

**5**  
**9School of Professional Studies**  
**Faculty Advisory Committee**  
**Annual Report to Faculty Senate, 2023-24**  
**Maureen Keefe, Chair**  
**February 28, 2025**

- 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 would 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 2023-2024:
- Danielle Lee (SAS)
  - Sheyi Oladipo (SAS)
  - Anissa Wicktor-Lynch (SOE)
  - Lisa Lewin (SOB)
  - Patrick O’Brien (SOB)
  - Ed Bever (SAS) (replaced Patricia Harris)

- Vacancy (SAS)

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 2023-2024.

**II Meetings:** The Committee met virtually a total of six times, three times in the Fall of 2023 (October 12<sup>th</sup>, November 2<sup>nd</sup>, and December 7<sup>th</sup>), and three times in the Spring of 2024 (February 28<sup>th</sup>, March 27<sup>th</sup>, and April 22<sup>nd</sup>).

### **III Accomplishments**

#### **a. Organizational**

Ed Bever and Maureen Keefe submitted and presented the Faculty Advisory Committee's Annual Report for 2022-2023 to the Faculty Senate, as required.

#### **b. Structural**

Ed Bever resigned as Director of the School of Professional Studies to return to faculty as a Professor of History and Philosophy. He remains on the SPS Faculty Advisory Committee as a School of Arts & Sciences representative.

Assistant Director Gary Levanti became Interim Director of the School of Professional Studies. There will be a search to recruit a new director

#### **c. Program Maintenance:**

##### **i. Assessment of courses: [Assessed courses and PSLOs listed in Appendix]**

##### **ii. Faculty Development Workshop**

**May 8<sup>th</sup>, 2024, Faculty Development Workshop** was conducted during a two hour zoom meeting with select SPS adjunct faculty to explain the planned Spring 2024 course assessments and discuss closing the loop for the Spring and Fall 2023 course assessments. Instruction was led by our SPS Assessment Coordinator, Dr. Anissa Wicktor-Lynch.

### iii. Adjunct faculty evaluations:

Adjunct faculty evaluations were conducted during the Spring 2024 semester by the Chair of Professional Studies, Maureen Keefe. As required, she evaluated the online classroom instruction of a new SPS adjunct faculty member, Dr. Crystal Edwards, who was teaching PS 3730 – NE1, Foundations of Diversity, Equity, Inclusion, & Justice, in accordance with Committee approved procedures.

### iv. Replacement of Committee Members:

**Patricia Harris (SAS)** announced that she would step down from the Faculty Advisory Committee at the beginning of the Fall 2023 semester.

**Ed Bever (SAS)**, who had stepped down from his position as the Director of the School of Professional Studies to return to a full-time faculty position as a Professor of History and Philosophy, agreed to replace her. As required, the Faculty Advisory Committee voted to approve his appointment effective Fall 2023.

**Vacancy (SAS)** 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 for 2023-2024**

#### **Fall 2023:**

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

### **Planned Assessment of Courses for Academic Year 2024-2025**

#### **Fall 2024**

PS 3230 Professional Communications for PSLO 1 and 4

PS 4325 Financial Systems for PSLO 2

#### **Spring 2025**

PS 3430 Marketing for Professionals for PSLO 1 and 5

PS 4225 Law for Professionals for PSLO 2 and 4

PS 5435 Entertainment & Sports Finance for PSLO 3

**SPS 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