

# Department of Criminal Justice

## Faculty Meeting Minutes - December 13, 2019

**Location:** Clement Bldg. - Rm 132

**Date:** Dec. 13, 2019

**Time:** 10:30am to 11:30am

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

Faculty: Dr. George Frogge, Prof. JM Genis, Dr. Megan Kienzle, Dr. Thomas O'Connor, Dr. James Prescott, Dr. Sarah Whiteford, Dr. Christopher Wright

Absent: NONE

Admin: Melissa Boyer

Guests: NONE

### Agenda items

#### 1. Chair Report

##### A) Kudos

Kudos to Dr. Frogge and Dr. Wright for achieving the next step toward tenure - President Approval!

Congrats to Dr. Whiteford for her D2L Spotlight article.

##### B) Faculty Evaluations

The adjunct faculty evaluations are done for Fall. Dr. Frogge will evaluate Cara Teeter in the Spring.

##### C) Student evaluations

Dr. Culhane noted that the percentages of completion for student evals during Fall was lower than normal. He is hoping we can find ways to encourage students to better participate in the Spring.

##### D) Grad program update

Thank you to Prof. Genis for acquiring two of the three needed support letters for our grad program submission. We are still waiting on the third. Once the last letter is received our documentation will move on to THEC for review.

##### E) NSS update

THEC has the paperwork. There is the potential for a large grant from the legislature that would fund faculty hiring, etc.

## F) Program review update

The Dean is behind in his review, but he has already been in contact with Anne Black and Lynn Crosby to discuss it. Because of this, our next deadline has been extended. Dr. Culhane is hoping to have Dr. Brown's feedback next week.

## G) FN/FA grades

Dr. Culhane would like a better understanding of how every uses the FA/FN grade reporting. Dr. Prescott indicated that if a student never shows up for the course he awards an FN grade. If a student misses enough work in the beginning of the course that they would receive an F, or if they don't show up for the first exam, he would award an FA grade. Dr.'s Wright and Frogge both indicated that they follow the same basic idea. Professor Genis noted he does not generally issue FA's or FN's. Dr. Culhane asked that Mel reach out to the Registrar for clarification on the uses of FA's and FN's, and then he will work on a general guideline for all of us to use in the future.

## H) Wintermester

The Wintermester offerings all made. The purge that occurred did hurt us briefly, but we had student sign back up quickly. We made inquiries to the Registrar to see if we could get a list of students that had been purged so we could make contact, but they indicated that that information was not available.

## I) Health Science Building

We are confident that the new building will come by 2023. CRJ would most likely find a new "home" on the third floor of McCord.

## J) Gen Ed Core

CRJ 1010 has been approved by the Dean and has now moved on to the Gen Ed Committee. If it receives final approval it would be effective in the Fall 2020 bulletin. We would need to develop a measured assessment for the course.

GSS 2010 has also been put forth to the committee by Dr. O'Connor.

## K) Handbook on Faculty Meetings

HR recently gave a presentation to the Chairs about things they should be doing as Chair. One of the things mentioned was the idea of holding bi-monthly meetings with the department. This does not seem necessary to Dr. Culhane, but he would like to know if any faculty feel this might be a good idea. All agreed that the current monthly meeting schedule was sufficient.

## 2. Tracking our Grads

Dr. Culhane would like us to think about ways we could start tracking our students as they graduate. This will be helpful when we want to start promoting the grad program. It was suggested that we start with just a paper questionnaire that would be completed by students when they take their MFT. This will be discussed again and developed for upcoming round of Spring graduates.

## 3. Summer and Fall 2020 Schedules

Dr. Culhane will be emailing everyone today to request Summer course requests. The plan is to make sure that everyone has at least one course between Wintermester/Maymester/Summer.

The Provost has recently decided that the load for Fall 2020 for 2<sup>nd</sup> year faculty (hired Fall 2019) will be a 3/3 load. With that in mind, our schedule for Fall 2020 will look very similar to the Fall 2019 schedule

with just a few modifications as requested by specific faculty. If you wish to have a schedule that is different from the current one, please let Dr. Culhane know ASAP. He will be working on and/or completing the schedule in the next few days.

Also, Dr. Culhane is hoping to obtain “ownership” of Clement 304 starting in Fall 2020. He will be reaching out to the Dean about it.

#### 4. Report of Incomplete Grades / Removal of Incomplete Grades (Mel)

Melissa talked to the group about “I” grades. She reminded everyone about the importance of completing the proper forms both at the time of assigning the “I” grade and at the time it is changed to a final grade. These forms are like contracts between the student and instructor, and must go through the Chair for approval as well. This approval needs to happen BEFORE the “I” grade is given.

Dr. Culhane will be checking in with Melissa to see that forms are completed when he receives notice of “I” grades being assigned.

#### 5. Anything Else?

Dr. Culhane reminded everyone that grades are due by 12/16/19 at noon, faculty are to report back to campus on 1/13/20, and they need to get their office hours for Spring reported to Mel soon. Hours should be a total of 8 hours over at least 4 days of the week.

Action Items	Owner(s)	Deadline	Status
Clarification of FA/FN grade usage	Mel	Jan. 17 <sup>th</sup> , 2020 faculty mtg	In progress