

**Law & Public Service Programs
Department Meeting
Tuesday, August 21, 2012
1:30 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, Jill DeValk, Kristine Barrett, Martha Solanzo, Kyle Hartman, and Bill Robertson

Guest: Dr. Erin Harrel and Dean Mary Myers

Kim welcomed everyone back

Possible Community Project

- Think about community project for our department to participate in such as Susan G. Komen Breast Cancer Walk, Habitat for Humanity, etc.

Achievements

- Kim acknowledged the following people
 - Jill and Mary for getting the ABA report completed and in the mail
 - Colette – won the contest in naming the café in building AA – The College Edge
 - Dennis Fahey – developing the Crime Scene Island area
 - Will be used by the Crime Scene and EMS programs

Update on Clubs

- Paralegal Club
 - Still sponsoring the “After the Rain” halfway house
 - Had a bowling party
 - Would like to establish scholarship to be given to women at the After the Rain halfway house, so that they can further their education
- Criminal Justice Club
 - Hope to have the club up and running by next year

Advisor Update

- The advising office does not a specific advisor designated to our programs yet
- The advising office is in the process of hiring a coordinator of advising

Advisory Committee/Faculty Meeting Schedule

- Update committee Membership (include new members)
- Partnership with FGCU – regional public safety advisory committee
- Need to schedule meetings – State mandate is twice a year

- Crime Justice, Crime Scene, Public Safety
 - First meeting – October, 2012
 - Second meeting – February, 2013 joint with FGCU
- EMS – twice a year in October, 2012 and February, 2013
- Paralegal – twice a year

Faculty Load Hours and Office Hours

- Office hours must be 5 days a week and a time period of ½ hour or more
- The College Operating Procedures (COP) number 03-1110 regarding Faculty Teaching Loads/Overload hours was handed out
- Load hours – there was a General discussion with Dr. Harrel and Dean Myers regarding 21 vs. 24 load hours and the College Operating Procedures (COP) vs. Collective Negotiation Agreement.

Spring Schedule and Load

- All full time faculty need to make sure that once the spring schedule is available that they fill out the faculty load sheet requesting the classes they would like to teach
- Once full time assignments are made we will begin assigning adjuncts.

Fall Final Exam Schedule

- Final exam schedule was passed out to everyone

Assessment Plans

- The 2011-2013 assessment timeline and the 2012-2013 Course and Program Assessment Plan was handed out

Curriculum Committee Timeline

- This timeline is on the document manager
- Faculty are advised to review curriculum and submit changes as soon as possible

Edison Collegiate High School Initiative

- Principal Brian Botts will be in touch with each full time faculty or you can give him a call to get on the initiative calendar

Research Team Proposal

- Dean's Council new initiative
 - To help resolve issues that come up, the respective Dean or Associate Dean is to research it and bring the research to the Dean's Council meeting
 - We will be utilizing the three instructional assistants to help with any necessary research

Chair's Report – Dr. Richard Worch

- The Department Chairs meet the second Friday of every month

- Update on Assessment
 - Learning objectives tied to learning outcomes
 - Syllabus – quantitative assignments that are in sync with learning objectives
 - Send complete assessment plan with syllabus to adjunct once adjunct is assigned to a course

Deans Council Proposal

- AA and AS course designation
- Review GPA definitions (cumulative, program)

Work Study Student

- Everyone was pretty much in agreement that we could use a work study student

Travel and Perkins

- Will have some Perkins funds to pay for travel to conference.
- Faculty were encouraged to make sure all travel for the year be submitted as soon as possible

Portfolios

- Appendix A is due between Sept. 24th – 26th

Directed Study Guidelines

- Guidelines were handed out

Additional Items

- Jobs posted
 - Director of EMS
 - Clinical Coordinator of EMS
- Union positions
 - Dr. Conwell – secretary
 - Dr. Worch – on negotiating team

Standing Department Meetings

- Attendance Mandatory
- All meetings are open to any interested parties
- If you are unable to make these meetings because of course conflict, please advise

LAW AND PUBLIC SERVICE PROGRAMS
ASSESSMENT TIMELINE
2011-2013

NOTE:

THIS TIMELINE IS DESIGNED TO MOVE COURESE INTO THE 2013-14 CALENDAR. IT DOES NOT ADDRESS 2012-13 ASSESSMENTS.

Reviewed and approved by LPSP faculty on April 13, 2012

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| September 2012 | All 2012-13 AS degree frameworks reviewed and course learning outcomes updated. If applicable, revised Program Outcomes established. All materials to be submitted to Department Office by the end of the month. |
| October 2012 | All Course and Program Learning Assessments identified and reflected in updated syllabi, to be reviewed and approved by Chair and Associate Dean. |
| November 2012 | All applicable rubrics developed and approved by department and Institutional Research |
| January 2013 | All revised course outlines to be submitted to curriculum committee |
| March - May 2013 | All assignment and rubrics to be entered in Canvas shells in preparation for Fall 2013 kick-off |