

Criminal Justice
Department Meeting Notes

September 14, 2010 at 2:00 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

II. Mrs. Pacquette took attendance and following persons were present:

Adkinson, C.	Barlow, M.	Boyd, L.	Brightman, S.
Davis, S.	DeLone, M.	DeValve, M.	Fuller, K.
Grohe, B.	Guevara, L.	Lenning, E.	Quinn, E.
Taylor, A.			

III. Approval of minutes from last meeting

Dr. DeValve made a motion for minutes be accepted for approval. Motion was seconded to approve the minutes by Mrs. Brightman. A vote was taken and the results:

Approve – 11 Disapprove – 0 Abstain – 1 (Dr. Davis wasn't present during vote)

IV. Old business

None

V. New business

Operational Plan

After revision of our plan, Dr. DeLone was advised to cut the document down. We will be condensing or cutting 21 of the objectives down to 11. We will collapse some and make sure CJ objectives are aligned with CAS objectives.

- If we receive any complaints in the CJ office, we must log and track complaints.
- Dr. Adkinson and Dr. Lenning will co-facilitate brown bag sessions on faculty development and how it impacts student success. They will be setting a meeting to view and discuss feedback.
- CAS and Academic Affairs will be doing a mid-year review of creative strategies the departments are using.
- We have to identify CJ program learning outcomes we want to focus on to put in the CAS OPAR- faculty came to a consensus that it would be better for CJ to focus on the communication skills.

Form Reminders

- Reminder to check for accuracy when completing forms and submit leave forms 10 days prior and travel forms 20 days prior to the CAS office. (it needs to be submitted before to Dr. DeLone)
- Goals and Objective meetings will begin soon; sign up for time by September 24. Forms under staff/faculty development, Task Force Comprehensive Evaluation and they are fillable forms focusing on recruitment/retention, collaboration/partnership, and visibility.

Policy Reminders

- Use incident reports whenever you have something that needs to be documented.

CAS

Verify that you are using updated forms from CAS or the registrar's office to complete forms that are to be submitted to the CAS office. The old, handwritten forms will not be accepted any longer.

- All forms will now be scanned instead of copied to save paper and space.
- Verify forms are the correct updated forms, typed, signed by all parties, required documentation is attached, because they will be kicked back and kicked back forms will be tracked by the CAS office.

Committees

- Undergraduate Committee will be rescheduling meeting because of conflict of times.
- Assessment Committee is working four tasks at this time and the members have all taken one to focus on. (E.L.-Majors Field Test, S.B.-CJ Core Learning Objectives, M.D.-Satisfaction/Assessment Surveys, and E.Q.-SACS)
- Development Committee will be looking into fundraising opportunities to raise money for student scholarships and assess career needs CJ students will need to meet.
- Graduate Committee reported that two workshops have been conducted to meet with students to prepare graduate students for comprehensive exams. Workshops are going well and 5-8 people have been attending workshops. CJ has 5 students who've applied to take the comp for the fall. MSCJ are scheduled for Wednesday, October 6 8-5pm in the Cont. Ed bldg. rm 130. Dr. Boyd requested that faculty forward the names of students with final grades of I, C or F, when interim and final grades post for tracking purposes. Students indicated an interest in Saturday classes. Proposal will go forward for hybrid courses, this is a way to increase student contact and provide more options for students, as well as increase enrollment. If you want to develop a new course do as soon as possible, but Graduate Council does meets two times a month.
- Social/Hospitality- Dr. Barlow will be hosting a potluck at her house on September 17, see e-vite to view what items are being brought by others.
- TPR Committee – reappointment folders have been viewed and letters will be going out to the respective faculty.
- Faculty Senate meeting Thursday, September 17.
- Graduate College is working on looking at eight standards for SACS.
- Online Education is under Office of Online Education and is housed in Continuing Ed. and a website has been developed to assist faculty and students with their online education. OOE is focusing on improving faculty support services by doing more workshops and trainings and tailoring them to the departments. OOE will be evaluating ODC student transcripts and advising until they are ready for dept. advisors to take over. OOE will also provide resources to student for writing support.
- Budget - university is looking at least a 10% cut, but we do have a small budget to work with at this time. Submit orders for office supplies by Friday, September 17, 2010.

Spring Schedule

- Index cards are due back to Dr. DeLone by September 20.
- Scheduling committee consists of Dr. Quinn, Dr. Boyd and two more person will be chosen.

CAPS

- Graduation report that has been set up to verify if graduation requirements are met. It is still in the pilot stage, so it is not 100% accurate, so it is best to complete the curriculum guide and use it for students to submit with applications.

Club Updates

- NABCJ announced membership is due by the end of September. Pictures of club activities are posted on the NABCJ face book page. Members of NABCJ will participate in Dance your MASS off to raise money for a heart charity.
- APS will have their first meeting soon and Dr. Adkinson will accept application year round for membership. Orders for regalia must be ordered to give organization 2-3 wks to process and ship orders. Setting up meeting to discuss philanthropic projects their interested in also.

Miscellaneous

- FPD has asked for FSU's CJ department to give input on the topic of juvenile curfews, which will be going up before the Fayetteville City Council.

Dr. DeLone adjourned the meeting at **3:30 pm**.

Minutes submitted by: Stephanie Pacquette