

# Department of Criminal Justice

## Faculty Meeting Minutes - Oct. 30, 2020

**Location:** ZOOM Meeting

**Date:** Oct. 30, 2020

**Time:** 9:30am to 11:00am

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

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

Absent: Dr. Thomas O'Connor (on sabbatical)

Admin: Melissa Boyer

### Agenda items

#### 1. Chair Report

##### A) Mask Vigilance

Dr. Culhane reminded everyone to be vigilant about mask usage, and to continue to encourage students to do the same.

##### B) Hybrid Teaching

Dr. Culhane strongly emphasized the need to adhere to the course delivery method that classes are set up in. When classes are listed as hybrid, faculty must meet the in-class expectations of the students (and the administration). There have been complaints across campus from the students about classes not meeting as scheduled, and the Provost is not pleased. Dr. Whiteford mentioned that most of her classes are doing okay, but she has one class that consistently only has 2 or 3 students who come to their in-seat day. This is incredibly frustrating. Dr. Culhane noted that in the spring faculty will be allowed to consider attendance in their grades again, and this may help get students back into their seats. When advising students for spring, we may want to encourage students who have strong concerns about COVID and in-seat classes to strongly look at online courses instead.

##### C) 48 Hour Accommodations

Some students who have arrangements with Disability Services may now have an allowance for an additional 48 hours to complete all assignments. This new allowance was discussed in Chairs Mtgs, and Chairs asked for clarification on which assignments were included. They have been told that ALL assignments would be allotted this extra time, even if it is an in-seat class presentation, etc.

Drs. Whiteford and Genis both asked about what they should do when they have assignments that are due on one day and then reviewed as a group in class the next. Should the student with the

accommodation be allowed to listen to the group review? How would that work? Or what about final exams? Dr. Culhane will seek out further clarification on these types of situations.

#### D) Spring Office Hours

We will be moving to a “3 days a week/6 hours total” plan for office hours (virtual and in-office combo) in the spring. This has been approved by our Dean. The expectation is that we will have some coverage every day, and not everyone will try to do a T/W/Th office hours schedule. We need to be sure there is coverage on Mondays and Fridays as well.

Dr. Prescott indicated that he would most likely be covering Fridays at FC again, and Dr. Wright indicated he would be doing Tuesdays at FC again as well.

#### E) D2L Shells for Spring

Shells will be open to students one week prior to the start of class, so please be sure to have your syllabus loaded along with (at least) a welcome message.

#### F) Budget

There is to be an overall budget reduction in our college of 15%. Dr. Brown has used some of the college’s excess funds to cover this, but will also be reducing departmental budgets by 8%. This is to assist the university in covering the deficit that has been caused by COVID and the decline in enrollment, amongst other things.

#### G) Spring Break

Spring Break has been reconfigured by the administration. We will have March 11 and March 12 off as planned, but the rest of that week will be classes as normal. Administration has added February 15<sup>th</sup> as a day off, and we will have two other days off added to the schedule once a decision has been made about when they will be. They could be “surprise” days off like we just encountered last week, but faculty have voiced their displeasure in how that day actually caused more work than less, so all are hopeful that the administration just schedules two additional days on the calendar.

Please do not use your hybrid course as a way to create your own “spring break” that week! If you have a hybrid course, it will be expected that your class will meet as normally scheduled.

## 2. Search Committee Update

The search committee is now comprised of Prof. Genis (committee chair), Drs. Whiteford and Wright, and also Dr. Ying Ma (from SOC). They will be participating in diversity training once the diversity office gets back with a schedule for that. Once that is done, Dr. Culhane would like to see the committee reviewing and scoring the applicants (25 so far) in the first week after the application deadline, which is Nov. 15<sup>th</sup>. Hopefully they can get thru that group and narrow down the candidates to the top 8-10 by the end of that first week. Then the second week can be for Zoom meetings with the top candidates, then another round of Zoom interviews with the top 3 or 4 choices by Thanksgiving, and then final interviews before Christmas Break. If we can keep to this schedule, it is possible we could put our offer out to our top candidate at the beginning of spring semester. This would be ideal.

Dr. Culhane also noted that Prof. Genis is currently reviewing our adjunct application pool in search of candidates for future use both in the BS and MS programs.

## 3. MS Update

Dr. Culhane is holding another student focus group this afternoon, at the request of THEC. This group will be focused primarily on course delivery methods. Responses from this group need to be compiled and

returned to THEC by 11/6/2020. After that, if approved by THEC, the MS proposal will move forward to the Board of Trustees.

We are still working toward a Fall 2021 launch date, and we need to work hard to stay on top of our timeline and in front of the UT Martin proposal that was recently submitted to THEC for review as well.

#### 4. NSS Update

On 10/14/20, Dr. Culhane and Dr. Brown spoke re: this program proposal. They were in agreement that this program was “on pause” for now. Then, on 10/21/2020, Dr. Culhane was included on an email from Dr. Crosby to THEC indicating that we will do what they want done to get this completed. So, accordingly, we are now back to working on this program’s development. APSU is still pursuing the creation of “The Institute” as well. We will need to submit an updated NAAP as soon as possible, and will seek to implement the new degree by Fall 2022, according to administration’s requests.

#### 5. Honors and Awards

We will look to award two student awards in the Spring just like we did last year.

Action Items	Owner(s)	Deadline	Status
Clarification on 48-hour accommodations with regard to exams, in person presentations, etc.	Dr. Culhane	As soon as possible	In Progress
Notify adjuncts that shells open 1 week early in spring	Mel Boyer	As soon as possible	In Progress