Location: HPER C013

Members Present: Chair: Sarah Young (RPTS)
Applied Health Science: Lesa Huber, Maresa Murray, Dong-Chul Seo
Environmental Health: Barbara Hocevar, Lisa Kamendulis, Jo Anna Shimek
Kinesiology: Shinga Feresu, Katie Grove
Recreation, Park, and Tourism Studies: Rasul Mowatt, Marieke Van Puymbroeck

Additional Attendees:
Ex Officio: Executive Associate Dean, Kathy Gilbert
Associate Dean for Research and Graduate Studies, Michael Reece
Staff: Monica Lee
Minutes submitted by Trudy McConnell

1. Approval of Agenda
   J. Shimek – Moved to accept agenda
   B. Hocevar – 2nd
   In favor – unanimous

2. Approval of Meeting Minutes from 1/27/2011
   M. Van Puymbroeck – Moved to accept minutes
   M. Murray – 2nd
   In favor – 8
   Abstention – 2

3. Standing Committee Reports
   A. Undergraduate Studies Committee – M. Murray
      A new youth development major/minor was approved by campus curriculum. Everything that
      we have sent through for the entire year has been approved.

      Michael Reece: CEPH is looking closer at undergraduate programs. We have to have
      competencies aligned to specific courses in the undergraduate curriculum. There is a proposal
      about structuring the intro to public health course that would spread across departments. There
      will be more to come in the future.

   B. Graduate Studies Committee – no report
C. Budgetary Affairs Committee – S. Young reporting for L. Jamieson
Planning a February 14 meeting with the agenda including an initial report from policy and process subcommittee, review budgetary forum, and discussion of graduate student support.

D. Bloomington Faculty Council – no report

E. Public Health Leadership Task Force – no report

F. Research Council – no report

G. Update from Executive Associate Dean – K. Gilbert
Academic Associate Deans have been completely revising the Promotion and Tenure guidelines. Only the current single document will be available as former versions will be archived. It is to be completed by the end of spring. There are implications for HPER. At the departmental level, every rank eligible faculty member, including those in administration, would be a member of the dossier review committee. The chair from the candidate’s department and the dean are the only exceptions. At the school level, there would be a smaller committee that, at the discretion of the school, would be appointed or elected to be a full representative of the school.

They are working on a guideline document for faculty in categories other than tenure line. It is at the discretion of the unit (HPER) whether any status and rank appropriate faculty would vote on candidates. There must be at least a 60/40 tenure ratio. Kathy will present the document to AC who will take to departments to discuss with their faculty groups. Once our faculty have input the AC will send a final draft back to Tom Gieryn. The process is to be completed by end of this academic year.

Electronic dossiers are being piloted by the business school this year, three more schools will pilot next year, and everyone will do electronic dossiers the following year.

4. Discussion Items

A. Update on Changes to the HPER Alumni Awards – S. Young
Per David Skirvin, the changes to the alumni awards did not need an official vote from the AC since it is an administrative decision. However, there is agreement with the AC In that there will be one or two Patty and Endwright awards given each year.

B. SPH Constitution Discussion of First Draft – K. Grove, R. Mowatt, M. Murray, J. Shimek
• The bylaws are being separated from the constitution.
• All listings of HPER have been changed to SPH.
  Change School of Public Health to “School of Public Health Bloomington (SPH-B)” and all SPH references to “SPH-B”
• Article 1 – Purpose
  Change listing of services to “all disciplines represented in the school”.
Michael stated that for accreditation purposes, there have to be three things expressly documented in our governance documents: the mission statement, an expressed set of core values for the school, and the primary goals for the school. Those were updated some during the transition process. The self-study team is taking those current statements to the Public Health Leadership Team next week. They will bring forth a draft of the mission, goals and values that could be used in the constitution.

- Article II – Name
  Change Applied Health to “Applied Health Science” and Biostatistics and Epidemiology to “Epidemiology and Biostatistics”

- Article III – Membership
  Item for department review: Have departments discuss whether or not to include lecturers as voting members. Do not include lecturers in discussion. (The school as a whole can never go over 40% non-tenure track.)

- Article IV – Authority of the Faculty
  Section 3: Legislative authority exercised by the council – singular or plural
  Item for department review: Have departments discuss whether to limit the term “council” to Academic Council and to not use council in any other capacity in the school.

- Article V – Officer
  Section 1. Remove “the associate dean”

- Article VI – Meetings of the Faculty
  Section 2. Special meetings of the faculty: add “in whole or in part”
  Section 5. A simple majority: add “50%+1”

Michael will give the Constitution Subcommittee a list of the most recent interpretation of committees, their charge, and who they report to.

C. CEPH Self-Study Update – M. Reece

The self-study is on schedule. The application to change category might be submitted by the President in May. In a couple of weeks, the final draft will be going to Ed Marshall, who will advise the provost and the president. We will be using a streamlined model based on a recent Emory SPH model of cultivating material from the bottom up. The plan is to push work onto deans administrative office as much as possible, not upon faculty. Working groups will begin next week to determine where ideas need to be cultivated and data need to be generated. Data from PHLT and the working groups will be going to a small team in deans office-Michael, Kathy Gilbert, Catherine Sherwood, Evelyn Goldsmith, and a doctoral student. Deans office will be collecting data and writing sections of how we meet criteria of self-study. The report then goes to self-study steering committee consisting of three senior faculty across the school, a representative from the MPH program, two from professional staff, alumni, graduate students, undergraduate students, and members from the community advisory board. The steering committee will vote on the reports for whether we meet the criteria or not and will make any recommendations for improvement. Public health faculty meeting generating ideas of schools
proposed mission statement and primary goals. Sections will go online for all faculty and staff with requests for feedback. Michael will keep AC updated. The goal is to have this completed by October 2013. Michael is helping departments with their curricula.

D. Faculty Service Award
At a previous meeting, the Dean recommended AC develop criteria for a faculty service award. There was a general consensus that this award would be appropriate for senior faculty. Research Council is refining the requirements for the outstanding research award. Michael will provide those to assist in setting criteria for this award. Maresa and Sarah volunteered to work on the criteria for this award.

M. Van Puymbroeck – moved to adjourn