

**MS Criminology and Criminal Justice Program
Graduate Faculty Committee Meeting
September 19, 2017
Stratton 150**

Present: Drs. Kristie Blevins, Victoria Collins, Scott Hunt (GPC), Travis Linnemann, Bill McClanahan, and Judah Schept. Ms Tina Clark

Absent: None

Called to order: 1:30 PM

GPC submitted financial report from August 19, 2017 to September 18, 2017. One correction on expense to Kroger on 8/17. Starting balance of \$11,134. Ending balance of \$6,718. Graduate Faculty Committee accepted financial report without revisions.

GPC report delivered GPA report see attached below

Old Business:

Admission/Funding Processes

Proposed single admission period, making materials due February 15th with decisions by March 15 and notification to applicants by the end of March. It was noted that it could be worded such that admissions could be considered at other times dependent on availability and the program's needs.

Suggested to review admission requirements on programs web page. There are two admissions criteria students must meet: Graduate School minimum requirements and graduate program requirements. The web page states that prospective student "should" hold a BA or BS. That should be changed to "must."

GPA requirement of 3.0 overall or in last 60 hours will remain the same.

Decided to not set a GRE requirement but it will be required as part of the admission process. Most students are required the test anyway for doctoral programs. Will emphasize on web page and in program communication that it is not weighed any more than any other requirements.

Personal and Professional Objectives did not have a formal set of guidelines. Suggested that it should include a brief biography, identification of motives for attending graduate school, identification of motives for attending our graduate program in particular, and an explanation of future career plans.

Suggested to include in admission requirements a writing sample from a past class. Safe assignment could be used to verify that the sample is the applicant's own work.

Letters for recommendations had no official guidelines. Decision was made to require at least one letter to be from an instructor.

Optional documents requested such as a resume. Mainly for professionals who have not been in classroom for a long period of time. The consensus was to offer the option for additional documents of the applicant's choosing.

Program communication and webpage should express competitive admission with available funding for those who are qualified and traveling opportunities during period of study.

Drs. Collins, Linnemann, and Hunt will work on drafting a motion to bring to the faculty.

Non-thesis Option

Scott will have something drafted to start the discussion this coming week. Drs. Blevins, McClanahan, Schept and Hunt will work on drafting a proposal to bring to the graduate committee in October.

Core: Requirements and Sequencing

Scott will be putting together a report of what was offered in the last 5 years and make a case to save on the CORE offerings.

New Business:

Graduate Program Email

Scott will work on an email that will be used as a consistent means of communication for the program.

3+2 Program

Will discuss further with Jerry Pogatshnik. Will try to get information from the Chemistry Department about their set up.

Adjourn: 2:30pm

Next Meeting: Tuesday, October 24, 1:30 to 3:00 PM, Stratton 150

GRADUATE FACULTY COMMITTEE REPORT
Delivered by Scott Hunt, Graduate Program Coordinator
SJS Faculty Meeting, Tuesday September, 19, 2017

- MS Criminology and Criminal Justice Brochure nearly finished (photos)
- Oakley Coleman in China taking JPL courses
- Display case: waiting on information on Outstanding Graduate Student Award winners. Other suggestions
- Spring course schedule submitted
 - Dr. Fields thanks committee for recommendation; his request was denied
 - Only 1 student response and wanted something on rehabilitation
- SCJA
 - Trevor Myers \$500
- ASC
 - 2 Rooms reserved at Days Inn – additional if needed
 - Will arrange a 6 passenger van – additional if needed
 - 2 on program – room, travel, membership, conference registration; Anna Reeves and Ivan Benitez
 - 3 attending but not on the program – room, travel; Kimberly Barrett, Macey Culver, and Krista Smithers
- CJGSA
 - Fundraiser Branding issue
 - They still have box of t-shirts; should GFC assist?
 - Rebecca Edwards leadership conversation
- Met with college advisors
 - 3+2
 - Developing a short description of the MS Criminology and Criminal Justice Program
 - Developing a list of graduate faculty and their scholarly interests (check with individual faculty for accuracy/changes)
- 2 Theses defended (pics taken)
- Dr. Hollis Moore Writing Workshop
- Spring Admissions
 - 5 positions to fill
 - 4 applicants
- Met with William Keplinger about GA assignment with lectures
 - Will meet again, until he identifies major professor
- Met with Kelsey Basham and Lilly Thacker about GA assignment to Pauline Lively
 - Both reported working with faculty, no follow-up scheduled
- Missed September Graduate Council due to training I was conducting
 - Assigned to the student committee
- Will miss October 27 Graduate Council due to conference
 - Victoria will attend?
- Comprehensive Exam October 10th
 - 6 candidates

