

# Department of Criminal Justice

## Faculty Meeting Minutes – April 04, 2024

**Location:** MUC 310

**Date:** April 04, 2024

**Time:** 2:30pm to 3:15pm

**Attendees:** Chair: Dr. James Prescott

Faculty: Dr. Rudy Baker, Dr. Erin Carlin, Dr. Frank Ferdik, Dr. George Frogge, Dr. Megan Kienzle, Dr. David Kim, Dr. Anna Leimberg, Dr. Simon Rotzer, Dr. Christopher Wright

Absent: Dr. Scott Culhane, Dr. Sarah Whiteford

Admin: Melissa Boyer

### Agenda items

#### 1. **AFE Meetings**

All faculty have been scheduled to meet with Dr. Prescott next week to go over their annual faculty evaluations. Please note that a score of 3.0 or above must be met in each area in order to qualify for the annual cost of living raise. No merit pay is available.

#### 2. **Faculty Profiles**

All were reminded that they need to have their faculty profiles completed prior to May 1<sup>st</sup>, 2024. An email was sent several months ago outlining the process for submitting your information. These profiles are often reviewed by incoming new hire candidates, so they should at least reflect your educational background and areas of specialty.

#### 3. **Summer 2024**

Undergraduate level summer courses will automatically be allowed to remain on the schedule once they have reached an enrollment of at least 10 students, but they will be paid at a pro-rate until they reach at least 15 students. If the instructor of record does not wish to teach for the pro-rated amount, they can choose to cancel their course.

Graduate level summer courses will still need to reach the enrollment of 7 students in order to be paid a full rate. If a course reaches 6 students, it will be allowed to stay on the schedule with payment made at pro-rated amount. If the instructor of record does not wish to teach for the pro-rated amount, they can choose to cancel their course. Courses that reach enrollment of only 5 students will need the Dean's approval to continue, and would be paid at a pro-rated rate.

#### 4. **Committee Reports**

- a. Assessment - The NSS Major Field Test plan has been submitted. The next step will be to create the test. This should occur in Fall 2024.
- b. Curriculum – No updates to report.

- c. Graduate – The comp exam will begin this Saturday, April 6<sup>th</sup>. Grading will be due by Tuesday, April 16<sup>th</sup>. There are four students taking the full exam and one student taking a two-question “re-take” exam. All students have been warned that there is NO AI usage allowed.

A quick discussion was also had about the potential for offering 16-wk. course sections in the future, perhaps even as soon as Spring 2025. The grad committee will discuss further and report back at our next meeting in May 2024.

- d. Marketing and Events – Everyone was asked to remind their students about the guest speaker coming to Dr. Leimberg’s class on April 9<sup>th</sup> from 11:10am to 12:35pm in Clement auditorium, and also about the End of Semester Celebration that is coming up on April 24<sup>th</sup> at 4pm in the MUC.

As a side note, Dr. Rotzer mentioned that the CoBHS Build A Buddy event is also April 9<sup>th</sup>.

Dr. Leimberg also reminded NSS faculty that they can send her anything they wish to have posted on our FB or Instagram pages.

- e. NSS Steering – The last of the guest speakers for INSMS, Dr. Vladimir Trapara, is coming on April 15<sup>th</sup>. Please feel free to share the flyer that was recently emailed out with your students. Faculty are also encouraged to attend the luncheon.

Vanderbilt’s Global Security Summit is on April 17<sup>th</sup> and 18<sup>th</sup>, is free to attend, and may be of interest to some of our students in both NSS and CRJ.

Dr. Carlin’s recent visits to high schools in East TN went well, and invitations to return were offered. Many people (faculty and students) had not even heard about APSU, so it was good to get our name out in front of them.

**5. Non-Agenda Items**

Dr. Prescott reminded the faculty that the Honors and Awards Day program is on April 18<sup>th</sup> from 3pm to 5pm in the MUC Ballroom. He also noted that the department’s Program Review is coming up in 2024/2025 AY. A self-study will need to be written first (Fall 2024) with a follow-up visit the following semester. Dr. Culhane will most likely be reaching out this summer to talk about who will be creating the self-study document.

Action Items	Owner(s)	Deadline	Status
None			