

**Law & Public Service Programs  
Department Meeting  
Friday, February 10, 2012  
3:00 p.m. Room B 102**

**In Attendance:** Kim Gresham, Jeff Ziomek, Mary Conwell, Dennis Fahey, Mike Nisson, Richard Worch, Colette Ott, Kristine Barrett, Dennis DiSarro, Linda Welch, and Martha Solanzo

**Excused Absent:** Chris Mikell - teaching

**Online Transitions:**

- Strive to move all CE6 to Canvas by Fall for all online classes
- Need to sign up for training in Canvas
  - Already had training: Mike Nisson and Dennis DiSarro
  - All faculty currently teaching online or blended

**Canvas Presentation:**

- Dennis DiSarro and Mike Nisson presented a Canvas demo – web 2.0 tools are integrated into canvas

**Summer Load Schedule:**

- Under review
- Let Associate Dean know if you do not want to teach summer classes

**Faculty Evaluations:**

- Appendix “B” now due for all full time faculty on continuing contract
- Portfolio due for all full time faculty on annual contract – Dr. Worch and Chris Mikell
- Mission Appendix “A”s

**Curriculum Committee Meetings – Attendance in February is strongly encouraged:**

- EMS Credit by Exam proposal
- Catalog page changes – due next week
- All catalog changes for 2012-13 must be approved and in the “drop box” for Dean’s Council by February 15 <http://www.edison.edu/facultystaff/curriculum.php>

**Academic Planning:**

- Textbooks – E-Books – Pearson update
- Status report – establishment of standardized assignments for each core course
- Annual Outcome Plans (new initiatives) – due March 5
- Chair Dr. Worch and Director DiSarro must enter all standardized assignments and affiliated assessment plans into SPOL/TED by May 1
  - Enters monthly updates in SPOL

- Final program updates – due May 28
- State Frameworks
  - Between now and April – Complete the review to correct syllabus in line with State Frameworks
  - Take to April Curriculum meeting to revise syllabus for 2012-13

**Advisory Committee Meeting Schedule:**

- Scheduled- Paralegal Studies
- To be scheduled: Crime Scene & Criminal Justice
- TBD – Fire/EMS

**Standing Department Meetings:**

- Second Friday of the month – 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