

Criminal Justice
Department Meeting Notes
August 12, 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:

L. Boyd	S. Brightman	M. Barlow	R. Brown	S. Davis
L. Guevara	E. Lenning	E. Quinn	K. Fuller	A. Quenum
A. Taylor	M DeValve	R. Glazier	C. Adkinson	M. Barlow

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 – 14 Disapprove – 0 Abstain - 1

IV. Old business

None

V. New business

New Faculty

Dr. Miriam DeLone, Chair

Dr. Sherree Davis, Adjunct Professor

New Roles in the Department

- Dr. Elizabeth Quinn, Asst. Chair and her duties include academic advising, program assessment, recruitment, class scheduling: and summer advising (July) the academic year is from June to July.
- This year we will have a work study student, Viola Simmons.

Administrative Management

- Dr. Delone will be sending emails out on administrative, housekeeping or routine information. Student or Faculty forms should be submitted in a timely manner and will be escalated to the next level within 1-2 business days.

Fall Semester Advising

- Mrs. Fuller and Mrs. Brightman will begin advising this semester.
- To ensure proper coverage for our students, Dr. Quinn has created a back-up coverage sheet for students in the event that their regular advisor is not available. All advisors asked to pick two time slots.
- Send electronic copies of syllabi and locator cards to Mrs. Pacquette by August 19.
- Freshman Pinning Ceremony: Sunday, August 15th. Dr. Brown will be attending to support Bronco Men, encouraging other faculty. Dr. Quinn, Dr. DeValve and Dr. DeLone volunteered.

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

- Dr. Grohe served as one of the Faculty Senators; we will need to appoint another faculty member to serve on the senate.
- Faculty members are encouraged to serve on department, college and university committees. Dr. DeLone asked faculty members to submit the university committees they serve on by email.
- A list to sign up for department committees was passed around. PRC and graduate program committee will stay the same, but a list was passed around for committee sign-up.
- Graduate Program will meet on August 17, 2010.

Scheduling

- A draft of spring and summer scheduled is due on September 15th.
- Dr. Quinn asked faculty for input on the scheduling procedures, going with what was done with scheduling committee or go back to the original procedures. Discussion ensued and it was decided that faculty should have another meeting devoted to this topic. A meeting was scheduled for August 24th at 2pm.

Budget

The department budget has not been downloaded at the present moment.

Faculty Position Request

- Dr. DeLone will request another faculty line, it will address the increasing graduate program needs and initiatives, as well as, undergraduate program and advising needs.

Student Club Update

- NABCJ will conduct the first meeting September 9, 2010. Dr. Lenning asked faculty to allow Brittany Boccaccio 5-10 of CJ class time to recruit for new members. NABCJ is planning for fundraising and community projects.
- Alpha Phi Sigma will be meeting soon and will be collaborating with NABCJ in future projects.

Misc.

- Print out copies of advisor lists, Mrs. Pacquette will be cleaning up lists.
- We will now only complete the new university curriculum guide when doing transcript evaluations, new CJ majors or graduation audits.
- Remember to extension contracts are available, ten hours are required for tutoring or SI support, and instructor should tie support attendance to grade.
- Reappointment binders due August 20 and tenure/promotions are due October 1.

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

Minutes submitted by: Stephanie Pacquette