**School of Professional Studies**

**Faculty Advisory Committee**

**Annual Report to Faculty Senate, 2021-22**

**Maureen Keefe, Chair**

**September 27, 2022**

1. **Creation of the Committee:** The Committee was created by the Faculty Senate upon the recommendation of CAP on May 17, 2019.
   1. **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”
  1. **Responsibilities:** In addition to the Committee’s Charges, the Senate gave it the responsibility to produce:
     + Annual Report to CAP summarizing the activities of the Committee.
     + A formal description of the permanent SPS Advisory Committee so that a new SPS Advisory Committee can be formed on July 1, 2022
  2. **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 2021-2022, included two who replaced members who resigned as indicated:
* Patricia Harris (SAS)
* Elena Smirnova (SOB)
* Samara Smith (SAS)
* Geta Techanie (SAS)
* Anissa Wicktor-Lynch (SOE)
* Sheyi Oladipo (SAS) [replaced Jillian Crocker, noted last report]
* Lisa Lewin (SOB) [replaced Shalei Simms]

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 2021-2022.

1. **Chair:** Maureen Keefe was re-elected to serve as Chair of the committee, for Academic Year 2021-2022

**II. Meetings:** The Committee met a total of five times, three times in the Fall of 2021 (September 14th, October 12th, and November 9th), and two times in the Spring of 2022 (February 17th and March 17th).

All meetings were virtual due to the pandemic.

**III. Accomplishments**

**a. Organizational**

* Ed Bever and Maureen Keefe submitted and presented the Faculty Advisory Committee’s Annual Report 2020-2021 to CAP, as required.

1. **Development of the Permanent Faculty Advisory Committee**

The committee had only one of its charges remaining this year: to draft a structure for a permanent advisory committee to replace it when its term ended on July 1, 2022. Members met on February 17th to decide on the structure of the permanent Faculty Advisory Committee. Since the topic had been discussed at length at the Fall 2021 semester meetings, and everyone agreed that the current structure worked well, it was decided that the structure of the permanent Faculty Advisory Committee would be similar to the current one.

The SPS FAC unanimously approved the proposal for its permanent structure and sent it to CAP. Subsequently, the Faculty Senate also approved it.

**[The Faculty Senate approved resolution is attached.]**

**c. Program Maintenance**

This included:

1. **Assessment of courses: [PSLO list in Appendix]**
2. **Faculty Development Workshops**

**December 15th 2021 Faculty Development Workshop** with select SPS adjunct faculty to explain and discuss the Spring 2021 course assessments and closing the loop for them.

Spring 2021:

PS 3330 Professional Supervision for PSLO 1 and 5 PS 5435 Entertainment & Sports Finance for PSLO 3

**April 25th 2022 Faculty Development Workshop** with select SPS adjunct faculty to explain and discuss the Fall 2021 course assessments and closing the loop for them.

Fall 2021:

PS 3230 Professional Communications for PSLO 1 and 4

PS 3625 Nonprofit Stewardship for PSLO 3

PS 4325 The Financial System for PSLO 2

**Fall 2022 Faculty Development Workshop is planned** with select SPS adjunct faculty to explain and discuss the Spring 2022 course assessments and closing the loop for them.

Spring 2022:

PS 3430 Marketing for Professionals for PSLO 1 and 5

PS 4225 The Law for Professionals for PSLO 2 and 4

1. **Adjunct faculty evaluations:**

Adjunct faculty evaluations were conducted during the Fall 2021 and Spring 2022 semesters by the SPS Chair, Maureen Keefe. As required, she evaluated the classroom instruction of a new SPS adjunct faculty members in accordance with Committee approved procedures.

1. **Teaching & Learning Resources Committee (TLRC) Workshop Presentation by Chair, Maureen Keefe, March 31, 2022**

To implement continuous improvement of our pedagogy, programs can use classroom observations of adjunct faculty. Relevant factors to consider in evaluating and reporting faculty teaching effectiveness were discussed.

1. **Replacement of Committee Member, Shalei Simms (SOB).**

Committee member, Shalei Simms (SOB) announced that she would step down from the Committee at the beginning of the Fall 2021 semester to assume her duties as Interim Dean of the School of Business. Lisa Lewin (SOB) from Management, Marketing and Finance, 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 2021.

1. **Professional Studies Association, student lead club, was restarted.**

The first scheduled event was held April 2nd with Career Services.

**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 attached schedule and post the results on WEAVE.

**c.** **Faculty Development Workshops:** in order to meet accreditation standards, the SPS will continue to analyze the course assessment data, discuss the results and trends with faculty at the semi-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**

**Planned Assessment of 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 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 |