1. Approval of Agenda
   S. Young – moved to accept agenda
   M. Murray – 2nd
   All in Favor – Unanimous

2. Approval of Meeting Minutes from 9/9/2011
   K. Grove – Moved to accept
   R. Mowatt – 2nd
   Correct spelling of Sarah Young’s name.
   All in Favor – Unanimous

3. Standing Committees, Taskforces, and Other Reports
   A. Undergraduate Studies Committee - No Report

   B. Graduate Studies Committee – K. Gilbert
      ➢ A new GRE will be coming. Several HPER staff have gone through training. More information to follow.
      ➢ Currently discussing the number of credit hours that can be brought in by master’s students. Clarifying procedures about the approaches to qualifying exams.
      ➢ AC discussion regarding delays from IRB in making approvals. Several doctoral students are in jeopardy of difficulties associated with timelines required by IU Graduate School. AC was
in agreement to have Michael send a notice to Shu Cole (HPER’s representative on the Bloomington Faculty Council) asking her to take concerns to BFC Executive Committee asking that the university pay attention to the impact the delay in IRB is having on students’ ability to maintain degree timelines in accordance with IU Graduate School policies.

C. Budgetary Advisory Committee – M. Reece
   Lynn Jamieson is constituting the committee and will have report of AC by Oct 24th.

D. Public Health Leadership Team- M. Reece
   Michael reported that Catherine Sherwood-Laughlin (Chair of PHLT) had asked him to report that the team will be meeting for the first time next week and will report in October.

E. Bloomington Faculty Council Representative Report- M. Reece
   Everyone should have received the meeting minutes from BFC. Let Shu Cole know if there are questions.

4. Old Business
   A. Proposal for new Department of Epidemiology and Biostatistics
      ➢ At Sept 9th meeting, AC gave two more weeks for further review and to ask the dean to attend for any last minute questions or to discuss where we are with this.
      ➢ Dean Torabi reported. Every ingredient for becoming School of Public Health is in place; waiting for two more steps. Hopefully in 2-3 years we will be accredited. Epidemiology and Biostatistics Department is fundamental and is required for us to become School of Public Health. Initially it was created as a division in the Kinesiology Department. It proved problematic for it to be a division in a Kinesiology department. It was difficult to recruit faculty and more importantly CEPH requires that the department be renamed with Epidemiology as the lead term in the title. It would have been unfair for the Department of Kinesiology to become the last name in the department title (i.e., Department of Epidemiology, Biostatistics and Kinesiology).
      ➢ Dean Torabi assured that no funds were taken from any other program or department and that the Department of Epidemiology and Biostatistics will help everyone. It will be a lucrative department and all will benefit. Many other schools on campus will want to take our classes.
      ➢ AC question: Would the new department have 3 members on Academic Council? M. Reece answered, yes, when they have 3 eligible members, they would be represented on AC. AC would have to go through the process of changing of our governance documents to reflect that.
      ➢ Dean Torabi strongly urged AC to be unanimous with their vote. But, regardless he respects the decision. He requested that if the AC has questions at any time, to please invite him to their meeting.
      ➢ Dean Torabi reported on a Director of Placement Services position. Academic advisors met last year and proposed a staff member be hired to coordinate placement services. Other
schools on campus have an office that helps graduates find jobs. With our school size, it is time for us to do this. It is fundamental to place our students and placement is a major criterion for school rankings. A proposal has been taken to the Chairs and we are trying to come up with some money to fund this position without taking money from departments.

- Dean Torabi stated our contract and grants are down, as they are campus wide. We need to come up with an enhanced infrastructure for grants and contracts. We used to have two development officers for major gifts, but haven’t for a year and a half. He would like to hire someone with a contract to ensure they are productive. This would help the entire school.

