

**School of Business and Technology Department Meeting  
Law & Public Service Programs Breakout  
September 12, 2014**

**In Attendance:** Dr. Richard Worch, Mary Conwell, Lincoln Barton, Mike Nisson, Dennis Fahey, Bruce Nanzer, Sandi Towers, and Jill De Valk.

**Paralegal Studies:** Professor Conwell commented that we are adding more paralegal courses online. In addition to Business Law, Torts and Litigation were added this Fall semester. Legal Research and Writing II and Introduction to Paralegal Studies will also be offered in the Spring semester. According to ABA qualifications, we must keep ten hours to be taught traditionally. Professor Conwell relayed that the Paralegal Internship, Capstone, Family Law, and Legal Research and Writing I will be offered traditionally as ground courses. Offering courses online is expected to enhance enrollment in the program statewide and nationwide.

**Criminal Justice & Crime Scene:** Professor Fahey expressed concerns for the reduction in enrollment in the Crime Scene program. He has volunteered to go to the high schools to recruit. The program continues to receive donations for equipment but enrollment needs to increase.

**Compliance Assist:** Dr. Worch commented that increasing enrollment in Crime Scene and Criminal Justice could be a Program Outcome or goal in the 2014-15 Academic Year. Also, to recruit and expand the programs by offering more day and night courses could be an operational objective. Full time professors need to ask adjunct professors whether they think the assessment assignments need to be revised. Assessments will be discussed in the adjunct faculty meeting for BAS PSA, Criminal Justice, and Crime Scene adjunct faculty scheduled on Tuesday, September 30, 2014. The Paralegal adjunct meeting is scheduled on Monday, September 22, 2014.

The group decided that Dr. Worch, coordinator of BAS PSA, CJ and Crime Scene will meet with Dr. Meyer before September 26, to discuss the goals and objectives to be set for the 2014-15 Academic Year. Professor Conwell will meet with Dr. Meyer as coordinator of Paralegal Studies.

**Schedule 25:** Mike expressed concerns about the new room scheduling by computer and whether the crime scene and paralegal courses that use B 114 and B 132 will be scheduled in the rooms that they need to be. Dr. Worch commented that he understood that if a classroom has specific equipment that a course uses in a classroom, the course will be scheduled in that room. Jill will send Lisa Dick a list of courses that need a specific classroom. CJE 1640 Intro to Crime Scene, 2643C Advanced Crime Scene, and 2770C Crime Scene Photography courses need to be scheduled in B114 because they use software for assignments on the computers and the cameras are stored in B 114A closet. PLA 1103 and 2114, Legal Research and Writing I and II need to be scheduled in B 132 because they need the legal resources stored there and they need the computers for in class assignments using Westlaw or Lexis Nexis digital legal resources.

The meeting was adjourned at 3:10 p.m.

(Minutes recorded by jd)