

Department of Criminal Justice

Faculty Meeting Minutes - April 12, 2023

Location: Clement 132

Date: April 12, 2023

Time: 1:00pm to 2:30pm

Attendees: Chair: Dr. Scott Culhane

Faculty: 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: Dr. Erin Carlin

Admin: Melissa Boyer

Agenda items

1. Chair Report

a. Kudos

There were no specific kudos this time.

b. AFE Rubric & New Expectations

Dr. Culhane noted that the use of the scoring rubric for AFE's was incredibly helpful. He will be making some modifications, including the addition of RSI (Regular and Substantive Interaction) as a standard expectation of Area 1. Posting of the gradebook and syllabus in D2L is also becoming a standard expectation. He also asked everyone to be sure to complete the checklist and attach it to their file in Watermark.

c. Release Time

Release time forms are due to the Dean by May 1st. This will apply to Dr. Ferdik (Internship Coordinator) and Dr. Wright (Graduate Coordinator).

Dr. Culhane also reminded faculty that received flexed ARC time this semester to turn in their letters explaining what work they did to cover the additional time they were allotted.

d. Promotion to Full Professor

If you are seeking promotion to full professor, your letter of intent is due to the Dean by May 5th, 2023.

e. Fort Campbell

Dr. Culhane stated that he and Melissa will not be returning to FC campus for the remainder of this semester. Dr. Wright will not be going out there either. Dr. Prescott indicated he will continue to hold his scheduled hours there for now.

f. NSS Search

There were 25 applicants. The Committee is still working its way through scoring since the last five that were just released. The goal is for phone interviews with 5 or 6, then 2 for on campus interviews. They are working as quickly as possible, but the hiring process will most likely bleed over into May.

g. Student Teaching Evaluations

All were reminded that teaching evaluations are opening for students. Please strongly encourage your classes to complete their evals! Melissa will send a reminder to adjuncts about this as well.

h. Graduation

Dr. Culhane reminded everyone that attendance is mandatory for May graduation. Dr. Kienzle and Dr. Whiteford have been excused as they will be away on their Study Abroad trip. Dr. Wright has also been excused due to his travel to a conference. Because he cannot attend the graduate hooding ceremony on that day, Dr. Ferdik will attend in his place.

i. CoBHS Newsletter

The deadline for submissions for the upcoming newsletter is April 14th. Please get your information to Dr. Misty Ring Ramirez.

j. Student Research Symposium

Dr. Culhane just got a reminder about this event today, however the event was also happening today. Was anyone attending with their students? No. He asked that people keep this event in mind for next year.

k. Student Complaints

If a student comes to you with a complaint, please let them know that they are welcome to talk to Dr. Culhane about the issue. Students should be encouraged to work with their professor directly first, if possible. If the student does wish to meet with Dr. Culhane, please ask the student to email him prior to meeting.

l. RTP

Our new RTP document did pass the college committee level. Our vote was 3 to 1 with 4 or 5 abstentions. The Dean has passed along the information to the Provost. According to the Dean, the Provost has backed off of the idea that going from Associate to Full should mean having double expectations. If you hear that other departments currently have lower expectations than us, that may be correct. Our department and POLS are the only ones, at this time, that have increased their rigor.

Dr. Kienzle and Dr. Whiteford both noted their serious displeasure with this situation. They are very close to going up for tenure with no hard-fast set of guidelines to follow.

m. Enhanced Peer Review

This form is still being revised. Faculty will not be expected to have these in their September 2023 packets. (E Dossiers due Sept. 8th!) Faculty WILL be expected to have them in their September 2024 packets. Dr. Culhane suggested that everyone plan for Spring 2024 accordingly.

Also, if you need a teaching evaluation for your September 2023 packet, you may want to consider getting one done this month so you are not trying to squeeze them in in August. Classes start late this Fall, so having time to get one done before the deadline would be difficult.

n. Summer Classes

As you begin to prepare your summer courses, please pay attention to the RSI info we talked about last month. If concerned about it, please refer to the docs from our last meeting or reach out to Anna Carrie Webb.

o. Credit Hour Review

If you got chosen to do credit hour review for one of your classes, please remember they are due tomorrow (April 14) by COB.

2. Mentors for New Hires

As of right now, mentors have been chosen for our CRJ new hires. Dr. Whiteford has agreed to mentor Dr. Pruitt, and Dr. Frogge has agreed to mentor Dr. Kim. We do not have mentors chosen for the NSS new hire(s) yet. Dr. Culhane may reach out to some folks this summer once the final new hire situation is completed.

3. CoBHS Diversity Committee (Whiteford)

Dr. Whiteford spoke to the group about her recent one-day conference with the CoBHS Diversity Committee. The committee will be sending out a survey looking at college level DEI (Diversity, Equity, Inclusion) initiatives, so please watch for that in the future. Also, Dr. Whiteford provided a handout to everyone looking for SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis data. She asked that they take a moment to complete them anonymously, and they can either slide them under her door or hand them off to Melissa who can then pass them along to her.

4. Graduate Program Update (Wright)

Dr. Culhane and Dr. Wright discussed the idea of creating a graduate certificate pathway for our Master's level program. This may help students who are on the edge of the admissions threshold, allowing them to enter the program at a lower level/pace with a more attainable end goal. The initial thought was for a Homeland Security certificate that would be around 9-12 credit hours, and would be a "one course at a time" plan. Another certificate that could be considered is an "Administration of Justice" path.

Dr. Wright also asked the group to take some time to reflect on their approach to teaching our graduate level courses. Most of our students are not on a pathway toward academics, but instead are either working towards betterment in their existing job fields or searching for a career in the system that is practitioner oriented. We need to keep that in our minds when developing our course content.

Action Items	Owner(s)	Deadline	Status