- Need to get readers
 - Construct exam
 - Grade Exam
- October 3 Recruitment at Moorhead State University
 - Extended request to present to sociology/criminology department – no response
- November 1 Grad Fest
- March 12 Graduate School Fair Midway College
- CPE Reporting due September 26
- Program Review – Due November 2017

GRADAUTE ASSISTANT ASSIGNMENTS BY STUDENT

| STUDENT NAME | FACULTY | HOURS |
|-----------------------------------|---|-----------------------|
| Barrett, Kimberly, First Year** | James Wells (TRC) | 20 |
| Basham, Kelsey, Second Year* | Pauline Lively | 20 |
| Benitez, Ivan, First Year | Bill McClanahan | 20 |
| Butler, Page, Second Year | Vic Kappeler Gary Potter | 10 10 |
| Culver, Macey, First Year | Betsy Matthews | 20 |
| Denney, Trevor, Second Year | Pete Kraska | 20 |
| Diaz, Rossana, First Year | Judah Schept | 20 |
| Edwards, Rebecca, Second Year | Victoria Collins | 20 |
| Embry, Kristen, First Year | Kristie Blevins | 20 |
| Esmeral, Cesar, Second Year | Dawn Rothe | 20 |
| Keplinger, William, First Year*** | Christine Dewhurst Greg Ferrell Michael Land Carl Root Shannon Williams | 4 4 4 4 4 |
| Lewis, William, First Year | John Brent | 20 |
| Myers, Trevor, Second Year | Kevin Minor | 20 |
| O'Rear, David, Second Year | Chuck Fields | 20 |
| Pace, April, First Year | Irina Soderstrom | 20 |
| Reeves, Anna, First Year | James Wells | 20 |
| Smithers, Krista, First Year | Avi Brisman | 20 |
| Thacker, Lilly, Second Year* | Pauline Lively | 20 |
| Williams, Jerome, First Year | Travis Linnemann | 20 |

GRADAUTE ASSISTANT ASSIGNMENTS BY FACULTY MEMBER

| FACULTY | STUDENT NAME | HOURS |
|------------------------|------------------------------|--------------|
| Blevins, Kristie | Kristen Embry | 20 |
| Brent, John | William Lewis | 20 |
| Brisman, Avi | Krista Smithers | 20 |
| Collins, Victoria | Rebecca Edwards | 20 |
| Dewhurst, Christine*** | William Keplinger | 4 |
| Ferrell, Greg*** | William Keplinger | 4 |
| Fields, Chuck | David O'Rear | 20 |
| Kappeler, Vic | Page Butler | 10 |
| Kraska, Pete | Trevor Denney | 20 |
| Land, Michael*** | William Keplinger | 4 |
| Linnemann, Travis | Jerome Williams | 20 |
| Lively, Pauline* | Kelsey Basham | 20 |
| Lively, Pauline* | Draft pick to be named later | 20 |
| Mathews, Betsy | Macey Culver | 20 |
| McClanahan, Bill | Ivan Benitez | 20 |
| Minor, Kevin | Trevor Myers | 20 |
| Potter, Gary | Page Butler | 10 |
| Root, Carl*** | William Keplinger | 4 |
| Rothe, Dawn | Cesar Esmeral | 20 |
| Schept, Judah | Rossana Diaz | 20 |
| Soderstrom, Irina | April Pace | 20 |
| Wells, James | Anna Reeves | 20 |
| | Kimberly Barrett (TRC)** | 20 |
| Williams, Shannon*** | William Keplinger | 4 |

* GA slots allocated to the College of J&S but filled with MS Criminology and CJ graduate student. GPC assigned as faculty mentor

**GA research assistant with TRC. Faculty mentor: Dr. James Wells

*** GA assigned 4 hours per week per Richmond campus lecturer. GPC assigned as faculty mentor.