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: Katie Grove, Elizabeth Shea, Joel Stager,  
Recreation, Park, and Tourism Studies: Rasul Mowatt, Marieke Van Puymbroeck  

**Additional Attendees:**  
2012-13 Members: Lynn Jamieson, Jon Macy, Craig Ross  
Ex Officio: Executive Associate Dean, Kathy Gilbert  
Secretary: Dean’s Staff, Trudy McConnell  

1. **Approval of Agenda**  
   K. Grove – Moved to accept agenda  
   J. Shimek – 2nd  
   All in favor – unanimous  

2. **Approval of Meeting Minutes from April 13, 2012**  
   D. Seo – Moved to accept minutes  
   M. Van Puymbroeck – 2nd  
   In favor – unanimous  

3. **Approval of Meeting Minutes from April 6, 2012**  
   L. Huber – Moved to accept minutes  
   M. Murray – 2nd  
   In favor – 9  
   Abstention – 2  

4. **Standing Committee Reports**  
   A. **Undergraduate Studies Committee** – no report  
   B. **Graduate Studies Committee** – K. Gilbert  
      • The committee approved a new funding model for distribution of HPER fellowships for the 2012-13 academic year. Rather than having an even split among departments, it will be based on number of graduate students in each department.
• The committee is in the process of making revisions to the policies regarding Ph.D. requirements.
• As requested by the AC and the Budgetary Affairs Committee, they have discussed funding allocations of student academic appointments. There needs to be more discussion with additional people before a decision is made.

C. **Budgetary Affairs Committee** – L. Jamieson

BAC provided an annual report that includes accomplishments for the year. They have been trying to parallel the committee with the school budgetary process. AC may want to consider how this can be done more clearly. Although there has been improvement, the committee did not have access to the full budgetary items in a timely manner. Budgeting is not just the one budget calendar; it is the ongoing implementation of the budget. The BAC needs to have more input in recommendations and policies.

D. **Bloomington Faculty Council** – Sarah for S. Cole

The online course evaluation concept passed. Details are being hammered out as to how the process will work. More to come next year!

E. **Public Health Leadership Task Force** – no report

F. **Research Council** – no report

G. **Update from Executive Associate Dean** – K. Gilbert

The promotion and tenure policy documents that Craig Ross and Kathy have been working on will come before AC in the fall. Once approved, the documents will be put on the website and will be publicly accessible. Next, Kathy will be working on non-tenure track documents that mirror the tenure track policy. The draft guidelines that Tom Gieryn, along with the Academic Associate Deans, has completed will be posted online for faculty review during the next academic year.

5. **Action Items**

Sarah reported on the Constitution and Bylaws Amendment voting:
Of the 76 possible voting members, 43 members voted for 56.5%
Constitution votes: 32 yes, 11 no, passed at 74%
Bylaws votes: 33 yes, 10 no, passed at 76%

A thank you was extended to the members of the constitution committee: Katie Grove, Rasul Mowatt, Maresa Murray, and JoAnna Shimek.
The constitution takes effect July 1. The HPER name is retained until we are notified that we officially become a school of public health.

A. **Election of 2012-13 AC Chair**
New members were welcomed. Nominations were opened to all departments for the 2012-2013 Academic Chair. The elected person will take office at the first meeting of the fall. Maresa Murray nominated Katie Grove. No other nominations were given. Nominations were closed.

M. Murray moved to accept Katie Grove as the 2012-13 Academic Chair
M. Van Puymbroeck - 2\textsuperscript{nd}
In favor – unanimous

B. P&T Guidelines
The Promotion and Tenure Guidelines were presented.
There was discussion regarding recusals and what it meant to be materially involved. It was decided to not include specific requirements for recusal. It was recommended that the Executive Associate Dean talk with faculty at departmental meetings at the beginning of the year to discuss the magnitude of this obligation and responsibility.

L. Huber moved to accept guidelines with the amendment that the Dean will appoint members of the school committee in consultation with the department chairs and associate deans.
K. Grove – 2\textsuperscript{nd}
In favor – unanimous

C. HPER Service Award
The HPER Service Award was presented.
L. Huber moved to accept the HPER Distinguished Service Award with the monetary award being changed to $2500 to be consistent with the HPER Teaching Award.
M. Van Puymbroeck – 2\textsuperscript{nd}
In favor – unanimous

D. Teaching Learning and Assessment Committee Description
The description and operating guidelines were presented and discussed. The following change is recommended:
Under Convening Authority – change “The Agenda Committee of the Academic Council shall be responsible for assuring that the initial Teaching, Learning, and Assessment Committee of each academic year is scheduled and convened” to “The Academic Council in collaboration with the Dean’s office shall be responsible for assuring that the initial Teaching, Learning, and Assessment Committee meeting of each academic year is scheduled and convened.”

M. Van Puymbroeck moved to approve the Teaching, Learning, and Assessment Committee Description and Guidelines with the listed changes.
2\textsuperscript{nd} – L. Huber
In favor – unanimous

E. **Budgetary Affairs Committee Description** – L. Jamieson
R. Mowatt moved to approve the Budgetary Affairs Committee Description and Operating Guidelines with the following amendments:
1) Convening Authority: Change standing subcommittee to standing committee. 2) Change “SPH-B personnel shall be responsible for assuring that the initial BAC of each academic year is scheduled and convened in order to” ... to “The Academic Council in collaboration with the Dean’s office shall be responsible for assuring that the initial BAC meeting of each academic year is scheduled and convened in order to...”. 3) Convening Authority 1. Change to “Five representatives of the Academic Council, one from each academic department; one of these representatives will serve as chair.”

2nd - M. Van Puymbroeck
In favor – unanimous

F. **Graduate Studies Committee Description**
M. Van Puymbroeck moved to approve the Graduate Studies Committee Description with authority to modify the structure to be consistent with the other committee descriptions and guidelines.
R. Mowatt – 2nd
In favor – unanimous

6. **Announcements**
A. **Remarks from Dean Torabi**
Dean Torabi thanked the Academic Council members for all they have done. Much has been accomplished. Together with faculty, we have hired an Epidemiology and Biostatistics Chair and a director of career services. The new departments have been created with no funding coming from other departments. As state funding decreases we need to increase contracts, grants and fund raising. A search committee has been formed to hire a major gifts officer.

The Promotion and Tenure process does work. We have 100% success rate this year. He encouraged faculty to continue doing their work and things will work for the best. Junior faculty need to somewhat limit their service activities so that they can build their dossiers and prepare for tenure and promotion.

The first open forum through Budgetary Affairs Committee was held to solicit input. The budget construction has a very short deadline. Dean Torabi makes every effort to be transparent and build positive images which benefits our School of HPER.
Not much is known about the virtual health campus. It should not affect us physically or fiscally and the Dean is not worried.

The Dean was asked about AC members keeping their iPads. The Dean approved new iPads for the new AC members; members matriculating off AC may keep theirs.

Dean Torabi recognized Sarah Young for her excellent leadership.

M. Van Puymbroeck moved to adjourn meeting.