

Criminal Justice
Department Meeting Notes
April 15, 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

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

L. Boyd	S. Brightman	M. Barlow	R. Brown
L. Guevara	E. Lenning	E. Quinn	
A. Taylor	M DeValve	A. Craddock	

III. Approval of minutes from last meeting

Motion moved that minutes be accepted for approval. Motion seconded to approve the minutes.
A vote was taken and the results:

Approve – 10
Disapprove – 0
Abstain - 0

IV. Old business

None

V. New business

Faculty Senate Update

Graduate Program

Undergraduate Program

- Majors meeting was a success, great turnout
- Course proposals have been approved and courses are in Banner
- 57 graduates have applied and been cleared for graduation
- Dr. Taylor has updated curriculum guide and it will be posted to the O drive to view.

SACS & Department Assessment

- Dr. Quinn thanked the department and especially Dr. DeValve and Dr. Lenning for taking the lead with tasks for pulling this project together together.
- Results of survey were passed out for faculty to view.
- Faculty discussed ideas to implement with CRJC 450
 - Use grad asst. to do plagiarism workshops.
 - Use writing rubric in all 450 sections.
 - Break writing assignments down in to smaller assignments.
 - Have one class lecture dedicated to how to write a paper and plagiarism.

Service Learning

- Dr. Barlow spoke to faculty about service learning grant and how the program will work – SL helps connect course content with service and community needs.

- Ms. Melissa Lyons is the Service Learning Program Mgr., spoke about the things that they have done and welcome anyone to call for questions and concerns.

Peer Review Committee (PRC) & Annual Faculty Evaluations

- Folders have been created for every faculty member to file supporting documents.

PRT Guidelines2010

- Dr. Brown thanked faculty for input and cooperation and Dr. Taylor for heading up. Dr. Taylor will be forwarding the final document to Dr. Brown

CAS Committees

- Dean Barlow is asking for volunteer committee assignments by April 20
- Please email or verbalize committee choices to Dr. Brown

Honor and Awards Ceremony

- CAS will be honoring students, staff and faculty on April 29th 3-5pm

Conflict of Interest Forms

- Books royalties are to be included, so forms must be corrected and resigned as soon as possible to be resubmitted.

Conflict of Interest Forms

- Forms are due now.

Budget Planning

- Committee has to create a 5 yr budget plan for CJ.
- SCH plan has to be created also.

Textbook Discussion

- Summer 2010 textbook orders are due now and fall 2010 orders are due by the end of April
- Check email, Dr. Brown sent out link for E-Adoptions
- Call bookstore manager, Max Hall regarding bundling textbooks

Faculty Meeting

- Last 2009-10 department meeting Tuesday, May, 11th 2-3:30pm

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

Minutes submitted by: Stephanie Pacquette