



School of Professional Studies Faculty Advisory Committee

Annual Report to Faculty Senate, 2022-2 Maureen Keefe, Chair

October 12, 2023

- I. **Creation of the Committee:** The Committee was created by the Faculty Senate upon the recommendation of CAP on May 17, 2019.
 - a. **Charge of the Committee:** The Senate charged the Committee to “oversee and approve by majority vote (with a quorum) the following:
 - Write a mission of the SPS
 - The origination of programs
 - Adjunct credentials and teaching
 - Maintenance of programs
 - Advising of students which includes: Clarifying the difference between the SPS and say the SOB, and not recruiting First Year students into the program”
 - b. **Responsibilities:** In addition to the Committee’s Charges, the Senate gave it the responsibility to produce:
 - Annual Report to the Faculty Senate (replaced the report to CAP) summarizing the activities of the Committee.
 - A permanent SPS Advisory Committee was formed by July 1, 2022.
 - c. **Membership:** The Senate stipulated that the Committee will consist of seven Faculty members – four Faculty from the School of Arts and Sciences, two from the School of Business, one from the School of Education, – plus the Director and Assistant Director of the SPS, ex officio. The members were nominated by the Director of the SPS after consultation with members of the faculty and appointed by the Faculty Senate Executive Committee. The faculty members thus selected were and continued through 2022-2023:
 - Patricia Harris (SAS)
 - Danielle Lee (SAS) [replaced Geta Techanie]
 - Sheyi Oladipo (SAS)
 - Anissa Wicktor-Lynch (SOE)

- Lisa Lewin (SOB)
- Patrick O'Brien (SOB) [replaced Elena Smirnova]
- Vacancy (SAS) [replaced Samara Smith]

In addition, Maureen Keefe became a member of the committee in Spring, 2020, when she became the SPS' first full time faculty member and continued to serve on it during AY 2022-2023.

d. **Chair:** Maureen Keefe was re-elected to serve as Chair of the committee, for Academic Year 2022-2023.

II **Meetings:** The Committee met virtually a total of five times, two times in the Fall of 2022 (October 4th, and October 25th), and three times in the Spring of 2023 (February 9th, March 30th, and May 4th).

III **Accomplishments**

a. **Organizational**

Ed Bever and Maureen Keefe submitted and presented the Faculty Advisory Committee's Annual Report for 2021-2022 to the Faculty Senate, as required.

b. **One Program initiative was brought to the Committee:**

Diversity, Equity, and Inclusion and Justice in the Workplace Microcredential: The Committee reviewed and approved the proposed Microcredential. In succession, the proposal was approved by CAP and the Faculty Senate in the Spring of 2023.

c. **Professional Studies Association, a student lead club, organized event with career services.**

On Saturday, May 6th, Ms Marlene Bhan from Career Services, gave a presentation on Handshake to students attending the PSA sponsored lecture and luncheon.

d. **Program Maintenance:**

i. **Assessment of courses: [Assessed courses and PSLO list in Appendix]**

ii. **Faculty Development Workshop**

February 15th, 2023, Faculty Development Workshop was conducted during a two hour zoom meeting with select SPS adjunct faculty to explain the planned Spring 2023 course assessments and discuss closing the loop for the Spring and

Fall 2022 course assessments. Instruction was led by our new SPS Assessment Coordinator, Dr. Anissa Wicktor-Lynch.

iii. Adjunct faculty evaluations:

Adjunct faculty evaluations were conducted during the Spring 2023 semester by the SPS Director, Ed Bever. As required, he evaluated the classroom instruction of a new SPS adjunct faculty member teaching GS 5000, the General Studies Capstone Course in accordance with Committee approved procedures.

iv. Replacement of Committee Members:

Elena Smirnova (SOB) announced that she would step down from the Committee at the beginning of the Fall 2022 semester to assume her duties on another committee. Patrick O'Brien (SOB) from Accounting, was then asked to join the Committee. He accepted and the Committee voted to approve his appointment. As required, the Executive Committee of the Faculty Senate also voted to approve his appointment effective Fall 2022.

Geta Techanie (SAS) announced that he would step down from the Committee at the beginning of the Fall 2022 semester to assume his duties on another committee. Danielle Lee (SAS) was then asked to join the Committee. She accepted and the Committee voted to approve her appointment. As required, the Executive Committee of the Faculty Senate also voted to approve her appointment effective Fall 2022.

Samara Smith (SAS) announced that she would step down from the Committee at the beginning of the Fall 2022 semester. At this time, no (SAS) faculty member has accepted this position; it remains vacant.

IV. Future Plans

In addition to monitoring the ongoing educational activities of the School of Professional Studies and reviewing any program initiatives that may be proposed, the Committee plans to address the following long-term issues in the coming year:

- a. **Five-Year Review:** Having offered its first classes in Fall, 2016, the School of Professional Studies is currently conducting its first Five-Year Program Review and Five-Year Plan.

- b. Assessment of Courses:** the SPS will continue to assess several courses each year per the appendix schedule and post the results on WEAVE.
- c. Faculty Development Workshops:** to meet accreditation standards and fulfill the SPS' adjunct policy, the SPS will continue to analyze the course assessment data, discuss the results and trends with faculty at the annual workshops, and suggest pedagogical improvements to enhance student learning outcomes. The Faculty Advisory Committee will continue to monitor the effectiveness of this essential process.

Appendix

Assessed courses for academic year 2022-2023

Fall 2022:

PS 3260 Information Technology for Professionals for PSLO 1

PS 5425 Entertainment & Sports Law for PSLO 3

Spring 2023:

PS 3130 Accounting for Professionals for PSLO 1

PS 4630 Financial Administration of Non-Profits for PSLO 1

Planned Assessment of Courses for Academic Year 2023-2024

Fall 2023

GS 5000 General Studies Capstone Course for all PSLOs

PS 4420 Entertainment & Sports Management for PSLO 3

Spring 2024

PS 3330 Professional Supervision for PSLO 1 and 5

PS 4430 Entertainment & Sports Marketing for PSLO 3

PS Program-level Student Learning Outcomes (PSLOs):

LO1	a knowledge of professional communication, supervision, marketing, information technology, accounting, and statistics
LO2	an understanding of the economic, legal, and financial structures that form the context of professional activity
LO3	knowledge of a specified area of professional activity
LO4	an understanding of professionalism in terms of personal presentation and ethical behavior
LO5	an ability to engage in critical thinking

GS Program-level Student Learning Outcomes (PSLOs)
Academic Divisions of Knowledge Category:

LO1	An understanding of the distinctive aspects of each of the major Academic Divisions of Knowledge: the Natural Sciences, the Social Sciences, and the Humanities.
LO2	An understanding of the relationship of the major Academic Divisions of Knowledge to each other.
LO3	The contribution each of the major Academic Divisions of Knowledge makes to Academic Knowledge as a whole.

Note: no students are doing the Interdisciplinary Themes category