

Department of Criminal Justice

Faculty Meeting Minutes - August 17, 2022

Location: Clement 132

Date: August 17, 2022

Time: 10:00am to 2:00pm

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: None

Admin: Melissa Boyer

Agenda items

1. Chair Report

A) Welcome

Dr. Culhane welcomed everyone back to campus, and then welcomed our two new faculty members - Dr. Erin Carlin and Dr. Anna Leimberg. Dr. Carlin will be sharing her time with both us and the new Institute for National Security and Military Studies. Dr. Culhane noted it was good to see most of us at the pre-semester calendar meetings, too.

B) Kudos

CRJ was tops in CoBHS at 55% for student course evaluation completion! Thank you to everyone for that. Dr. Culhane noted that he even gave a presentation about this to the other Chairs recently, sharing our methods for increased completion rates.

Dr. Whiteford has a publication that has been accepted - congrats, Sarah!

C) Outside Employment Forms

If you are going to pursue additional employment outside the university, you must complete the proper documentation (copy provided). Please be sure to talk with Dr. Culhane about this as well.

D) College Committees

- i. Retention and Tenure Committee member will be either Dr. Frogge or Dr. Wright.
- ii. Promotion Committee member will be Dr. Prescott.
- iii. Curriculum Committee member will be Dr. Leimberg.

As a side note, it was mentioned that the Departmental Curriculum Committee is Dr. Culhane, Dr. Kienzle, and Dr. Whiteford.

E) Search Committees

- i. CRJ will be hiring two new faculty members for Fall 2023. One is a replacement for Mr. Genis, and that line has been converted from instructor to assistant professor. The other is the last MS hire we were promised. The hiring committee for these searches will be Dr. Ferdik (Chair), Dr. Frogge, Dr. Kienzle, and Dr. Aklamanu (from Social Work).
- ii. NSS will be hiring two new faculty members for Fall 2023. These are the last of the three promised hires for the INSMS group. The hiring committee for these searches will be Dr. Culhane (Chair), Dr. Leimberg, Dr. Carlin, and Dr. Lyle-Gonga (from Political Science).

Dr. O'Connor asked if the NSS committee will consider their candidates' ability to teach CRJ courses when interviewing. Will this be a focus? Dr. Culhane noted that it will be a consideration, but to what degree is a bit unknown right now with new director hire still in the works. Dr. O'Connor voiced concern about NSS courses being in "his wheelhouse" and NSS new hires taking over some of his courses.

Multiple people were still unsure why NSS falls under CRJ. Dr. Culhane stated that until the INSMS can stand on its own, it has to live somewhere. Administration felt that CRJ was the best place for it at the time.

Dr. Prescott voiced some concern over the two new CRJ hires and their effect on workloads. Dr. Culhane explained that there will be a reduced usage of adjuncts, most likely, and additional graduate level courses will need to be added which should help balance things out for all.

The group also had questions about physical space for our new hires, both in NSS and CRJ. Dr. Culhane stated that the NSS hires should be at Fort Campbell where the INSMS is meant to be housed, but the space for the new CRJ hires is still TBD. He and Mel have done a bit of brainstorming about possible solutions, but there is no perfect answer yet.

F) Office Hours

Thank you for getting your hours reported to Mel already.

G) Second Associate Dean Position

Handouts were given at the college meeting about what this new position would entail. Any faculty member can apply. If you are going to apply, please give Dr. Culhane a heads up since it would affect scheduling due to the course release it provides.

H) Newsletter Items for Dr. Fripp

If you have anything newsworthy to share, please do so with Dr. Fripp. This is not restricted to just publications, but could also include events you've hosted, outings with students, activities, guest lectures, etc.

I) Health Sciences Building

The expected building completion dates has been pushed back to Fall 2025. We aren't going anywhere anytime soon, folks.

J) INSMS Interim Director

A recent email announced that General Walter Lord has been appointed as the interim director for the INSMS. There was originally some talk about Dr. Culhane taking this interim position, but they (he and administration) could not come to full agreement on some of the details and thus Dr. Culhane removed himself from consideration.

Dr. Prescott asked if Gen. Lord would be part of the NSS faculty hiring process. Dr. Culhane intends to keep him in the loop, but he will not be part of the committee.

Dr. Culhane also noted that the new director is expected to start January 1 (assuming successful search in Fall) and will most likely be a military person, not an academic. They will be looking for someone with at least a one-star rank.

2. Watermark

This new system will be used for all things RTP related. This is rolling out now for all first-year faculty to be used for their RTP reviews in the Spring, but all other faculty will only need to have their CV information loaded by mid-January. Based on what was said in multiple meetings over the last week, most people should plan on 1 to 3 hours to enter their CV information into the system. Dr. Maurer (Dean) noted in her talk during the college meeting that it is not particularly difficult provided you read all the directions provided.