- AC Question. Is there any feedback from Statistics/Applied Statistics Department regarding our new department? Dean Torabi does not anticipate any problems. We are not offering a PhD in Statistics, only an MPH in Biostatistics. Their students may want to take some of our applied courses and our students may want to take some of their courses. The new Dean of the College supports us. M. Reece represented David Koceja last year at a meeting in the Statistics Department. They expressed that they can’t keep up with the demand and were happy about our development of the MPH in biostatistics. They were interested in cross referencing HPER and Stats courses and wrote a letter of support of this concentration.

- M. Reece shared with Dean Torabi that Joel Stager, Lesa Huber, Sarah Young, and Jo Anna Shimek are the AC agenda committee representatives. He will ask Trudy to schedule a meeting with the dean and those four members to have some discussion about his perspectives of the issues that we should have on our radar for the academic year and work those into the agenda. Dean Torabi said that he, as Dean, is happy to meet with them; it is important to deal with things internally and good to hear concerns face to face; he wants the AC guidance.

L. Huber moved to move proposal from old business to new business  
2nd – M. Murray  
All in favor-unanimous

L. Huber moved to accept the proposal for the new Department of Epidemiology and Biostatistics  
2nd – K. Grove  
All in favor-unanimous

B. Role of HPER Research Council – Carrie Docherty
- Role of Research Council is unclear and needs to be incorporated in some faculty governance. There is no mechanism for moving anything forward since it sits outside the governance structure of the school.
- Requesting that Research Council become a standing committee of the AC.
- RC should play a role in facilitating the grants process, in the CEPH process, and could assist Craig Ross in P&T revisions
- AC discussed possibility of RC moving forward, talking with faculty, getting input, and then bringing a proposal to AC. General consensus was favorable.
AC asked Research Council to come up with a proposal, to discuss with faculty, and submit to the AC when ready for review.

C. Policy and Procedures for Review of Candidates for Promotion to Full Professor – K. Gilbert
M. Reece left at 2:00 for this agenda item. Dong-Chul Seo joined as App Health representative.
S. Young assumed facilitator role.

- Documents compiled by K. Gilbert were distributed regarding promotion committees in Schools of Business and Education and gathered information was explained.
- Documents compiled by K. Gilbert containing proposed HPER Committee information were distributed and discussed.
  - From current full professor list, administrators, department committee members, faculty on leave this year, and the faculty member on the university promotion committee (recused self) were removed, leaving 6 full professors.
  - Proposal was that the P&T committee for this year be made of these 6 full professors instead of the current procedures which require a committee of the whole. This committee would be appointed by the Dean and Kathy Gilbert and would be for this year only. Proposal met with Tom Gieryn’s approval, as long as it was approved by the AC
- After discussion, K Gilbert make three requests:
  - AC vote to suspend procedures for the 2011-12 candidates for promotion from associate to full.
  - Allow committee as discussed.
  - Take this year to revise procedures for committee for promotion from associate to full.
- AC discussed dossiers. Chairs need to be responsible to help candidates put dossiers together.

S. Young moved to move the promotion review issue to new business on the agenda.
2nd – M. van Puymbroeck
All in favor - unanimous

S. Young moved to suspend procedures for this academic year for candidates for promotion to full. To allow Kathy as Executive Associate Dean to name the committee that judges cases that are going up for promotion to full professor this year.
2nd – K. Grove
All in favor - unanimous

- For further discussion at future meeting: Clinical faculty – associate to full. Who should judge clinical faculty?
- All documents were returned at close of meeting.
5. **New Business**
   A. Update on HPER administrative fellows program – K. Gilbert
      - Catherine Sherwood-Laughlin has been brought in as administrative fellow as director of MPH Program.
      - Craig Ross is also serving as an administrative fellow and is organizing existing promotion and tenure documents and compiling them into a single file. After completed, AC will be asked to review policies for changes, modernizations or clarification.

6. **Announcements**
   K. Gilbert – Received notification from Dietetics & Nutrition Program to move to EH. Will send notice to faculty and will then have 30 days before submitting formal proposal.

L. Huber moved to adjourn
2nd - M. Murray