Location: HPER C013

**Members Present:** Chair: Katie Grove (Kines)  
Applied Health Science: Jon Macy; Nancy Ellis (alternate)  
Environmental Health: Barbara Hocevar, Lisa Kamendulis, Jo Anna Shimek  
Epidemiology/Biostatistics: Shinga Feresu, Zhongxue Chen  
Kinesiology: Georgia Frey, Carol Kennedy, Jan Wallace  
Recreation, Park, and Tourism Studies: Rasul Mowatt, Craig Ross,

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

1. **Approval of Agenda**  
   - N. Ellis – Moved to accept agenda  
   - G. Frey – 2nd  
   - In favor – Unanimous

2. **Approval of Meeting Minutes from September 28, 2012**  
   - S. Feresu – Moved to accept minutes from September 28, 2012 with changes: BAC - add the four discussion items; Graduate Studies and Research Committee – make word corrections.  
   - C. Ross – 2nd  
   - In favor – 12; Abstain - 2

3. **Committee Reports**  
   A. **Undergraduate Studies Committee** – no report  
   B. **Graduate Studies Committee** - no report  
   C. **Budgetary Affairs Committee** – G. Frey  
      - The committee wants to invite Dean Torabi to a meeting to discuss the long-term budget plans for the school. This will be the base for future plans and discussions.  
      - They plan to revise the guidelines regarding student representation.  
   D. **Bloomington Faculty Council** – K. Grove for Shu Cole  
      - Send any comments regarding the privatization of parking to Shu before the next meeting on Oct 16.  
      - Shu will be on sabbatical in the spring. Katie has contacted BFC and they will get back with her regarding a representative.  
   E. **Public Health Leadership Task Force** – K. Grove
• Katie, Carol and Joanna met to begin developing a value statement for the school as required by CEPH. As a starting point, they had SPH pride statements from Susan Simmons and materials from a school goals session by Susan Middlestadt.

• Kathy reminded the council that all curricular matters must come before Academic Council.

F. Research Committee – L. Kamendulis
Sarita Soni attended their meeting. She shared the commitment from the President and Provost offices down to the school and in particular supporting our research efforts. On our website, there are six declared areas of research. With help from the Provost’s office Sarita plans to partner with us to develop research teams to fulfill the mission outlined within those six areas.

G. Academic Fairness/Faculty Grievance Committee
Kathy would like for them to begin developing committee description. Three faculty members are required for the committee. Those are Lesa Huber, Phil Henson, and Barbara Hawkins.

H. Agenda Committee – no report
I. Distinguished Service Award Selection Committee – no report
J. Teaching/Learning/Assessment Committee: - no report
K. Tenure and Promotion Committee – no report
L. Gender and Diversity – no report
M. Distributed Education Committee – no report
N. Update from Executive Associate Dean – K. Gilbert

• Before going to the Campus Curriculum Committee, all new curriculum programs (degree, school, major, minor, etc.) must contain detailed information including objectives, key features, relationship to broader school, learning objectives, assessment, and logistics.

Kathy and Bob set up drives for the Undergraduate and Graduate Studies Committees with tabs to make changes. Materials to be reviewed must be posted 24 hours prior to committee meetings. The approval process goes through Academic Council to Campus Curriculum Committee to Academic Leadership Council and if necessary to the Board of Trustees and lastly to the Indiana Commission on Higher Education. Bob created an approval sequence to help guide people through the process.

Minor changes that don’t leave the school can stop at the Undergraduate and Graduate Studies Committees unless AC chooses to have everything reviewed at AC.

There was a request to develop a schematic plan for the school outlining the process for different types of curricular changes.

• Website P&T
Current P&T policies are now posted on our website. There are more that need to be posted. AC will need to determine which policies should be posted.
• John Schrader has been working with Kathy to draft a form for working with minors. They met with those across campus who are working on these policies. Background checks are being done by HireRight with a national search going seven years back and must be done every three years. When an event occurs that involves children, a policy must be in place. One policy is being tested and reviewed and then will be brought to AC. Kathy will be making a recommendation to Chairs and Deans and AC to require all SPH majors to have a background check for the fall as an extra student fee. Decisions about restrictions will be determined by the school.

• The Academic Deans Committee would like to receive input on changes needed to the Faculty Annual Report (FAR) to make it more useful for what we do in the school. Channel suggestions through Kathy.

• The Summer School Committee put together through the Vice Provost for Undergraduate Education is discussing approaches to summer school. The cost cut last summer was not beneficial. Online courses are one option being considered.

4. Action Items:
Graduate Studies Committee added a statement to their description. “Additionally, a graduate student representative of the SPH Student Government will be appointed by the Student Government and will attend all meetings as an ex-officio member.”

➢ R. Mowatt – moved to approve the revised description.
   C. Ross – 2nd
   In favor – Unanimous

5. Announcements
Next meeting will be Friday October 26.

J. Shimek – moved to adjourn.