Location: HPER C013

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

Additional Attendees:
Reporting: Shu Cole, Bloomington Faculty Council
Ex Officio: Executive Associate Dean, Kathy Gilbert,
Staff: Trudy McConnell

Materials placed on the SIP for AC meetings will be made available for all faculty to view. Faculty may need to be reminded that documents are in draft form until AC has voted. This is in line with Roberts Rules of Order and Open Meetings.

1. Approval of Agenda
   K. Grove – Moved to accept agenda
   M. Van Puymbroeck – 2nd
   All in favor – unanimous

2. Approval of Meeting Minutes from February 10, 2012
   K. Grove – Moved to accept minutes
   M. Van Puymbroeck – 2nd
   In favor – 8
   Abstention – 2

3. Standing Committee Reports
   A. Undergraduate Studies Committee – no report

   B. Graduate Studies Committee – K. Gilbert reporting for Michael Reece
      • Michael wanted to know if AC members took the issue of students completing their M.S. degree prior to beginning their PhD requirement to departments for discussion. Graduate Studies will request AC approval for the three PhD programs required by CEPH to allow PhD admission before completion of a masters degree as long as it is completed
before qualifications. Departments need to let Michael know whether they have programs to include.

- GRE language in the bulletin for PhD applicants has been changed to read 50th percentile or above is preferred in at least one area.
- Language has been clarified in the new bulletin regarding alternate formats being allowed for doctoral qualifications to make it less specific. Either traditional or alternative formats are possible; alternative formats are at the discretion of the committee. They are continuing to explore whether more policy or procedures are required.

C. Budgetary Affairs Committee – S. Young reporting for Lynn Jamieson

Three items were discussed at last meeting.

1) Evaluation of the Budget Forum yielded some comments that it was a good start and well attended; however the information presented and answers to questions were very general and not specific enough. The committee is considering holding the event earlier next year as more of a preface for budget preparation.

2) A task force on the budgetary process will meet soon to develop a proposal for aligning the BAC with the school budgetary process. Lynn attended the preliminary budget meeting and will attend the campus budget conference on February 28. The HPER budget memo that will be used at the budget conference was shared with BAC at an impromptu meeting.

3) The concern over funding of graduate students in the school was discussed and will be addressed again after more information is collected.

D. Bloomington Faculty Council – S. Cole

1) IUB credit hour definition. BBC drafted a policy that constitutes a credit hour as work or study spent each week for fifteen weeks or the equivalent. One sentence stated that this amount of study per credit hour should enable a student to earn a passing grade. After much discussion, they voted to eliminate that sentence. Shu requested the policy be brought to the schools, but a vote was taken at the meeting. The policy passed.

2) Student Services Initiatives. This initiative would combine and eliminate campus wide positions in service areas and make them university wide. The reason is due to the amount of duplication and increased shared uses. It would remove 117 staff positions. BFC will continue to examine this issue and solicit feedback.

3) E-texts information on how to order for summer and fall was submitted.

4) Programs working with minors: A policy regarding programs working with minors was presented. Since the effort was initiated by HPER, BFC wanted the AC to examine policy. AC discussed police notification, exclusion of classes from the policy, and background checks. Since BAC is waiting for input, members are to review the policy with appropriate faculty and send comments and concerns to Shu by March 2nd. She will compile comments and forward them to the BFC policy committee.

E. Public Health Leadership Task Force – S. Young reporting for Catherine Sherwood

- Kathy Minor, Associate Dean from Emory Rollins School of Public Health will be visiting in March to consult with PHLT about our transition. She will meet with specific groups of
faculty and students who are working closely with the process. Specific questions may be directed to Michael Reece.

- The MPH Core Faculty met and are working with Michael to revise the HPER mission statement, goals, objectives, and indicators for the self-study.
- AC members are invited to attend the 2nd year MPH student’s competency poster presentation that will be held on April 20.

F. Research Council — L. Kamendulis

- The Council bylaws have been drafted. AC will discuss where the bylaws will be housed.
- Research Council allocates $20,000 for student grant and aid money. Historically the money has largely been used for travel and has been administered at dean’s office. The council endorsed a proposal from Michael Reece that would allocate 40% for travel and 60% for professional research development. Effective July 2012, departments will oversee the distribution of awards. Having departments in control will help allocate money evenly between departments and be more responsive to conferences held by various disciplines. Each department will receive a minimum of $1000. The remainder will be allocated proportionally based on the number of master and PhD students in each department the previous spring semester. Michael will discuss this proposal with the chairs and then it will go before the faculty.

G. Update from Executive Associate Dean — report under discussion items

4. Discussion Items

A. SPH Constitution Feedback Discussion

The revised constitution needs to be approved for CEPH accreditation prior to July 1. In order to meet this deadline, the following timeline will be needed.

- March 9 - AC Vote on provisional constitution to be presented to all faculty
- Announcement of special meeting with 30 day review will be sent to all voting faculty
- Early April - Special meeting of faculty to be held
- All eligible faculty vote
- Constitution would be stated to take effect July 1, assuming CEPH has approved SPH accreditation.

Departments need to discuss the possible change to have lecturers vote. There needs to be consistency within school. If lecturer’s vote, they would be eligible to serve on Academic Council. The 60/40 tenure track ratio must be maintained.

B. Updated P&T Procedures — K. Gilbert

- Kathy distributed a document that was based on campus-wide guidelines that are being drafted by the Academic Associate Deans. AC members need to take this document to their departments for discussion and feedback.
- There are some specific issues that are campus wide concerns. When talking with department members, emphasize that HPER is the only academic unit on campus
that at its basic level of review does not have all rank eligible faculty vote on candidates.

- All tenure faculty will vote at the department level for associate or full rank. Attendance of all eligible faculty will be recorded.
- All rank eligible faculty including administrators will vote; the chair and dean vote with a letter.
- Discussion point: Faculty at the school committee level currently don’t vote at the department level. Tom Gieryn’s preference is that faculty would vote at the department level and be engaged in discussion at the school level, but not vote at the school level.
- Representatives of the school committee who are from the home department of the candidate will have voted at the department level and would recuse themselves from voting at the school level.
- Discussion point: Whether to have the vote at department level or school committee level.
- Discussion point: The number of members that would comprise the school committee needs to be decided. One per department for a total of five is being recommended.
- In order to reflect diversity and be inclusive, it is being recommended to have members appointed by the dean instead of being elected by department. The appointments would be made on an annual basis.

Kathy will make a couple of recent revisions and will have the document posted on the SIP. Responses from the departments will be addressed at the March 9 AC meeting.

M. Van Puymbroeck – moved to adjourn