

Criminal Justice
Department Meeting Notes
February 9, 2010 at 2:00 pm

Dr. Brown 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:

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|-------------|-----------|--------------|------------|-------------|
| C. Adkinson | L. Boyd | S. Brightman | J. Brown | R. Brown |
| A. Craddock | E. Quinn | L. Guevara | E. Lenning | K. McIntosh |
| A. Taylor | M DeValve | B. Grohe | | |

II. Approval of minutes from last meeting

Dr. Quinn moved that minutes be accepted for approval. Dr. Adkinson seconded the motion to approve the minutes. A vote was taken and the results:

Approve – 13

Disapprove – 0

III. Old business

None

IV. New business

Faculty Search

Candidates will be interviewing on February 12 and 19, itineraries are on the O drive and sign-up sheets have been posted in the copy room for lunch and dinner. Once candidates have interviewed, your comments should be submitted Monday after the interviews. All comments should be in written form or oral, but no emails.

Faculty Senate Update

- Next Meeting will be on February 18, 2010.
- Faculty Handbook is still being discussed and updated.
- Bookstore has said that books have to be used 4 terms (in Spring or Fall terms).

Discussion ensued about limiting books to two distinct books for each section and it was agreed that a separate meeting was needed to discuss CJ course objectives and trying to get the books that would best facilitate them. March 15-19 would be the best week for textbook meeting. Dr. Brown will create a sheet to identify faculty for working groups.

Graduate Program

Dr. Boyd is tracking certificate, course proposals and admission policy for approval. Comprehensive exam will be given March 24th and there are two people who have applied to take the exam. There was Admin./Theory workshops and they went well, and two others have been scheduled.

Undergraduate Program

Course proposals are in Academic Affairs for approval. Majors meeting will be scheduled for March. CAPP audits are coming out for students who have applied for Spring 2010 graduation.

SACS

All information has been submitted and Dr. Quinn will be reviewing survey results and she will be asking our Graduate Asst., Nuchelle Atkinson, to assist in surveying and exiting seniors, alumni and employers.

Budget

Budgets have been sent to department accounts; we are now able to make supply orders. Library has put out requests out for materials needed, see Dr. Adkinson for more information.

Evaluations

Dr. Brown will have to make time to observe classes and meet to go over goals. He will look at criteria for evaluating online courses better.

PRT Guidelines

A working group has been formed, and they are progressing towards a finished product, to give to the full faculty. Working group will meet before the next faculty meeting.

Peer Review Committee

Meeting scheduled for February 15th to discuss guidelines.

Retention, Tenure & Promotion

Workgroup will send out 6 pg. document draft of guidelines of areas to be looked at with levels. The committee had some areas they could go no further with, until faculty input was considered. Meeting has been set for February 18 at 2pm, to resolve any open issues. Information will be forthcoming as email.

NABCJ & Black History Month (Feb. 2010)

- Wednesday, February 17th at 7pm and panel discussion about the “Blacks in Criminal Justice” and it will be hosted by NABCJ in LSA 121.

FSU Spring Admissions Open House

- Saturday, March 27th, 8-1pm
- Dr. Cary Adkinson will be POC for CJ and the representative at the open house (looking for at least one volunteer)

National Tour on Racism Event

- Thursday, April 8th, 2-4pm
- “Lynching Then, Lynching Now” will be a panel discussion with guest panelist on the death penalty. Dr. Brown discussed with faculty, using this event as an opportunity to engage students, not only by attending, but also by creating an assignment for students.

ACJS and Office Coverage

Most faculty will be going to the conference that will be February 22-26th. Dr. Brown will be leaving on Friday to another conference. Other faculty will be around if students need advising.

Budget & Supply Orders

CJ budget still has funds, faculty will need to forward all request for supplies to Mrs. Pacquette. She will be compiling a department order the week of February 8-12.

Student Support Office

Room 321 has been designated as a space for our Graduate assistant and SI's to work in. Nuchelle Adkinson is our graduate asst. and our SI's are as follows: Cheri Ames, Robert Desheids, Kenya Vice and Victoria Williams.

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

Minutes submitted by: Stephanie Pacquette