Members Present: Facilitator – M. Reece
Bob Billingham, Katie Grove, Barbara Hocevar, Lesa Huber, Lisa Kamendulis, Fernando Ona, Liz Shea,
Joel Stager, Alan Ewert (for Marieke Van Puymbroeck), Doug Knapp (for Sarah Young), Jerry Wilkerson

Absent: Lynn Jamieson

Others Present: D. Lohrmann, Margaret Bransford, Dean Torabi

Michael started the meeting with an introduction of our newest members of Academic Council representing Environmental Health: Lisa Kamendulis, Barbara Hocevar, and Fernando Ona.

1. Approval of Agenda
   B. Billingham - Moved to accept agenda
   K. Grove – 2nd
   All in Favor – Unanimous

2. Approval of Meeting Minutes from 01/28/11
   B. Billingham – Moved to accept minutes
   K. Grove – 2nd
   All in Favor – Unanimous

3. Standing Committee Reports
   A. Undergraduate Studies Committee – J. Wilkerson
      ➢ They met this morning and it was business as usual.
   B. Graduate Studies Committee – No Report
      ➢ Lisa Kamendulis will be attending the Graduate Studies Committee meetings representing Environmental Health.
      ➢ There has not been a representative selected for Undergraduate Studies as there are no programs at this time, however, it was suggested that EH may want to select someone as there will likely be undergraduate honor courses in the future.
   C. Budgetary Advisory Committee – No Report
   D. Bloomington Faculty Council –
      ➢ As was discussed at the last meeting, Jack Raglin was the HPER school representative attending the Bloomington Faculty Council meetings. Since he is currently on sabbatical, there needs to be an alternate elected as the school's new representative. Nominations were solicited from the departments with Carrie Docherty and Kathy Gilbert as possible representatives.
Carrie Docherty was voted to be the HPER representative for BFC for the remainder of the spring semester.

E. SPH Progress Update – MPH Leadership Team – M. Reece (No Report)
Transition Team Update – D. Lohrmann/M. Bransford
➢ D. Lohrmann and Margaret Bransford were present to review some of the changes to the final draft of the transition plan.
➢ D. Lohrmann highlighted some changes including omitting the SWOT (Strengths, Weaknesses, Opportunities & Threats) section as it did not fit well with the other themes, but was noted in the narrative that the faculty did contribute to this, small changes under mission and vision statements, changing the start date of the milestones to Spring 2010 because a lot of work was done last year with the AC passing three crucial resolutions and/or motions from January through April, 2010 (those are noted now under HPER internal process), and finally because a naming committee has already chosen to rename the school to a School of Public Health, that is in this document as well. The name change to School of Public Health is planned for spring 2012.
➢ D. Lohrmann also addressed the creation of a division of Epidemiology and Biostatistics within the department of Kinesiology. Based upon the visit with the Executive Director of CEPH she recommended that because Epidemiology and Biostatistics are a fundamental base for Public Health, they eventually need to become a stand-alone department.
➢ Margaret shared that another part of the transition is to provide departments the opportunity to propose changes to departmental structures including Centers and Institutes. M. Reece added that departmental structure has to be articulated in the transition document, so that when President Mc Robbie submits the application to CEPH this is clearly stated, or at the very least, a plan of how these decisions will transpire is articulated.
➢ D. Lohrmann indicated that Academic Council will be involved in the process for a unit asking to move as well as determining what are the rights of the faculty members of different ranks and titles within those units. Some of the questions that need to be addressed are: Do faculty have to go with the whole unit if a move is made? Do faculty have autonomy, or does the majority rule?
➢ Michael expressed a need for further discussions to take place about the transition plan before Academic Council approves it. That being said, there may be additional recommendations that need to be changed. D. Lohrmann agreed that yet another version may need to come out after Academic Council has voted and made their recommendations.