Dr. Kienzle wondered if the system would be open all year round, unlike D2L which opened and closed at particular times. Dr. Culhane said he believed it would be open all the time for continuous updates. Dr. Kienzle also noted issues with this system when at her prior university, and that reporting at that time had issues, so use care when reviewing your documentation to be sure reporting accurately reflects ALL of your information.

Dr. Whiteford asked Dr. Culhane to mention to administration that it would be an undue burden for junior faculty who have been here for any real length of time to have to move all of their materials from D2L over to Watermark, and that she hopes that they have some transfer process in place (or in the works) to take care of that. Moving several years of information would be a huge task!

Dr. Carlin noted that there can be issues with pulling publication information if the faculty member has ever had a name change.

Dr. Prescott asked if trainings on Watermark were planned by administration. Dr. Culhane said he was unsure but hopeful.

3. Departmental RTP Document

It is finally time! The update to this document has been long overdue. We now must have this done by the end of Fall 2022 semester. The new document will be effective for five years. In order to meet the Dec. 2022 deadline, we will start working on this at our Sept. faculty meeting. Plan to spend considerable time discussing this at that meeting and, based on those discussions, a group will need to immediately start to craft the document.

4. Student Course Evals & RTP

As of now, nothing has changed and is not expected to change for the next two years. In 2024, student evals will part of an informative section in which faculty will draft a summary letter discussing them. The letter will be included in their RTP packets for review, but will not be scorable.

This change should not affect Dr. Kienzle or Dr. Whiteford, but will affect Dr. Ferdik, Dr. Carlin, and Dr. Leimberg in the future. Dr. Culhane emphasized that FOR NOW, no changes need to be made by anyone.

5. NSS RTP

Our department will be tasked with creating the NSS RTP document along with our own, but will incorporate input from the interim director as well.

Dr. Carlin had questions about departmental service, and what she would use to fulfil that. Dr. Culhane indicated that service to CRJ would qualify as departmental service for now.

6. Enhanced Peer Reviews

Dr. Culhane advised the group that the information provided by administration on this was “clear as mud” in recent meetings. What was clear was that the enhanced peer review process is not happening until Fall 2024 unless you choose for it to. Dr. Culhane felt that Dr. Kienzle and Dr. Whiteford would not be automatically affected, but they will have the option to utilize them if they wish. For now, all may continue to do what you have always done.

7. Syllabus

Please make sure that you have sent your syllabi to Mel, as copies are kept in our departmental shared drive along with Aspire, the university’s permanent document repository.

- a. The Divisive Concepts statement was included in an email from the Provost dated 4/25/2022, and can also be found on the web. The statement is recommended, but not required. The diversity statement was one that was created by the college, and will be shared by Dr. Whiteford in case you don’t already have it. It is also recommended, but not required.
- b. ADA compliance needs to be considered when crafting your syllabi. If you need help, there are templates and tutorials on the Distance Ed website.
- c. Grade books for ALL courses must be posted in D2L.

8. Course Rubrics

Dr. Culhane encouraged everyone to include rubrics somewhere in their course shells. It is protection for you, the faculty, in cases where students wish to challenge their grades. If it gets to the Chair to review, and there is no clear rubric being used, it can be much harder to defend an instructor’s decisions. Often, a rubric would provide clear back up for the instructor’s grade determination.

Dr. Wright noted that when using rubrics in the graduate level courses, it may be better to use a system that awards points based on the rubric rather than removing points.

9. Student Survey re: Modalities

We have yet to survey our majors on what they are looking for from the major. Mel is investigating the survey process. In the meantime, what do you want to include in the survey? Modalities? Areas of interest? Future job goals? Based on the enrollment trends in our courses right now, it appears that online course availability is very important. Most of our online sections are pushing to full capacity, whereas the face to face course sections are not.

It was suggested that we look at areas of job interest, specific course topics, things that incite their passions for learning, and even talking about specific skill sets they expect to learn.

Comments from several faculty noted the waning interest in Homeland Security.

10. Forensic Science

A forensic science minor is not going to happen, per Dr. Culhane. He has had some conversation with the Chemistry Chair, Dr. Sullivan, and noted the inconsistency of the classes for forensic science. She also acknowledged that. The conclusion was that students who want to be CSI should consider enrolling as a minor or double major in either Biology or Chemistry. Dr. Culhane felt that most students who get “into the weeds” of the science classes will quickly learn whether or not this field is for them.

11. Honors Courses

Currently we have CRJ 3020 Criminal Evidence Procedure and CRJ 4300 Advanced Criminology earmarked as courses for honors students. Do we wish to add any additional courses to this list? Dr. Whiteford suggested perhaps using CRJ 4900 Directed Study as an option. Dr. Culhane will talk to Dr. Winters about it.

