SCHOOL OF PUBLIC HEALTH-BLOOMINGTON
ACADEMIC COUNCIL
Meeting Minutes
August 24, 2012
Approved by Academic Council September 14, 2012

Location: HPER C013

Members Present: Chair: Katie Grove (Kines)
Applied Health Science: Lesa Huber, Jon Macy, Maresa Murray
Environmental Health: Barbara Hocevar, Lisa Kamendulis, Jo Anna Shimek
Epidemiology/Biostatistics: Shinga Feresu, Zhongxue Chen, Ahmed Youssefaga
Kinesiology: Georgia Frey, Carol Kennedy, Jan Wallace
Recreation, Park, and Tourism Studies: Rasul Mowatt, Craig Ross, Marieke Van Puymbroeck

Additional Attendees:
Ex Officio: Executive Associate Dean, Kathy Gilbert
Secretary: Dean’s Staff, Trudy McConnell

Members introduced themselves and Katie Grove reviewed membership responsibilities. New members can get a new iPad from SPH technology. Those include: Carol, Jan, Ahmed, Zhongxue, Georgia, Craig, Jon.

1. Approval of Agenda
   - L. Huber – Moved to accept agenda with addition of Action item: Names for Budgetary Affairs Committee
   - C. Ross – 2nd
   - In favor – Unanimous

2. Approval of Meeting Minutes from April 27, 2012
   - M. Van Puymbroeck – Moved to accept minutes
     - L. Huber – 2nd
     - In favor – 7
     - Abstention – 8

3. Standing Committee Reports
   A. Undergraduate Studies Committee – no report
   B. Graduate Studies Committee - no report
   C. Budgetary Affairs Committee – no report
   D. Bloomington Faculty Council – no report
   E. Public Health Leadership Task Force – no report
   F. Research Committee – no report
G. **Update from Executive Associate Dean** – K. Gilbert

Craig Ross and Kathy have been working with Stephanie Brown to convert the HPER P&T Handbook to a webpage that will be publicly accessible with links to all documents. AC will need to approve the policies before they are posted.

4. **Action Items**

   A. **Committee Descriptions Needed**

      As soon as the committees have been formed, the following committees will need to develop their descriptions and bring to AC for approval: Undergraduate Studies; Gender and Diversity Affairs; Academic Fairness/Faculty Grievance; Distinguished Service Award Selection; and Distribute Education. Since changes have been made in the committee descriptions that were approved last year, Katie encouraged all committee members to review their descriptions.

   B. **Authorization of New Documents with Name Change**

      M. Murray - Moved to change the name of HPER to SPH in the Committee Descriptions for Graduate Studies; Teaching, Learning and Assessment; and Research Committee that were approved by AC last spring.

      M. Van Puymbroeck – 2nd

      All in favor – unanimous

   C. **Formation of Agenda Committee**

      One AC member or alternate from each department needs to be represented on the agenda committee. The volunteers are:

      AHS: Maresa Murray
      EH: Joanna Shimek
      Epi/Bio: Shinga Feresu
      Kines: Carol Kennedy
      RPTS: Marieke Van Puymbroeck

   D. **Budgetary Affairs Committee Recommendation**

      One AC member or alternate from each department needs to be represented on the Budgetary Affairs Committee. Other members include: chair of Research Committee; one representative each from Professional Service Delivery Council and from Staff Support Council; an undergraduate student and a graduate student; and one ex-officio member each from the Dean’s office and from the Development Office. The chair will be an AC member or alternate and will be elected by the committee. AC volunteers are:

      AHS: Nancy Ellis
      EH: Jim Klaunig
      Epi/Bio: Zhongxue Chen
      Kines: Georgia Frey
      RPTS: Craig Ross
Last year the Budgetary Affairs Committee brought forth a recommendation to have AC assign a committee to look at the graduate student financial package. There was discussion about having Graduate Studies Committee address this issue; however, since GSC is a curricular committee, it should not be given a budgetary task. The request is being sent back to BAC with a request for more information about what they would like to see done.

E. P&T Guidelines
As changes to the P&T Policy are needed, an ad hoc committee may be formed. There was discussion about including more specific guidelines for recusal in the policy.

➢ Frey – Moved to revise the P&T procedures to include “The Chair of the Promotion and Tenure Committee at the appropriate level has the authority to make decisions about excusals and recusals.” The guidelines need to reflect this change immediately.
C. Kennedy – 2nd
All in favor – unanimous

Marieke brought forward a concern from the RPTS P&T committee. Some were unhappy about the change in protocol that has the department chair serve as ex-officio of the P&T committee. They felt the chair may not be able to produce an objective evaluation of the candidate because he/she sat in the discussion at the committee.

F. Internal Search for Dean Position – K. Grove
Katie gave a background of the process thus far. Last November, AC voted for the removal of the interim title for Dean Torabi. This past Monday (Aug. 20), Provost Robel met with AC about what to do with regard to the interim dean position. Dean Torabi has held the position for two years which is long for an interim position. The Provost’s suggestion was to have an internal expedited search. In this case, internal refers to within the school of SPH. Another option discussed was to have the SPH faculty meet and move ahead with removing interim title. Afterwards, the Provost talked with chair of BFC who had strong objections to a school opting out of the mandated search and screen procedures, but had no objections to an expedited external search. As a result, the Provost plans to proceed with an internal expedited search and will set up the structure of the search.

In response to the question of what AC could do, the Provost said she would welcome nominations for the committee from AC. Kathy suggested AC members consider who in their departments would be good for this committee. She recommended 2-3 per department be selected with whatever system the department prefers. Send the names and rank to Katie by August 28 or 29; all faculty are eligible for consideration. Katie will forward the names to the Provost for consideration. The committee will consist of people inside and outside of the school. Kathy will talk with the Provost about non-
faculty members for the committee, if that is the Provost’s wish, and will then work with PSDC, Staff Support Council and Undergraduate and Graduate Committees for selections.

- J. Shimek-Move to support an expedited internal search for the Dean.
  M. Murray-2nd
  In favor -14
  Opposed - 1
  Abstain – 0

5. Announcements
AC meetings are scheduled for the 2nd and 4th Fridays. Since the meeting scheduled on Oct 12 is during Fall Break, Katie will use the Doodle Request to determine the best day to meet that week. The meeting in November scheduled for the 4th Friday will be moved to the 5th Friday because of Thanksgiving.

A School of Public Health Naming Ceremony has been scheduled for September 28 at 3:00 in C100.

M. Van Puymbroeck moved to adjourn.