

**Law & Public Service Programs
Department Meeting
Tuesday, January 4, 2012
3:00 p.m. Room B 102**

In Attendance: Kim Gresham, Jeff Ziomek, Mary Conwell, Dennis Fahey, Mike Nisson, Richard Worch, Colette Ott, Angela Holbrook, Kristine Barrett, Dominick Mann, Jill DeValk, Dennis DiSarro, Chris Mikell, Linda Welch, and Martha Solanzo

Excused Absent: None

Office hours and Syllabi:

- Due to Department Office by January 6th

Final Exam Schedule:

- Included in handouts
- Can be found at:
http://www.edison.edu/academics/finalexam/schedules/spring_2012_final_exam_schedule.pdf

Full Time Faculty Portfolios:

- Must be turned in by Feb. 11
- Additional notification will be sent by Human Resources

Curriculum Committee: <http://www.edison.edu/facultystaff/curriculum/php>

- All catalog changes for 2012-13 must be in the “drop box” by January 13th
- Need to check Prerequisites, Co-requisites
- Current Issues Pending Resolution:
 - MAC 1102 or MAC 1105
 - Upper division courses count for lower division electives?
 - What makes an AS course – is it only faculty credentials?
 - Foreign Language credit requirements – per state rule needs to total 8.0 credit hours. Some Foreign Language credits are transferred in as 3.0 vs. 4.0 credit hours per course totaling only 6.0 hours
 - Multiple degree awards – obtain AS & AA at same time by allowing AS core credits to count toward AA electives.
 - Impact of CGS 1100 changes on Paralegal Studies and Crime Scene degree programs: CGS 1100 will have a pre-req of CGS 1000

Advisor Update:

- College admissions, general orientations, and initial advising for students should be referred to advising in building S
- Colette is not an academic advisor – she will address problem issues, conduct orientations for BAS students, and market the program

Academic Planning:

- Mid Year Program Review are due on January 17, 2012
- Annual Outcomes Plans (new initiatives)-Due March 5, 2012
- Final Program updates due May 28, 2012
- Annual Outcomes Plans are due on July 15, 2012

Interns & Student Assistants:

- Please let Kim know if you will have an intern for the spring semester
- All paperwork must be on file in human resources prior to intern starting

Collegiate High School:

- If you have not already done so, you are encouraged to make your appointment for program sharing at the Collegiate High School
- Mike Nisson has already met with Principal Botts
- Mary Conwell has already met with Principal Botts

Adjunct Faculty Office/Break Room Update:

- Room B 121 – the refrigerator is not working

Substitutions - Responsibilities:

- Case by case basis – no substitutions are to be made from Edison to Edison courses
- Degree programs must be followed exactly as outlined

E-Books – Bookstore Updates:

- Offering textbooks and e-books
- Feedback for new changes pending
- Students can now download entire Pearson books to their computer, but rentals are only for 180 days

Standing Department Meetings:

- Attendance mandatory
- All meetings are open to any interested parties
- Brief minutes must be taken and uploaded. Focus on “action items”
- If you are unable to make these meetings because of course conflict, please advise Associate Dean’s office