

**Law & Public Service Programs  
Department Meeting  
Friday, April 13, 2012  
1:00 p.m. Room B 102**

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

**Excused Absence:** Chris Mikell – teaching  
Kristine Barrett - teaching

**Fall Schedule:**

- Need Faculty Load sheets completed and handed in by end of next week
  - Full time faculty – 21 hours – getting clarification
  - Adjunct faculty – 9 or 12 hours – getting clarification

**Class Breaks:**

- Discussion was held on breaks scheduled into class start/end times

**Spring Graduation:**

- May 4<sup>th</sup> at 6:00 p.m. at Germain Arena

**Website:**

- Updated by May 24<sup>th</sup> which is first day of fall registration
  - Program Information
  - Annual schedules
  - Advising sheets

**Assessment Timeline:**

- Faculty met and agreed on attached roll out schedule for 2011-12 assessment
  - Dr. Worch's responsibilities
    - Explore different terminology for use in assessment regarding master course syllabi, master lesson plans, minimum lesson plans
    - Will look at temporarily suspending affiliation of modules relative to specific learning assessments