

**Law & Public Service Programs
Department Meeting
Friday, September 14, 2012
1:00 p.m. Room B 102**

In Attendance: Kim Gresham, Mary Conwell, Dennis Fahey, Mike Nisson, Richard Worch, Colette Ott, Dennis DiSarro, Linda Welch, Kyle Hartman, and Bill Robertson

Excused: Martha Solanzo

Absent: Jeff Ziomek

Faculty Evaluations

- Suggest faculty attend the portfolio development workshop
- Appendix A is due by Monday, September 24th – Faculty need to make an appointment with Kim prior to September 24th to review it

Attendance at Curriculum Committee Meetings

- New member – Dennis DiSarro
- Returning members – Mary Conwell and Dennis Fahey

Advisory and Faculty Meeting Schedule

- In the process of scheduling these meeting during October and November

Edison Collegiate High School initiative Updates

- Mike Nisson has schedule a date with Principal Botts

Interns and Work Study Students

- Haven't heard anything – will call and check status

Mail Room Update

- The mailroom is locked for security purposes
- All incoming and outgoing mail will be through Linda's office

Waiver and Course Re-evaluation forms

- These two forms have been revised
- The department offered suggestions, which Kim will bring to Michelle Fanslau for review on Friday

Student Assessment Committee

- Email sent out by Kim regarding this committee and how you can join the committee via Canvas

- The purpose of this committee is for lead faculty involvement in their respective discipline assessment
- The committee meets on the third Friday of the month from 2-4p.m. in U building
- Next department meeting Dr. Worch will conduct training on accessing committee information through Canvas
- Dr. Worch will explore inviting Dr. Hibbard to the next department meeting
- Kim and Mary will not be at the October meeting
- Dr. Worch will chair the October department meeting

Cornerstone Training

- Module training is highly recommended for faculty and staff
- Don't have to make an appointment – just show up at the training

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 department office