SCHOOL OF HEALTH, PHYSICAL EDUCATION, AND RECREATION
ACADEMIC COUNCIL
Meeting Minutes
November 30, 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 (1:30-2:45pm), Pengchen Xun (1:15-1:30pm)
Kinesiology: Georgia Frey, Carol Kennedy, John Shea (alternate)
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
Office of Development and Communications: Chip Rondot

Discussion until quorum met.

NTT Instructional Appointments – K. Gilbert
Departments need to review and give feedback to the NTT Instructional Appointment document. This policy brings non-tenure track faculty in line with tenure track faculty regarding the up or out review. It will go for approval before Academic Associate Deans then to Bloomington Faculty Council. This document is not to be shared beyond school faculty.

New SPH Value System – K. Grove
In September, the Public Health Leadership Task Force requested AC establish a statement of school values that would be posted on the website. Those volunteers, Carol Kennedy, Joanna Shimek, and Katie Grove have drafted a set of values. Recommended changes include listing education first and revising the education bullet as it looks very close to the school goal. The values will be put on a Qualtrics Survey for faculty review and comment.

At 1:30 a quorum was met and the meeting was called to order.

A. Approval of Agenda
   L. Huber – Moved to accept agenda
   C. Ross – 2nd
   In favor – unanimous

B. Approval of Meeting Minutes from November 9, 2012
   M. Van Puymbroeck – Moved to accept minutes
C. Committee Reports

1. Undergraduate Studies Committee – M. Murray
   Tab sheets were reviewed.

2. Graduate Studies Committee – L. Kamendulis & M. Reece
   - Tab sheets were reviewed. Michael commended the departments for getting all curricular changes for accreditation completed early.
   - Proposed change to graduate student meetings: This proposal eliminates the policy that graduate student meetings can only be held when classes are in session.
   - Proposed change to doctoral qualifying exam: This proposal extends the period between the start and due date for the written exam from 14 days to 30 days.
   - There will be a graduate faculty meeting in the early spring to discuss the Ph.D. changes.

3. Budgetary Affairs Committee – G. Frey
   The committee is trying to determine their purpose. They plan to have Dean Torabi attend a meeting to help provide direction.

4. Bloomington Faculty Council – no report
5. Public Health Leadership Task Force - no report
6. Research Committee – no report
7. Academic Fairness/Grievance Committee – no report
8. Agenda Committee-no report
9. Distinguished Service Award Selection Committee – no report
10. Teaching/Learning/Assessment Committee – no report
11. Tenure and Promotion Committee – no report
12. Gender and Diversity Committee – no report
13. Distributed Education Committee – Z. Chen
   A committee description was presented. It was suggested to remove the words incentive and reward from the purpose.

14. Update from Executive Associate Dean –K. Gilbert
   Criminal Background Check: If criminal background checks are going to be required for majors in the school, that information must go into the bulletin by February 15. Academic Council would need to have this approved by the February 8 AC meeting.

   Applied Health Sciences have discussed the issue. If AC forms a task force to establish the policies, they have faculty members who are interested in participating. Other departments need to discuss and decide whether they want to be involved with the decision making process. The first decision needed is whether the faculty support a requirement for all SPH majors to have criminal background checks. Kathy will send details that AC members can share with their departments.
15. AC Chair report - K. Grove

- **SPH-B Web Site – Chip Rondot**
  The website was created in a short time frame so consultative input was limited. They are ready for the next phase that will open access to departmental webmasters. The website system is more complicated than the previous site so webmasters will need to be trained. Margaret Lions has been trained and is set to gain access to update the Kinesiology pages. Other departments will gain access as chairs designate a person to be responsible for their specific sites. Currently, Stephanie must update bios, but this should eventually be done by department webmasters. The bulletin must continue to be updated in the Dean’s office.

- **Nominations for interim SPH BFC Faculty member**
  Shu Cole will be on sabbatical during the spring semester. An interim representative to the Bloomington Faculty Council is needed for one semester. The person must come from the tenure line faculty. Nominations from the departments need to be submitted to Katie. The discussion and vote will be held at the next AC meeting.

D. Discussion Items

1. **Online student evaluation**
   A Rationale for OCQ was discussed. The four-question student form would be accessible. Kathy will invite someone to come to an AC meeting to explain the evaluations and address faculty concerns.

2. **T and P Committee reviewing change in rank of faculty** – M. Van Puymbroeck
   There was concern about research associates having a rank appropriate faculty member on the committee. Although policy does not allow NTT to be on the committee, in the initial presentation of the case, an equal rank faculty member can be invited to provide information. Kathy has been charged to contact the university to inquire about movement regarding NTT promotion.

E. Action Items:

- A motion was brought forth from Undergraduate Studies Committee to approve the revised tab sheets as presented.
  In favor – unanimous

- A motion was brought forth from Graduate Studies Committee to approve the revised tab sheets as presented.
  In favor - unanimous

- A motion was brought forth from Distributed Education Committee to approve the committee description. The description was amended to have the words reward and incentive removed from the purpose.
  In favor – unanimous

- A motion was brought forth from Graduate Studies Committee to approve the policy change regarding scheduling meetings as presented.
  In favor – unanimous
Motion from Graduate Studies Committee to approve changing the maximum allowable timeline for alternate format for doctoral qualifying exams as presented.
In favor – unanimous

M. Van Puymbroeck - Moved to table the vote on the interim SPH BFC faculty representative.
J. Shimek – 2nd
In favor - unanimous

F. Announcements
Next AC Meeting, Friday, December 14, 1:15 – 2:45 pm

M. Van Puymbroeck – moved to adjourn