**Law & Public Safety Programs**

**Department Meeting**

**Friday, January 14, 2011**

**In Attendance:** Mary Conwell, Dennis Fahey, Kim Gresham, Mike Nisson, Martha Solanzo, Richard Worch, Dennis DiSarro, Angela Holbrook, Jeff Ziomek, Chris Mikell, Chris Clemens, Kristine Barrett, and Linda Welch

**Absent:** none

**Faculty Portfolios:**

* New faculty: Chris Clemens and Chris Mikell will have to prepare a portfolio. Dennis DiSarro will get with them to discuss what needs to be included.

**Catalog Pages:**

* Catalog pages for each program discipline need to be proof read and returned to Kim’s office with any changes for next year’s catalog.
* Reminder: all catalog changes related to curriculum should be presented at this month’s curriculum committee meeting

**New Employee:**

* Colette Ott is our new part time employee who started 1-18-11.
* Her main focus will be retention and student success – supporting BAS in Public Safety Administration and some advising

**SACS Prep: Presented by Dr. Richard Worch**

* 2011 – two big things happening:
	+ SACS visit
	+ Edison Online – CE6 will no longer be used by the end of 2011 – replacement software TBD
		- All online classes will be converted to new software and Edison Online will help with this conversion
		- Edison Online and out department is requesting that the full time faculty prepare comprehensive syllabi for their areas using standard format and standard lesson plans to be used for online classes as well as face to face classes
			* Build online shell for every course (model)
				+ Any adjunct can use it
				+ Still will have academy freedom – developing their own assignment based on standard lessons plans
				+ Will assist with SACS measurements and assessments
				+ Will make the assessment process easier
* Sample of comprehensive syllabus passed out
* Learning outcomes related back to program outcomes via measurements and assessment
* Page 2 list learning outcomes
* Page 15 – far right column relates program outcome for particular learning outcome
* Page 15 – the Assessment column is the assignment(s) for course with applicable rubrics
	+ Edison’s rubric, page 1 & 2 of syllabus: critical thinking (CT), communication (COM), technology/information management (TIM), global socio-cultural responsibility (GSR), and scientific and quantitative reasoning (QR)
	+ The assessment process will be supplemented by Edison Online automatically and electronically

**Presentations by full time faculty:**

* Presentations on how each program is being assessed

Mike Nisson: Criminal Justice

* Pre/post test comparison – determine what needs to be concentrated on more
* Writing assignment – use Edison’s general education rubric
* During semester give cumulative exams

Dennis Fahey: Crime Scene

* Pre/post test
* Writing assignment
* Practical exercise/assignments

Mary Conwell: Paralegal Studies

* Gave her presentation – see her handout

Jeff Ziomek: EMS

* Gave his presentation – see his handout

Dennis DiSarro: Fire Science

* Gave his presentation