

physical crime scene labs on either the Collier or Charlotte Campus, so those courses would probably be taught differently than on the Lee Campus where there is a forensic lab. Meyer suggested a couple of options: Crime Scene labs are taught at the Lee Campus only or that the Collier or Charlotte students come to the Lee Campus several times during the term to conduct labs.

Cultural Aspect

- Combine department meeting on the second Friday of each month at 2:00 p.m.
- Meeting starts with main meeting and then breaks out into disciplines.
- Work collaboratively and find any holes

SPOL (Worch): For the academic year 2011-2012 all entries into SPOL were being done by the Institutional Research office. However, for the remaining academic year of 2011-12, 2012-13 and 2013-14, Dr. Stewart has asked that the full time faculty enter their respective information in SPOL. Worch indicated that he would like to get Jill De Valk trained to do this so she will be able to assist the full time faculty.

Scheduling (Meyer): Enrollment minimum for spring term is 12 students. At the present time we don't have the following information for each program: total enrollment or graduates for each term. We are working on correcting this, as with the new state reporting requirements, we will want accurate and timely condensed reporting.

Opening more online sections: Meyer talked about "placeholder classes" with 0 enrollment and open up enrollment only if needed.

New State Frameworks (Worch): The learning objectives and program objectives rewrite of common course syllabus are due to Worch by October 26, 2012. They need to be submitted to the Curriculum Committee by November 2nd for the January, 2013 Curriculum Committee meeting and will be effective for fall 2013 term.

Worch handed out a sample syllabus ([click on icon to view sample syllabus](#))

Section IV – 2nd column – Assessment can be short essay, practical application, etc.

Section IV – 3rd column – COM, CT, TIM, GSR, and QR.



Sample Syllabus
Handout.pdf

Section XI – needed for next spring 2014 term – Assignments need to be in alignment with assessment.

All adjunct and full time faculty need to have one assignment with the same measurements.

Data Collection – adjunct enter into canvas - that way the grading/assessment is captured electronically.

The meeting adjourned at approximately 2:15 p.m. The next meeting is scheduled for November 9, 2012 at 1:00 p.m. in B 102.