**AGENDA & Minutes**

**DEPARTMENT MEETING**

**CRIMINAL JUSTICE, CRIME SCENE TECHNOLOGY, PUBLIC SAFETY ADMINISTRATION**

**August 16, 2023 2:30PM in person**

**I. Attendance**

Brain O’Reilly

Krissy Cabral

Richard Worch

NO Adjuncts in attendance

**II. Simple Syllabus**

Discussed what we as a Department wanted to include in the Simple Syllabus Master Template for our area. Nothing new to be added at this time. Wanted to make sure all adjuncts were made aware that there is no modifying the Simple Syllabus contained in their shell.

**III. Adjunct Meeting to be Scheduled via Zoom in September**

All three full time professors agreed that it would be difficult to get adjuncts to attend the department meetings on campus. This will be discussed at the September Meeting.

**IV. Zoom Meetings for Monthly Department Meeting**

Since a zoom meeting is being arranged for Professor Cabral to attend the department meetings it was further discussed that these zoom meetings could be opened to the adjuncts. It was further discussed how these zoom meetings would take place and who from Campus (SOBT) would arrange for them. This is yet to be determined.

**V. Assessment Coordinators**

As the role of the Assessment Coordinator is no more, it was discussed what we would be required to do and keep for documentation for accreditation purposes. Matt Hoffman joined our meeting and he stated this has yet to be determined. In the meantime Professor Cabral and Chair Worch will not be entering any further information into Compliance Assist at the direction of Dean Myers. Both Professor Cabral and Chair Worch decided to remain on the Learning Assessment Committee as members, but not Assessment Coordinators.

**VI. Adjournment**

Meeting was adjourned at 3:40PM