

Department of Criminal Justice

Faculty Meeting Minutes – September 20, 2023

Location: LIB 232

Date: September 20, 2023

Time: 1:30pm to 3:30pm

Attendees: Chair: Dr. Scott Culhane

Faculty: Dr. Rudy Baker, Dr. Erin Carlin, Dr. Frank Ferdik, Dr. George Frogge, Dr. Megan Kienzle, Dr. David Kim, Dr. Anna Leimberg, Dr. Thomas O'Connor, Dr. James Prescott, Dr. Bill Pruitt, Dr. Simon Rotzer, Dr. Sarah Whiteford, Dr. Christopher Wright

Absent: None

Admin: Melissa Boyer

Agenda items

1. Chair Report

a. Kudos

Kudos to everyone for our 100% completion rate on the Census Day Reporting task. Great job!!

b. Summer Caps

There is still no clarification available about the caps and pro-rating for Summer 2024.

c. Sabbatical

Dr. Culhane reminded everyone that the deadline to submit a request for sabbatical in Watermark is September 29th.

d. Census Day Reporting

We achieved a 100% reporting rates as a department. Thank you!

Dr. Culhane advised that the census day for Fall II is Tuesday, November 7th. Census Day attendance reporting is required by 12pm on Friday, November 3rd.

e. Syllabi and RSI Forms

Thank you to everyone for getting these to Mel.

Distance Education has launched a software for Chairs and administration to check departments for compliance with gradebook requirements for D2L classes. They are working on implementing a check for syllabi as well. This is a friendly reminder for Fall II/Fall B, that you must have your gradebook and syllabi in your D2L shells. Your AOQF certification for your online classes will, of course, meet these requirements.

f. Gobs Preview Day

Preview Day is October 14th. Dr. Ferdik, Dr. Whiteford and Dr. Leimberg have agreed to go on our behalf. Dr. Culhane reserved the tables, and has asked that they be pushed together (CRJ and Alpha Phi Sigma). Dr. Carlin noted she would be attending on behalf of NSS. It was noted that there has been a change to the time. The start of set up will be 8:15 to 8:45, and the academic fair is actually 9:15 to 10:15. Be advised it is outside (Browning Drive).

2. AOQF Certification

Please fill out your request to have your course reviewed for your AOQF certification. All Fall I / Fall A, and any full Fall, online instructors need to have their ticket submitted. Please email Dr. Culhane and copy Mel when you have submitted your ticket. Dr. Culhane will work with Anna Carrie to make sure all of our classes are good to go. Also, AOQF reviewers are needed (per Anna Carrie). They are offering CAFÉ perk points so you can get up to \$500 in professional development funds. Every department has been asked to have at least one reviewer.

3. Fort Campbell Hybrid Course

Ben Drummond would like us to offer a hybrid evening or lunchtime class at FCC in Fall 2024. Dr. Culhane spoke with Dr. Prescott about it, and he may be interested. Dr. Leimberg, Dr. Whiteford, and Dr. Carlin noted their interest as well.

4. Curriculum Map – (handout)

One of the Provost's current projects is a full curriculum map of degrees. Dr. Culhane recently attended some trainings put on by Lisa Sullivan for departments to begin creating their maps or to modify their existing maps. We are starting from scratch. Dr. Culhane is working with Sarah and Mel to put together our curriculum map, and to figure out where we stand with our SLOs.

- a. There are three core components we need to identify: when students are introduced to the material, when the material is reinforced, and then when it is achieved. We have identified the classes that students MUST take that introduce all SLOs, so that part is covered by our current curriculum and in our future curriculum plans. It is noteworthy that ENGL 1010 and ENGL 1020, as well as COMM 2045, are include in our curriculum map, as students are required to take them. We can also identify where students are being reinforced in the general knowledge of the field in our curriculum. However, we do not have a clear reinforcement of three of the other fundamental SLOs: oral communication, written communication, and methodological literacy. Therefore, in consult with the assessment coordinator, we have identified a pathway to ensure that students have these three outcomes reinforced within our curriculum. Based on our best assessment of the curriculum, students who take a courts/law class must have a written component to the class. That can be in many forms, so work with the SLO coordinator if concerns. Students who take our process/institution classes will need to have some assignment that reinforces the oral communication SLO. That means they will either have to do an in-class or online recorded audio presentation, or some other sort of oral/verbal discussion. Lastly, classes in the crime/deviance basket need to have some assignment that emphasizes some methodology. A simple paper or presentation would not suffice, but rather there would need to be some project that requires them to use some research method. These changes would cover "introduction" and "reinforcement" for our entire BS in CRJ curriculum. A long and detailed discussion was had about the proposed SLO changes, and how they would impact the teaching of our courses. Dr. Wright strongly objected, noting that he has problems with directives to include specific types of assignments to meet a SLO. He felt that these types of directives further encroach on academic freedoms, having impact both now and in the future. He moved to remove both oral and written SLO criteria. Dr. O'Connor seconded the motion. A vote was held, with 2 votes cast in support of the motion, 10 votes cast against it, and 2 voters abstained.

