Administration of Justice
Department chair meeting
February 26 2015
5:30 – 6:30 pm

Attendees:

Paul Jefferson, Lance Heard, William Sweet, Mike Nichol, Kirk Smith, Vic Allende, Mario Yagoda, Ricky Ellis.

Paul Jefferson opened the meeting and introduced Mario Yagoda as the newest member of our adjunct faculty.

Enrollment:

The spring class enrollment numbers were discussed. Faculty asked to report no-shows and number of adds to the chair by Thursday March 5, 2015. Faculty reminded to drop no shows in a timely manner.

Advisory Committee meeting update:

Faculty was briefed on the ADJU Advisory Committee meeting that was held on February 10, 2015. The meeting was held jointly with Fire Tech. It was noted that the joint meeting was another step in building a closer working relationship between Fire Tech and ADJU.

Because of the low amount of degrees and certificates awarded in the field of Corrections, the Corrections program was discontinued. We are looking at keeping a relationship with corrections curriculum.

While we may not offer a degree the students are still employable with an AS degree or certificate in law enforcement. To that end we proposed a modification to CORS 10 (intro to Corrections align with CID, and add as an elective to AJ transfer degree). As part of the curriculum modifications we also advised the committee of the need to adjust our class sizes from 50 students to 35.

The ADJU faculty agreed that the class sizes needed to be reduced from 50 to 35.

SLO’s

A discussion of the need to develop and assess additional SLO’s. Faculty advised that we are planning a special meeting in May to address that need. Adjunct faculty advised they would be compensated for 2 hours at the non-teaching for their participation.
Adjunct faculty evaluations:

Adjunct faculty advised of the change in the evaluation process that now requires the review and Division Dean’s signature prior to the dept. chair presenting the evaluation to the adjunct faculty member. Adjunct faculty asked to complete student classroom evaluations and forward a summary of their comment to the chair by the end of the 8th week of the semester.

Adjournment:

Meeting adjourned at 6:45 pm.

Minutes submitted by Paul Jefferson