12. Fall and Spring Schedule

Everyone should have received an email from Mel with their Spring 2023 course schedule. If there are questions, concerns, or change requests, please reach out to Dr. Culhane right away.

13. Wintermester

If you are interested in teaching a Wintermester course, please reach out to Dr. Culhane. It was noted that now that we have two additional faculty members, it cannot be guaranteed that everyone will get to teach two courses over Winter/Summer. We will do the best we can to be fair and amicable.

14. Grad Program Updates

Dr. Wright reported on several items relating to the graduate program. Classes are getting full for Fall I and Fall II, 2022. Going forward, we will be looking at more firm caps of 15 and multiple sections of required courses. This may mean that late enrollees could be told “no” about getting into full sections.

- i. Comp Exam - Thank you to all involved in the first go-round. Four students took the exam; four students passed. Yay! Going forward, there should be better instructions with increased clarity. Also, he may consider moving the location of the exam from a D2L shell to a drop box. We are learning as we go. Dr. Wright expects to have 3 or 4 more testers for the December graduation group.

Dr. Kienzle and Dr. Whiteford both suggested the use of a rubric for this exam.

- ii. Certificates - Dr. Culhane noted that although we still do not have these, we are getting close enough in our course offerings to start considering them. Maybe a Homeland Security certificate? He asked that the grad committee consider the creation of these in the not-so-distant future. Dr. O'Connor mentioned that we should consider the use of some “buzzwords” in our certificate titles, including things like “supervision” or “management”. The committee will take this into advisement.
- iii. Grad Assistants - The ad is out for hiring our first GTA, who will work with undergrad courses only. We will need to work on clarification of GTA duties going forward.

15. Alpha Phi Sigma

Dr. Whiteford spoke to the group about her plans to make Alpha Phi Sigma a more active organization going forward. She will be working on setting up the first meeting of the year for early September, and asked if

all would find it appropriate to start including the graduate students as well. All were in favor of this idea and thought the use of “1 class completed and 3.2 GPA minimum” was fine.

Dr. Whiteford will be keeping the existing officers in place for the time being.

Dr. Whiteford asked the group for some on-campus activity suggestions. Some of the suggestions were:

Movie night w/guest speaker

Field trip to law enforcement training center, 911 call center, local PD's/jails, etc.

Dr. Whiteford asked for some insight into ways to provide some budget for the group. It was suggested that she may want to reach out to Student Government to ask about available funding for events. They are very supportive.

16. Travel Authorizations

Mel reminded everyone to complete their Travel Authorizations well in advance of their trips. These can be found in OneStop under the Finance tab, and she can provide assistance if needed.

17. PELP

PELP is looking for a mentor for a sophomore student who is a CRJ major/PSYC minor. The student wants to work for TBI/FBI. If you have any suggestions of someone who might be a good fit, please let Dr. Culhane know right away. A handout was provided giving the guidelines for expectations of the mentor.

18. GO Weekend

Admissions is looking for student organizations/academic departments to participate in two different G.O. events. Any takers?

Friday Aug 19: Dunn Bowl from 4-6pm (Preview day style)

Convocation Organization fair on Friday, August 19, from 4:00 p.m.- 6:00 p.m. Each organization will be provided with one table and two chairs for the event. Please be setup by 3:45 PM.

Saturday Aug 20: MUC from 1-3pm (conference style)

On Saturday August 20th: would involve a 15-minute session in front of the Freshman Class as they arrive to campus for their very first weekend.

Dr. Kienzle and Mel will attend the Friday event. No one was available for Saturday.

19. SLO's and Assessments

Dr. Frogge provided all with a handout outlining our SLO rotation schedule for AY 2023-2024, AY 2024-2025, and AY 2025-2026. The plan for AY 2022-2023 was already submitted by its August deadline and included the following:

2022-2023 BS Program

Knowledge of the Field (Law) & Diversity and Ethics

We will use CRJ 3000 (case briefs & a 5 questions survey) and our MFT for the knowledge portion

We will use CRJ 3300 (exam question & a 5 question survey) and our MFT for the ethics portion

2022-2023 MS Program

Knowledge of the Field & Diversity and Ethics

We will use the comp exam (fall and spring grads) and a survey for the knowledge portion.

We will use CRJ 5350 (paper) and a survey for the ethics portion.

The meeting ended at 2pm.

Action Items	Owner(s)	Deadline	Status
Discussion on possible grad certificates	Grad Committee	N/A	In progress
Student survey re: modalities, etc.	Mel Boyer	ASAP	In progress
Scott to offer CRJ 4900 as possible option for Honors Course	Scott Culhane	ASAP	In progress