Location: HPER C013

**Members Present:** Chair: Sarah Young (RPTS)
Applied Health Science: Lesa Huber, Maresa Murray, Dong-Chul Seo,
Environmental Health: Barbara Hocevar, Jo Anna Shimek
Kinesiology: Katie Grove, Elizabeth Shea, Joel Stager
Recreation, Park, and Tourism Studies:  Cem Basman (Alternate), Rasul Mowatt

**Additional Attendees:**
Ex Officio: Executive Associate Dean, Kathy Gilbert
Shu Cole (Bloomington Faculty Council), Carrie Docherty (Research Council)
Staff: Trudy McConnell

1. **Approval of Agenda**
   - R. Mowatt – Moved to accept agenda
   - K. Grove – 2nd
   - All in favor - unanimous

2. **Approval of Meeting Minutes**
   - K. Grove – Moved to accept minutes from 1/13/2012
   - R. Mowatt – 2nd
   - In favor - 8
   - Abstention – 2

   - K. Grove – Moved to accept minutes from 12/9/2012
   - J. Shimek – 2nd
   - In favor 8
   - Abstention – 2

3. **Standing Committee Reports**
   
   **A. Undergraduate Studies Committee** – No report
   
   **B. Graduate Studies Committee** – K. Gilbert
   Motion brought from the Graduate Studies Committee to change the title of the MS in Recreation degree with a major in Outdoor Recreation to Outdoor Recreation, Parks, and Human Ecology.
   (Document 4A)
M. Murray – 2nd

All in favor – unanimous

C. Budgetary Affairs Committee – S. Young reporting for Lynn Jamieson
The committee will be reviewing the information from the HPER budget forum held on January 20th. They welcome any feedback from AC or departments.

D. Bloomington Faculty Council – S. Cole
• Interim Provost Robel encouraged faculty to give feedback to the long range planning committee.
• Tom Gieryn requested policy E17 Non-reappointment for tenure probationary faculty and librarians be rewritten. The current policy states that if a person receives a non-reappointment in year 4 or 5 of the probationary period, they may request an additional review. Nothing is stated about year 3. The request was to pass a policy that states that if there is no reappointment after year 3, the decision is final; no substantive or review is required. If no renewal after year 4 or 5, a substantive review can be required. After discussion, it was decided that the policy needs further review before a change is brought forth.
• A resolution passed to have the university disclose the rationale for health premium increase and establish an employee Benefits Advisory Committee formed under UFC to have involvement with the process.
• James Wimbush reported from the SAA stipend review committee with four recommendations. Recommendation three generated the most discussion. When campus-wide salary increases are implemented, student academic appointees should receive a similar percentage increase in their stipends. Shu left the report with Sarah.
• Agendas are posted before every meeting with links to policies and resolutions. Share any input with Shu.

E. Public Health Leadership Task Force – S. Young reporting for Catherine Sherwood-Laughlin
This month PHLT held an MSPH informational session for students and an SPH informational session for staff. Currently they are asking faculty and staff to serve on working groups as part of the accreditation process.

F. Research Council – C. Docherty
• Two Dean’s research seminars scheduled. Based on feedback, they thought this was a good semester to go outside the School to the University with speakers to help bolster and assist in our research productivity.

Feb 24: John Baumann, head of Research, Ethics, Education and Policy (REAP) and Institutional Review Board (IRB) interim director. Identify issues and help with problem solving regarding IRB policies.

March 3: Dr. Bill Hetrick from Psychology will present on translational research and why the clinical translational science initiative is a good match for HPER faculty.
Carrie encouraged members to talk with faculty about internal research funding and encourage them to apply. Deadlines are on HPER website.

RC along with Michael Reece will hold three strategic meetings to help bolster research for: 1) Pretenure faculty, 2) Associate professors-next step, 3) Directors of centers and institutes.

Nominations for Senior Outstanding Research Faculty Award are due Friday February 3rd.

RC wants to play a role in the self-study for CEPH accreditation. We need to make sure research is in the forefront.

G. HPER Constitution Revision Task Force – K. Grove

The task force has made changes to the constitution. They feel it is to the point of being ready for the bylaws. The document has been sent to Sarah who will put it up for the AC to review. At the next AC meeting, it will be discussed.

H. Update from Executive Associate Dean – K. Gilbert

- Tom Gieryn is in the process of drafting the revisions to the Promotion and Tenure review process. It will first go to the academic associate deans then to BFC. It will be very detailed to ensure we are fully legal. Individual school flexibility with this process will be determined by Tom. Teaching checklist will be expanded.

- Craig Ross and Kathy are close to having the P&T handbook completely organized. It will first be shown to the chairs because, according to Vice President for Faculty and Academic Affairs, the chairs submit the dossier not the candidate. It will then be brought to AC who will take it to their departments. Then it will go to AC for approval.

4. Action Items

A. MS Title Change – covered during Graduate Studies report

B. Proposal for changes to the HPER alumni awards

At the last AC meeting, David Skirvin brought a recommendation of changes to the HPER Alumni Awards. The AC has been asked to approve the changes (Document 4B). The proposed changes include: reducing the number of Endwright and Patty award recipients to one each from the school; adding an award for an alumnus who has graduated within the last ten years; presenting the Aldrich award during the fall HPER Award Banquet. There was discussion regarding how many nominations are submitted, whether the awards help with donor giving, and how the award would rotate among departments. The AC decided to send the proposal back to David with a recommendation to change the number of recipients to one or two each for the Endwright and Patty per school per year and to set up a mechanism to avoid over-awarding to any individual department.

C. Academic Fairness Committee

The committee is revising and clarifying the form for filing and processing grievances. They will bring the new form to AC for approval during this semester. For the current grievances that are being processed, AC granted permission for the committee to use more extensive procedures than what is listed on the current form (Document 4D).
D. Nutrition Program Request to Move Departments
L. Huber – move to approve the relocation of Nutrition from Applied Health Science to Environmental Health (Document 4C (1))
D. Seo – 2nd

In favor - 0
Opposed – unanimous

Sarah will communicate the vote to Dean Torabi.
The process to move departments needs to be streamlined. No one volunteered to work on this, but authorized Sarah to go outside for volunteers.

Quorum was lost.

5. Discussion Items

A. Graduate Admission to Doctoral Program – K. Gilbert
Graduate studies approved a recommendation from Michael Reece that would set admission policies to match CEPH requirements. Students in Environmental Health, Epidemiology, and Health Behavior may be admitted to the doctoral program before they have completed their masters (or whatever degree they’re working on) with the requirement that the degree is completed before students sit for qualifying exams. Due to time constraints, this will not be put in the bulletin until next year.

It is being recommended that departments review this policy to determine whether they want to adopt this also. This will be an action item for a future meeting. Let Sarah know when departments have made a decision.

B. Doctoral Qualifying Exam Procedures – K. Gilbert
Kathy needs for units to write up how they do their qualifying exams, especially if they use procedures that are more non-traditional. She needs the information for CEPH requirements.

C. Evaluation of Graduate Student Support – J. Stager
Ask BAC to put this as an agenda item. It is an initiative that needs to be looked at.

6. Announcements

J Shimek: A Metz graduate lecture sponsored by the Public Health Student Association has been set for February 10 from 11:45-12:45 in the auditorium. Jerry King will speak about advocacy for the public’s health. Let faculty and students know.

R. Mowatt – move to adjourn