

Business & Technology Department

Minutes

Law & Public Service Department Meeting Dr. John Meyer, Associate Dean Dr. Richard Worch, Department Chairman October 12, 2012 at 1:00 p.m. in B-102

	Present	Absent	Excused
Administration			
John Meyer	X		
Mary Myers			X
Department Chair			
Richard Worch	X		
Faculty			
Michael Nisson	X		
Dennis Fahey	X		
Mary Conwell			X

	Present	Absent	Excused
<u>Staff</u>			
Linda Welch	X		
Jill De Valk			X
Colette Ott	X		
Adjunct Faculty			
Present	6		
Excused	3		
<u>Guests</u>	0		

Approval of Minutes:

Dr. Worch asked for a motion to approve the minutes from the September 14, 2012 department meeting. Nisson made a motion and Ott seconded the motion.

Dr. John Mever

Wants to integrate people and processes in our department with the rest of the Business & Technology programs and wants uniformity with:

Syllabi

Assessment

Data Collection for SACS

- Course content to Canvas 3 tier
 - Ground courses minimal canvas content
 - Blended courses somewhat rigorous canvas content
 - Online courses rigorous canvas content
- Adjuncts
 - o Full time faculty are the subject matter expert in their field so they need to:
 - Drive and establish the curriculum
 - Give adjuncts minimal standards Nisson mentioned that not all adjuncts are trained in Canvas. Meyer mentioned that the full time faculty's canvas shells can be copied for adjunct use and that they can mentor the adjuncts.
 - Fahey mentioned the evaluation of adjuncts and Meyer agreed that he was in favor of evaluating adjuncts. Fahey mentioned that there are no



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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 2^{nd} 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 -2^{nd} column – Assessment can be short essay, practical application, etc.

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



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.