One of the things that is blatantly obvious is that we do not meet the "achieve" component of any SLO in our current curriculum design or our pending curriculum design. We do have some possible remedies that could be implemented. One of them is a Capstone class offering. Dr. Culhane feels this is possibly one of the easiest fixes. There is currently no upper division class that we can say "all students take this

class". Because of that, we can't identify a place where we can say that students have definitely mastered these SLOs. A Capstone class would have to incorporate the 6-7 SLOs that we have, the 7th being for HSC majors only. One of the downsides is that this will require multiple sections therefore it is almost the equivalent of an entire person's workload. (There were approximately 103 graduating undergrads in the 2022/2023.) The other option is to make at least one class from each basket mandatory, thereby limiting the student choices in the baskets. It would also greatly disrupt our future course rotation offerings. If we go forward with these ideas, we are going to need to pull our curriculum changes out of the UCC. Luckily, we found out that we have more time than originally thought, so we could get this on the next agenda and still see implementation in Fall 2024.

Additional discussion was had regarding the idea of the Capstone course. It was noted that the course would incorporate our MFT, would have special sections for homeland security concentration students, and would most likely be implemented for students entering the program with the Fall 2024 bulletin.

Dr. Kienzle moved to accept our proposed SLO changes with minor typos corrected, Dr. Ferdik seconded the motion, and a vote was held. Motion was passed with a 13 to 1 vote.

- b. The homeland security concentration students have a seventh SLO (knowledge in the field of HSC). This is covered for introduction thru CRJ 2400, reinforced in the classes they choose to take, and would be potentially be mastered by a separate section of Capstone if we go that route.

Dr. O'Connor moved to accept the HSC SLO changes, and Dr. Kienzle seconded the motion. No further discussion was requested, and a unanimous vote of approval was made.

- c. Master's SLOs don't need to be modified right now. But, it does mean a few things for the program. 1) Students in the program get their introduction thru the required classes of the graduate program. They get their reinforcement thru the rest of the classes that they take. We can use the Graduate Comp Exam as our fulfillment for "achieves". The catch is – there is no oral component to the existing graduate exam. Again, an option to fix this could be having students present an oral defense of one question on the graduate exam, with the remaining two questions being written. Dr. O'Connor made a motion to accept the suggestion of changing one question on the Master's exam to require an oral response. Dr. Prescott seconded the motion. No further discussion was requested, and a unanimous vote of approval was made.

It was also noted that in our next faculty meeting we will discuss the idea of a thesis track for our Master's program, as per the request of Drs. Kienzle and Whiteford.

- d. Dr. Culhane has spoken to the Dean regarding mapping and the NSS program. It appears that the task will fall to the NSS faculty, including Rich. He offered to work collectively to identify the appropriate map. NSS already has a built in Capstone, so it's "achieve" function may already be covered. There will still be a lot of SLOs that will need to be delineated in the other areas of "introduce" and "reinforce". He is happy to sit down with Rich and the group to talk thru these things. This needs to be on the radar for this semester.

5. Enhanced Peer Review

Dr. Culhane spoke to Tucker Brown about having outside folks help us with our EPRs. He gave us the green light to use our best judgement choosing faculty who are discipline related from other departments. Dr. Culhane has already reached out to other departments and they have expressed their willingness to help us. He and Mel are sitting down to develop a spreadsheet showing everyone's future needs for EPR. You should expect to see emails from him, in about a week, laying out the process as he interprets it from the materials.

6. Committee Reports

This item was tabled due to lack of time.

7. Other

This item tabled due to lack of time.

Action Items	Owner(s)	Deadline	Status