

**Criminal Justice, Crime Scene, & BAS PSA Adjunct Faculty Meeting**  
**Dr. Richard Worch, Coordinator**  
**September 30, 2014, Thomas Edison Campus, B Bldg, Room 114**

	Present	Absent	Excused
<b><u>Administration</u></b>			
Dr. John Meyer, Dean			
Dr. Tom Rath, Assoc Dean			
<b><u>Coordinator</u></b>			
Dr. Richard Worch	X		
<b><u>Adjunct Faculty</u></b>			
Al Antonini	X		
Lincoln Barton	X		
Bernardine Carter	X		
Pricilla Doyle			X
Andrew Dunn			
James Fitzpatrick	X		
Arnold Gibbs			
Richard Montecalvo			
Robert Niven			X
Brian O'Reilly			X
Bruce Nanzer	X		
Matt Visaggio	X		
Valerie Ziajka	X		
<b><u>Staff</u></b>			
Jill DeValk	X		

Dr. Worch welcomed all in attendance and introductions were completed. The following topics were addressed:

**Adjunct Portfolio:**

Dr. Worch commented that if you are in your first year or you have had a year break in teaching, you will need to complete an adjunct portfolio. Dr. Rath, Associate Dean of the School of Business and Technology will contact the adjunct faculty who will need to complete the portfolio due in February. Basically, the portfolio is graded on 9 criteria on the rubric. Five of the criteria deal directly with the syllabus and since we use master syllabi, the majority of the requirements are taken care of. The other required sections include a statement on teaching philosophy, self-evaluation of SIR II (Student Review of Instruction) surveys, final exam or project, and professional development activities.

**FSW Email:**

Adjunct Faculty will now have access to FSW email for up to a year after teaching a course. The previous policy was to cut off access as soon as a semester was completed if a professor was

not teaching the following semester. This caused problems because administration and students were no longer able to contact the professor through school email.

**BUC Card:**

The BUC Card is the FSW student or staff identification card. It formerly was the connect card. For access to the copy machine in B Building, you will need an id card. You can also email Jill DeValk the material and she will make copies for you. Using the CANVAS shell for ground classes has almost eliminated the need for copies.

**Textbooks for Spring:**

Please contact Lisa Dick if you need a textbook for Spring. Also regarding textbook adoptions, full-time and adjunct faculty have input over textbook selection. If there is a textbook that you have discovered that you believe is better, please bring it to the department's attention. Textbooks are selected on an academic year basis and right now we are using textbooks within the five year program review window.

Beginning in fall 2015, the Public Safety Administration program is participating in an experiment to possibly eliminate the course textbook. We will be taking two courses and in place of the textbook, the professor will be preparing assignments using research articles in the public domain and supplying these articles to students. Interested professors should let Dr. Worch know. If a professor is very interested in a course and would like to "make it their own" this is a great opportunity. The assignments can be changed from the current master syllabus but the assignments must include associated program outcomes and student learning outcomes.

**Compliance Assist Assessment Results:**

Compliance Assist software has replaced SPOL as the current repository for assessment information. For Criminal Justice, Crime Scene, and the BAS in Public Safety Administration every course has program outcomes and student learning outcomes identified. Assignments, projects, and exams relate back to PO's and LO's which are listed on the rubrics. These PO's and LO's are cross-referenced in a report at the end of the semester that provides the information for the assessment measure of 80% of students achieving 80% or higher on the assignment, etc.

Most of the assessment measures met or exceeded the 80% of students achieving 80% or higher measure with the exception of the essay assignments for the following:  
Crime Scene – CJE 1640 – Intro to Crime Scene – 77% on essay assignments  
Criminal Justice – Average for academic year 2013-14 – essay assignments:  
Outcome 1 – CCJ 1020 Intro to Criminal Justice - 70.9%  
Outcome 2 – CCJ 1010 Intro to Criminology – 68.7%

Outcome 5 – CJE 1300 Police Organization – 77.3%  
Outcome 7 – CJC 1000 Intro to Corrections – 76.5%  
Outcome 8 – CJL 2100 Criminal Law – 76.3%

To address the lower scores for CCJ 1010 & CCJ 1020, Al Antonini offered that he believes the TURNITIN software for originality of the assignment may be contributing to lower scores. In his experience, many students receive above 30% because they repeat the questions in their answers. He examines the assignment to make sure not to penalize a student's score for this reason. A discussion ensued. Dr. Worch added that when you are looking at the TURNITIN results, if you click on the lower right hand corner, you will be able to see the results for each line. It was agreed prior to the beginning of the Spring Term instruction would be given on how to grade the TURNITIN criteria of the rubric. Dr. Worch commented that the assessment results will be available to adjunct faculty with the suggestions for improvement.

Dr. Worch concluded the meeting and thanked everyone for attending.