

DEPARTMENT OF LAW, SOCIETIES AND JUSTICE
FALL 2022 RETREAT AGENDA
September 26, 2022 10 am - 3 pm
Communications 202

1. Welcome back/updates/announcements
 - a. Thanks to all for flexibility during spring of 2022/commencement
 - b. Welcome to Felicia & staffing updates (admin assistant, JM)
 - c. LSJ study abroad updates (KB and others)
 - d. Faculty search update (KB)
 - e. Google migration (JM & KE)
 - f. Reminder regarding updating CVs (JM)
 - g. Building safety and evacuation plans (FF)
 - h. Prison education updates (KB)
 - i. COVID protocols/accommodations (FF and KE)

2. Sharepoint intranet overview (JM)
 - a. Feedback welcome

3. Policy review and renewal (see policy packet)
 - a. Proposed changes/updates highlighted in yellow

4. Practices and protocol review (see practice & protocol packet)
 - a. Proposed changes/updates highlighted in yellow
 - b. Note new reimbursement processes and forms in Sharepoint

5. New committee/service role structure (see below)
 - a. Rationale – few in number, time to rethink curricular structure, 200/363 as gateway courses
 - b. Committee work
 - c. Feedback on proposed structure

6. Admissions process revisions
 - a. Rationale
 - b. Internal admissions
 - c. Transfer student admissions

7. Budget update
 - a. Travel
 - b. Other

DEPARTMENT OF LAW, SOCIETIES & JUSTICE
PROPOSED COMMITTEE STRUCTURE AND SERVICE ROLES, 2022-23

STANDING COMMITTEES		
Committee/Role	Description/Activities	Personnel
Undergraduate Program Committee	<ul style="list-style-type: none"> • Develop proposal for curriculum (re)-structure; oversee development and implementation • Work with advising staff to implement revised admissions policy • Vet requests for event sponsorship 	Katherine Beckett, Chair Rawan Arar Angelina Godoy Kat Eli (staff support) Josh MacKintosh (staff support)
Graduate Program Coordinator	<ul style="list-style-type: none"> • Recruit applicants • Offer professionalization and intellectual events for grad certificate students • Oversee administration of certificate program • Vet applications for travel funds 	Stephen Meyers Kat Eli (staff support)
Events Committee	<ul style="list-style-type: none"> • Organize and publicize departmental workshares, talks and social events 	Stephen Meyers, Chair Arzoo Osanloo (fall) Steve Herbert (winter) Angelina Godoy (spring) Felicia Foster (staff support)
Admissions Committee	<ul style="list-style-type: none"> • Vet applications to major using revised applications process • To include direct-to-major applications from transfer students 	Rawan Arar Arzoo Osanloo Kat Eli
Inclusive Learning Specialist	<ul style="list-style-type: none"> • Serve as resource for faculty and staff making accommodations and ensuring inclusivity 	Ann Frost Kat Eli (staff support)
Awards Committee	<ul style="list-style-type: none"> • Oversee nomination of and select Stromberg, Garcia scholarship recipients • Oversee nomination of and select commencement awardees • Proactively nominate LSJ students for University-wide awards 	Steve Herbert, Chair Jamie Mayerfeld Kat Eli (staff support)
Prison Education Coordinators	<ul style="list-style-type: none"> • Reimagine/re-create mixed enrollment course • Run prison-based book clubs 	Katherine Beckett Ann Frost Kat Eli (staff support)
AD HOC COMMITTEES		
Travel Policy Committee	<ul style="list-style-type: none"> • Develop new departmental travel policy for faculty input/review 	Katherine Beckett, Chair Megan Francis Felicia Foster (staff support)
Admissions Policy Committee	<ul style="list-style-type: none"> • Refine admissions policy & procedure • Refine/revise direct-to-major application process 	All (at retreat and faculty meetings)