3. Old Business
A. Allocation of Space in Courtyard Project – Dean Torabi
➢ The Courtyard Project is supposed to be completed by the end of April, adding 34 offices. Out of those additional offices, the Department of Environmental Health will occupy 17. Because EH is a new department added to the school, they have the
greatest need for office space. A commitment was made for this space to be used for EH by Dean Goodman, and Dean Torabi intends to honor that commitment.

- The Chairs, Executive Associate Dean, and David Skirvin will compose a committee that will develop criteria for determining a process for designating any remaining new space. This committee will look at all space available in the building, evaluating the utility and needs within the school. Faculty should go to their Chairs to express their needs for additional space. Jerry will be the conduit through which the information from this committee will come back to Academic Council.
- It was suggested that the criteria, developed by the Chairs, be shared with faculty, so they know on what basis the final decisions will be made.
- Dean Torabi encouraged AC to share with the faculty in their departments that if faculty have space needs, they should let their Chairs know. Likewise, if faculty have extra space, they should let their Chairs know.
- People will be moving into the new office spaces probably by summer, so that by the end of summer, everyone is in place.

**B. Academic Specialist Review Process – J. Wilkerson**

- Jerry passed out documents regarding the standardization of non-tenure track appointments that was approved by BFC last year. All of the probationary periods have been changed to 7 years per the Vice Provost. Additionally, there is a HPER policy approved in January of 2009 regarding the promotion of Academic Specialists, Lecturer/Senior Lecturer, and Scientists. The charge to AC is to develop how Academic Specialists will be reviewed as this was not specified in the policy passed in January, 2009.
- Michael indicated his understanding was that AC agreed to use the Lecturer criteria for Academic Specialists. The issue would be tabled until Sarah has time to rewrite this policy, provide Jerry time for review, and then it would come to Academic Council for a vote. As a result, there was no need for further discussion in today’s meeting.
- Jerry said that with the Academic Council’s permission, she will take the original handbook, and put in the university’s and school’s new policies, and then give it back to AC to start working on in your respective departments.

**5. New Business**

**A. Informal Processes Priority List**

- Michael indicated that AC needs to have discussions regarding the internal processes, but that adequate time must be allowed. Because it is critical that AC have input into this issue, it will be added to next meeting’s agenda for a more thorough discussion.

**B. Program Review – J. Wilkerson**

- Jerry gave everyone a copy of the timetable for each of the accreditations within the School, including the rotations and review periods.
Jerry was also asked to put together a template for program review which she will take to both the undergraduate and graduate studies committees. Revisions will naturally take place through faculty input and eventually the template will come to the Academic Council for approval.

C. Public Health Student Association – Lesa Huber & Michael Reece

- Michael said that one criteria required by CEPH is to have a student entity that has some role in the governance of the academic processes of the school. Within the MPH program to date, we have a group called the Masters of Public Health Association where representatives from that group attend AHS faculty meetings. Since this is part of the accreditation process, the student group has changed its name to the Public Health Student Association which should represent all students in the School of Public Health.
- Lesa mentioned that the PHSA is currently managed by Brian Dodge. At the group’s last meeting the discussion turned to the group being a school-wide association, so they wanted this to be brought to the Academic Council for discussion.
- Michael proposed that AC create a sub-committee with representation from each of the departments to begin thinking about how students can be involved in governance. Specifically to identify issues such as: What does a student group look like, what does it do, what does it not do, how does it provide input into the governance of the school, and what level is that governance shared?
- Katie Grove reminded the group that each department already has student groups, so there could be a couple of students selected from each department to be on this sub-committee.
- Michael asked that people think about this and will add this to the next meeting agenda for discussion.

D. Accreditation of Undergraduate Degree Programs – did not discuss due to time constraints

6. Announcements - NONE

Michael asked for a motion to adjourn the meeting.

B. Billingham - motioned for meeting to be adjourned
J. Stager – 2nd

Meeting Adjourned – 2:30 p.m.