Approved by Academic Council on April 27, 2012

Location: HPER C013

Members Present: Chair: Sarah Young (RPTS)
Applied Health Science: Lesa Huber, Dong-Chul Seo
Environmental Health: Barbara Hocevar, Lisa Kamendulis, Jo Anna Shimek
Kinesiology: Katie Grove, Elizabeth Shea
Recreation, Park, and Tourism Studies: Rasul Mowatt, Lynn Jamieson (Alternate)

Additional Attendees:
Ex Officio: Associate Dean of Research and Graduate Studies, Michael Reece
Secretary: Dean’s Staff, Trudy McConnell
Research Council: Carrie Docherty
Bloomington Faculty Council: Shu Cole

1. Approval of Agenda
   B. Hocevar – Moved to accept agenda with a revision moving P&T Guidelines from an Action Item to a Discussion Item.
   L. Jamieson – 2nd
   In favor – unanimous

2. Approval of AC Meeting Minutes from March 23, 2012
   R. Mowatt – Moved to accept minutes
   K. Grove – 2nd
   In favor – 8
   Abstention – 1

3. Approval of All Faculty Meeting Minutes from April 6, 2012
   L. Jamieson – Moved to accept minutes
   J. Shimek – 2nd
   In favor – unanimous

Michael reported that a question had been received from the Vice Provost for Faculty and Academic Affairs as to whether the phrase “voting faculty” in reference to votes (2/3 majority) needed to approve constitutional amendments, refers to the number of faculty who are eligible to vote or the number of faculty who have voted. The constitution committee confirmed that an explanation is included in the constitution.
4. **Standing Committee Reports**
   
   **A. Undergraduate Studies Committee** – Joanna Shimek
   
   The committee endorsed a new minor in the School of Education that deals with the psychology of sports injury.
   
   **B. Graduate Studies Committee** – Michael Reece
   
   - Upon multiple faculty requests and emerging issues with the transition to a school of public health, Graduate Studies Committee (via Michael) will be asking the IU Graduate School to clarify some policies related to courses required for the major, tools skills requirements, etc. Michael will provide faculty with an update after further discussions with the Graduate Studies Committee in the fall.
   
   - Michael reminded faculty that requirements in the timeline for the submission of announcements for dissertation defense has changed to 40 days. The change from 30 to 40 days is to assure that there is enough time to get all approval signatures and spaces needed give the new electronic process implemented by the Graduate School. It protects the students from getting denied by the Graduate School.
   
   **C. Budgetary Affairs Committee** – Lynn Jamieson
   
   - BAC is recommending that AC endorse an increase in graduate student stipends based on a 1-2% cost of living. Some data has been collected from the Dean’s office showing that there are many variables in departmental awarding. They recommend AC empower a task force to study the issue more in depth. A formal peer assessment of peer institutions, the campus and the school is needed.

   Michael reported that this was discussed at Graduate Studies, but that they felt they are not in a position to make a unilateral recommendation that carries a proportion because there are too many unknown variables, i.e., budget and number of assistantships. It does need to be discussed, but is not easy to resolve. Departments have already sent award notices to top recruited students. If they are required to make an immediate increase, the awards would have to be amended and contracts would need to be reissued.

   AC recommends that the BAC recommendation gets sent to Graduate Studies to convene a group of people including the chairs and Jody Vaught to discuss the stipend levels during this next academic year. The change could possibly be put into effect in the spring.

   - They are still working on establishing a set of process and procedures to parallel the BAC with the school budget review process.
D. Bloomington Faculty Council – S. Cole

- It was noted that women comprised 55% of the tenure cases and 20% of the promotion cases.
- An email policy was passed that limits mass emails to official IU lists in the offices of the Provost, Vice-Provost, Dean of Students and Director of Human Resources.
- A policy regarding financial conflicts of interest in research passed. This is in compliance with the federal regulations. The maximum payment amount affected has decreased from $10,000 to $5,000.
- The guidelines for tenure and promotion review were discussed. They will be uploaded to the BFC website for review.
- The second reading of the online course evaluations policy generated heated discussions. The policy states that there should be a unified online course evaluation available for students, the results should be available for administration to use, and certain items would be accessible to the entire IU community including students.

One concern was having an evaluation that doesn’t fit all schools. A second concern regards how the results would be used. A third concern dealt with who would have access and what would be made available to students. The questions that are being recommended for students are whether the student would recommend course, recommend the instructor, and an estimation of the workload.

E. Public Health Leadership Task Force – no report

F. Research Council - C. Docherty

- They are working on the goals and objectives for research topics in the self-study.
- M. Reece gave an update on the graduate student travel money following a discussion at the Deans and Chairs meeting. The money will be divided among the departments by Research Council based on the number of students. The departments will be awarding and processing the money instead of the dean’s office.

G. Update from Executive Associate Dean – no report

5. Action Items

A. Research Committee Description

Research Committee distributed their description.

- They are recommending the committee membership change from 2 per department to 1 per department and include two alternates per department to ensure there is always representation.
- They recommend the chair be voted by committee instead of being appointed by AC.
- Other comments and suggestions from AC:
  - It was suggested that centers and institutes might be included. RC plans to routinely invite other offices including centers and institutes to share concerns and needs.
For the two new departments, elections will not be held until the start of the fall semester so that chairs and additional faculty are in place.

- Edits to the document:
  
  Purpose – change subcommittee to standing committee
  
  Eliminate Convening Authority section.
  
  Term 2. Change Council to Committee
  
  Title the document *Research Committee Description and Operating Guidelines*

Motion to approve Research Committee description with edits listed and with the provision to change HPER to SPH when the transition is approved.

R. Mowatt - Moved to approve

L. Jamieson – 2nd

In favor – unanimous

B. P&T Guidelines

Michael reported that Joel Stager stopped by his office and that Joel asked Michael to report that Joel would be unable to attend today’s meeting, but that Joel said he had asked the AC ad hoc committee to provide him any last feedback on the proposed guidelines and that he would send any substantive revisions to Kathy.

Dong-Chul shared that at the Applied Health department meeting there was concern about faculty voting at the department level without being present at the deliberations. The recusal process needs more clarity.

6. Discussion Items

A. Constitution Amendment Voting Process

According to Roberts Rules of Order, the voting cannot take place over multiple days; it must be done within one day. Voting will be made available to all clinical, tenure, and tenure track faculty in Oncourse from 12am-11:59pm on April 26. Absentee voting will be made available prior to April 26 upon request.

7. Announcements

The last AC meeting will be April 27. Veterans and new members from Applied Health, Kinesiology, and RPTS need to be present. So these departmental elections need to take place prior to April 27. Environmental Health and Epidemiology Biostatistics will vote on members prior to the start of fall classes. AC chair will be elected at this meeting.

J. Shimek – moved to adjourn