Fall 2019 PRM Retreat Minutes

Location: Lake Logan Conference Center

Date: August 13, 2019

Time: 8:30am-4pm

Attendees: Andrew Bobilya, Glenn Middleton, Callie Schultz, Debby Singleton, Jeremy Schultz

Note-taking: Glenn

Tasks are in red

Votes are in blue

Agenda

1. Welcome and Logistics (Andrew ~15 minutes)
	1. Jeremy officially welcomed
2. Reconnecting Activity (Debby ~15 minutes)
	1. The stories of attendees’ names
3. Overview of Agenda & Operating Agreements (Andrew ~15 minutes)
	1. Catching up on essential business
		1. Landing on a semester-by-semester schedule for academic year is to take the bulk of time
		2. Checking in on COPART
4. Looking Back Activity – 2018/19 PRM activity & accomplishments (Callie ~15 minutes)
	1. Split up into teaching, service, research, fun/personal/other
		1. Teaching
		2. Service
		3. Research
		4. Fun/personal/other
5. Business Items (9:15am)
	1. Masters Degree update and impact on faculty planning
		1. Callie/Andrew spent Summer meeting with campus folks on Intent to Establish document
			1. Document tabled at Provost Council due to faculty line funding
		2. PRM program is still planning on MEOE going forward
	2. Fall class enrollments and any concerns/changes needed
		1. PRM 250: each section has 2-3 seats available
		2. PRM 254: one seat available [for transfer student]
		3. PRM 255: three seats available
		4. PRM 260: eight seats available
		5. PRM 270: six seats in section 01; 10 seats in section 02
		6. PRM 356: one seat available
		7. PRM 357: seats available
		8. PRM 361: four seats available (lecture & lab)
		9. PRM 383: seven seats available
		10. PRM 384: eight seats available
		11. PRM 385: two seats available
		12. PRM 495: 12 seats available
	3. Fall semester PRM weekly faculty meeting and other important dates
		1. Tuesdays, 9:30am in Reid 131
		2. PRM faculty coming to 1st weekly meeting with their Fall dates (e.g. field trips, etc.)
	4. Sign up to observe adjunct instructors
		1. Bill Clarke—Andrew
		2. Sam Folkes—Glenn
	5. Budget priorities
		1. PRM faculty to get budget items to Andrew by third week in September
	6. Internships
		1. Mini-internship
			1. PRM faculty agree that email gets sent out that, due to a miscommunication between PRM and CCPD, all assignments are due by midnight on 15th.
			2. Muddy Sneakers and Franklin school collaboration as a possible internship
				1. Intern would shadow Muddy Sneakers facilitators who don’t have a day of class during the week
				2. Andrew will send Glenn information
			3. Debby will act as a supervisor for “trails internship,” which includes HCLT, JCRPD, and Deep Creek
				1. Andrew will send Glenn information
		2. Capstone
			1. PRM faculty agree that email gets sent out that, due to a miscommunication between PRM and CCPD, all assignments are due by midnight on 15th.
		3. Andrew will schedule a meeting between CCPD liason and PRM faculty
6. **BREAK** (10:15am)
7. Curriculum Planning Discussion (10:30am)
	1. Reminder of curriculum changes effective in new catalogue
		1. PRM 322: International Adventure Travel and Global Citizenship
		2. PRM 224: Survey of Adventure Activities is repeatable up to 6 credit hours
		3. PRM 341: Group Facilitation Techniques through as activity course
		4. PRM 333: Experiential Education Methods through as lecture/lab
	2. Consistent PRM class schedule model—when are core and elective classes offered, how many sections, who is targeted to teach, etc.?
	3. Changes to PRM courses
		1. PRM 383/4/5
			1. Excel sheet shared with all students in Bb shell
			2. Syllabus quiz to reiterate dates/requirements of course (worth 10 points and takes place of one reflection logs)
			3. Reflection logs removed, and 20 points added to reflection paper
			4. PRM faculty unanimously approve above changes
			5. Add language to orientation that if you get a “S” in one, of the two, mini-internships, you will get an “S” even if your scores for specific assignments are different
		2. PRM 483/4
			1. Syllabus quiz
			2. Changes to syllabus include:
				1. “Hours reflection must be turned in at least one week after last hour logged”
			3. PRM faculty unanimously approve above changes
			4. Orientation/syllabus language to include, “PRM capstone supervisor will attempt to connect with both student and their internship supervisor during the course of their capstone internship.”
			5. Course schedule to include the requirement that students not be allowed to register for capstone until they have turned in their experiential learning application
			6. PRM faculty unanimously approve above changes
			7. Capstone came up as an appropriate place for Portfolio
		3. PRM 495 be moved to 2 sections of 18 in the Spring
		4. PRM 361 be moved to 2 sections of 22-24 in the Fall
			1. PRM faculty unanimously approve above two changes
		5. PRM 260
			1. Eliminated from core curriculum
		6. PRM 370
			1. Structures of PRM 260 & 370, name course Professional Planning in PRM, make it 2 credits
			2. Essay [altered to include elements of synthesis paper] and Handbook moved to 250 as a culminating assignment
			3. PRM faculty unanimously approve above two changes
		7. PRM 200 changed to 3 credits
		8. PRM 300 changed to Intermediate Climbing and changed to 3 credits
		9. PRM 210 added as elective and given 2 credits
		10. PRM 352 changed to Whitewater kayaking
		11. PRM 353 changed to Whitewater Canoeing
			1. PRM faculty unanimously approve above changes
	4. Travel course proposals for 2019/2020
		1. Andrew/Glenn propose BWCAW for Summer 2020 (~5/24-6/4)
		2. Costa Rica sea kayak trip for Winter 2019/2020 break (~1/5-11)
		3. Callie/Debby propose Utah ski trip for Winter 2019/2020 break (~1/5-11)
		4. PRM faculty agree that credit hours will depend upon contact hours of travel course
			1. Andrew will pull up program travel course document, amend it, and bring to future meeting
	5. Spring 2020 course planning (draft schedule due to Rena by September 1)
		1. Andrew working on this off of faculty agreed upon [draft] schedule
	6. Any other Curriculog changes that needed to be entered this Fall?
8. **LUNCH** (12-1pm)
9. Continue any curriculum planning discussion (1pm)
10. COPART course level reporting (2pm)
	1. Review Spring 2019 reporting process and discussion changes
		1. See parking lot
	2. Template for Fall 2020 reporting due by the first week of classes
		1. See parking lot
11. **Closing Circle/Dinner Prep** (3:45pm)
12. Parking Lot
	1. Fall Dates (field trips, conferences, etc.)
	2. Data Collection for COPART Fall 2019
	3. Review Spring 2019 COPART data
	4. PRM 461 changes
	5. PRM scholarship
	6. Travel Course Scholarships
	7. TDC programming for funds
	8. PRM 341 changed from lecture/lab to activity course
	9. Gateways to PRM program to be discussed