

Criminal Justice
Department Meeting Notes
January 4, 2011 at 1:00 pm

Dr. DeLone called to order the regular meeting of the **Department of Criminal Justice** at **2:00 pm** in the CJ conference room 313.

I. Attendance

Mrs. Pacquette took attendance and following persons were present:

M. Barlow	L. Boyd	S. Brightman	J. Brown	R. Brown
S. Davis	M. DeLone	M. DeValve	K. Fuller	B. Grohe
L. Guevara	E. Lenning	E. Quinn	A. Taylor	

II. Approval of minutes from last meeting

Dr. Boyd made a motion for minutes be accepted for approval. Motion was seconded to approve the minutes by Dr. M. Barlow and a vote was taken and the results:

Approve – 13 Disapprove – 0 Abstain – New business

SACS update

- Continue to check digital measures to make sure faculty records to update. James Heard is the POC.
- Abstracts from presentations must be entered into Digital Measures when the conference travel is funded by the university.
- Submit spring 2011 syllabi to Mrs. Pacquette be posted on the CJ website.
- Student requests and complaints should get a prompt response, preferably within 48 hrs.
 - Most common complaint: faculty not having timely response to emails/calls and students coming to faculty doors being closed and wait time, with no explanation. Dr. DeLone suggested using signage to identify advising in progress.

Operational Plan Update

- Copies of the CJ Operational Plan are on the department O drive and were emailed prior to meeting. A CJ status report on Operation plan and Assessment report was sent via email prior to the meeting and was passed out during the meeting as basis for discussion.
- Discussed integrating/mapping University core learning objectives with program learning objectives. While five core learning outcomes were reviewed, three were highlighted: Communication, Reasoning Skills, and Scientific Inquiry.
 - Discussion on how Faculty should assimilate highlighted core learning objectives into assignments, speakers and specialized activities to enhance curriculum.
 - Expansion of in class activities, extend use of campus speakers with course curriculum (Chancellor's lecture series, Male initiative week, etc.), extend use of service learning.
 - New idea for integration with Global Literacy was linked to expansion of the undergraduate course Comparative Criminology, perhaps as a supplement to the proposed Afrikana Studies Minor.
- Faculty discussed CJ report for operation plan and assessment report in Taskstream (items # 1, 2, 3, 4, 10) by using summary of findings report and additional tables on graduation and retention from Academic Affairs Blackboard site.
 - Item 1: Maintain student satisfaction with advising- Advising for the fall fell a little below 90%, so spring and fall will be reviewed together. Dr. DeValve has submitted the student satisfaction survey to IRB, results from Spring semester will be addressed in future meeting. Discussion of successful advising strategies included use of EMT reports to contact students who are not yet enrolled and advise to students on type of courses they will be most successful in (8 week, online, etc), based on previous academic record. Remind students of withdrawal rules. Discussion of unsuccessful strategies for advising including lack of office hours and need for correct information. Reminder of upcoming Advising Newsletter.
 - Item 2: Maintain Persistence- CRJC 200 level courses DFW rates were 20% lower, but we did not hit our goal. Reinforcement of Supplemental Instruction strategy. Extension grade contracts are most successful with supplemental instructors.

Retention data was passed out for CJ and CAS and faculty reviewed data and discussed. Data were discussed in terms of flaws, but some suggestions were proposed. For the lower retention rate for those students with no loans, proposal to provide more information to students about scholarships. The Advisor newsletter can be used for this. Discussed gender differences in retention rates, with women having lower rates, resulted in commitment to explore new Learning Communities, especially Bronco Women and second semester courses. Ad Hoc committee formed: Dr. R. Brown (chair), Dr. Barlow, Dr. Davis, Ms. Fuller and Dr. Guevara to explore and organize a plan.

Continued commitment to use of SIs in a wide range of classes.

-Item 3: Increase class preparation time - More courses will be utilizing supplemental instruction support as long as funds support it. Concern about continued university funding. Faculty who use SIs volunteered to assist faculty who have not used SIs in learning the ropes.

- Item 4: Increase Student Engagement – Continue effort with student organizations as membership has exceed last year’s numbers already. Expand announcements of university events that reflect core learning outcomes such as speakers in other departments (Forensics) and CJ topic panel discussions (Dr. Adkinson’s service learning class). Maintain commitment to service learning courses, such as Juvenile Advocacy and CJ Leadership. Develop a way to track and document attendance with special programs and lecture series or offer extra credit. Dr. DeLone would like for CJ to do something for Black History Month – development committee and student organizations to work on that idea. Suggestion was a static display in the main hallway of African Americans in Criminal Justice and Criminology, to include expansion of current African American Peacemakers display near Dr. DeValve’s office.

-Item 10: Scholarly activity – Discussion on how to measure collaborative scholarly activities - Dr. DeLone announce a research triangle on Program Evaluation with Dr. DeValve, others were invited to join. Dr. Quinn suggested a survey for faculty to complete on what editing and revision help they give to peers on dissertations, manuscripts, etc., could serve the purpose of documentation. Dr. M. Barlow suggested a “writer’s guild” model to assist peers with editing journal review articles and grant proposals. Discussion will continue.

- Document misc. activities even if you’re not sure where to put them in the support for the operational plan.
 - For example, student attendance at Chancellor’s lecture series meet and greet. Dr. Boyd will provide attendance for October 2010 and January 2011 speakers.
- Overall university goal is to be committed to using all resources for reporting for attendance and grades throughout he semester.

Summer Schedule

- Summer schedule is finished for the most part. Students have a good amount of choices to make this summer.
- Dr. Boyd would like to add another graduate level course.
- Dr. Brown would like internship to be an online course, he will talk with Sarah Baker further to make sure that we can designate internship as online.

Dr. DeLone adjourned the meeting at 3:05 pm
Minutes submitted by: Stephanie Pacquette