longer require student evaluations of a particular score—we now have a new university policy that requires a narrative about student evaluations
 - a. Dr. O'Connor argues that we need a more quantitative metric for each area—numbers for teaching effectiveness, metrics for journal publications, etc.

- b. Dr. Culhane clarifies that the narrative process is university mandated and that enhanced peer-review teaching will also be required.
- c. Dr. Whiteford asked if we can require that the narrative on student evaluations must address any scores under a certain level?
- v. Dr. Kienzle asks about syllabi—you want a syllabus for each course taught—should include “and section” so that it clarifies all sections of every class syllabi
- vi. Dr. Culhane brings up the samples of testing materials—dean wants that as well; have class materials including samples of tests, papers, assignments, etc.
- vii. Dr. Wright concerned about “meet these criteria in all areas, with expectations they will exceed criteria in one or more areas”—agrees with idea but suggested a clarification.
 - a. Dr. Kienzle wants a quantification of what does that “exceeds” meet.
 - b. Dr. O’Connor made a comment that led Scott to ask if maybe the “exceeds” has to come from teaching or research, not in service. Consensus seems to be that everyone likes this
 - c. Dr. Kienzle still suggests we create some measurement.
- viii. Dr. O’Connor raised the issue of how we are going to assess advising load and measure sharing the advising load
 - a. Dr. Culhane clarifies how advisee assignments are made—on rotation unless a student requests an advisor or more clearly fits with a particular faculty given their interests.
 - b. Dr. O’Connor and Dr. Prescott share the previous “proof of advising” measures previous department chairs had required - turning in number of program of studies, course substitutions, etc. used
- ix. The line about High Impact Practices is in there about to align with the university’s mission
- x. Discussion of area 2C and the chair’s inclusion of expectations about “faculty are expected to maintain office presence well beyond the minimum hours required. Requests for remote work assignments or days must be in consultation with the chair or directives from university or college administration. Credit for presence may be obtained through service activities outlined below...”
 - a. Dr. Wright suggested this is not appropriate in an RTP document—keep the focus here to RTP, even if that is the unofficial policy
 - b. Discussion ensued where Dr. Culhane explained his expectations of being here 5 days a week and being here more than just minimum office hours.
 - 1. He wants coverage, collaboration, etc. that only occurs when we are around.
 - 2. He also feels the junior faculty are here and have that presence that senior faculty don’t, and sometimes the junior faculty need help from the senior faculty so instead they go to him.
 - c. Additional discussion ensued in which many points were made and Dr. Culhane explained his reasons for these expectations.

B. Everyone needs to have bullet points of suggestions, revisions, etc. They are due in 2 weeks.

Action Items	Owner(s)	Deadline	Status