A. Approval of Agenda
   ➢ J. Shimek – Moved to accept agenda
   C. Ross – 2nd
   In favor – unanimous

B. Approval of Meeting Minutes
   ➢ S. Feresu – Moved to accept the November 30, 2012 minutes with the following revision:
     From Online Student Evaluation, remove “this information will not be made available to
     students.”
   J. Shimek – 2nd
   In favor – 11; abstain - 3

C. Committee Reports
   1. Undergraduate Studies Committee – no report
   2. Graduate Studies Committee –
      School of Public Health Student Government – J. Sturts, Associate Instructor, RPTS
      The newly formed group has met three times beginning with a retreat. Maresa Murray and
      Rasul Mowatt are the faculty advisors. The group identified Michael Coburn as the
      Undergraduate Studies Committee representative and Ren-Jay Shei as the Graduate Studies
      Committee representative. Their next task is to develop a constitution. An open forum for all
      SPH students is being scheduled for January to help determine which committees should be
      formed.
3. **Budgetary Affairs Committee** – no report

4. **Bloomington Faculty Council** – S. Cole
   - BFC president report: 1) They are involved with parking privatization discussions; 2) They are working with UFC on an export control policy that involves establishing a code of conduct; and 3) At the CIC meeting, a concern was expressed about the trend in a decline of tenure track faculty.
   - The Provost report: The Provost will hold a State of the Campus address on February 19. MaryFrances McCourt will be the interim CFO. Faculty is being reminded to complete the Coach Faculty survey.
   - Education Policy Committee: The course evaluation implementation and purchase of software has been postponed. Discussions include 1) a policy on syllabi; 2) a revision of policy of responsibilities of teachers; 3) summer session calendar issues; 4) international students issues; and 4) general education core.
   - Faculty Affairs Committee Report: Discussions include: 1) GE core; 2) Online instructions; 3) NTT policies; and 4) post tenure review.
   - Maresa Murray reported that Carolyn Calloway Thomas commended Shu Cole at the BFC meeting and recommended schools emulate Shu’s communication between the school and BFC.

5. **Public Health Leadership Task Force** – K. Grove for Catherine Sherwood
   The task force provided a fall 2012 summary for AC (report attached).

6. **Research Committee** – no report

7. **Academic Fairness/Faculty 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** – K. Grove
    Deb Getz and Barb Grinder have been selected as Co-chairs for the committee. They are creating a committee description and will be developing three policies related to discrimination and harassment.

13. **Distributed Education Committee** – no report

14. **Update from Executive Associate Dean** – K. Gilbert
    - Policy on Minors: We will not be requiring all majors to have background checks because we would be the only school doing so. The next option is to tie background checks to courses. A Qualtrics survey will be distributed to faculty in the early spring to get a sense of classes in the school regarding interactions with minors.
    - Online Course Evaluations: As requested by AC, Kathy met with Tom Gieryn. The Provost will host two town hall meeting for all instructional faculties in early spring. In addition informative documents will be placed their website at the first of the year.
    - Non-tenure Track Faculty: Per Tom Gieryn, rank eligible NTT faculty are eligible to vote on the reappointment or promotion of their peers so long as 60% of the votes are retained by tenure track faculty. It is up to the school to determine the degree to which NTT faculty
members are involved in the decision-making process for NTT promotion cases. At present, SPH does not have written procedures for the review of NTT promotion cases. Essentially, candidates are given P&T procedures and to delete the sections that do not relate to their case. Kathy is requesting AC address school procedures for NTT review and how to address the incorporation of NTT faculty as voting members of the review committees.

- NTT faculty 6th year up or out decision: Kathy is requesting AC create a 3rd year pre-promotion review system for all faculties that have an up or out decision to help prepare them for their 6th year decision. The current NTT committee would be willing to work on this but would like additional faculty to help. AC members need to check with departments for any 3rd year TT policies and submit them to Kathy.
- CEPH Guidelines: There is an expectation of community engagement among the faculty and that community engagement should be included in tenure and promotion criteria. We will need to operate within University guidelines, to determine how school specifics can meet the CEPH guidelines.

15. AC Chair Report – K. Grove

- Two members have been nominated to serve as BFC representative for the spring while Shu is on sabbatical: Joel Stager and Lynn Jamieson. Lynn left the room for the discussion and an anonymous ballot vote was held. Votes were tallied by Kathy Gilbert and Trudy McConnell.
- Tenured Faculty for BFC Course Transfer Appeal Board
  
  During the summer of 2012 approximately 150 IU students enrolled in an academic program in China that was taught by a professor not associated with IU is not part of the Education System in China as verified by the China Academic Degree & Graduate Education Development Center (CDGDC). Thus the students were notified that the courses were not part of an accepted degree program and therefore would not transfer to IUB. The students have the right to appeal the decision so a board is being established to respond to the students. BFC is asking for the SPH to provide one tenure track faculty member to serve on the Course Transfer Appeal Board to review any appeals to this ruling AC members need to discuss with their department and forward names to Katie. Katie will forward documents about this issue to AC members. A Qualtrics survey on the proposed Values for the SPH is available for faculty comments

D. Discussion Items: no items

E. Action Items:

- R. Mowatt moved to accept the outcome of the counted ballots, (i.e., Lynn Jamieson as the interim BFC representative for spring semester 2013).
  J. Wallace – 2nd
  In favor – unanimous
F. **Items of Information:**

Dean Torabi has submitted the SPH constitution and bylaws per a request from John Applegate. They are reviewing constitutions and bylaws for all new and merged schools in order to provide consistency.

L. Jamieson – moved to adjourn
Public Health Leadership Team
Fall 2012 Summary

Committee Members: Chair- Catherine Sherwood-Laughlin; BSCH- Lesa Huber; BIO- Ahmed YoussefAgha; EH- Barbara Hocevar; EPI- Bobbie Van Der Pol; KIN- Jeanne Johnston, John Schrader; PHA- Beth Meyerson; RPTS- Bill Ramos; MPH Academic Specialist- TBA; PHSA Representative-Devan Petersen; Dean’s Office Representative- Michael Reece

Fall 2012 Meeting Dates: August 23, 30, September 27, October 18, November 29, and December 6

1. MPH Program Faculty
   a. Up-dated the Primary and Supporting (Other) faculty lists
   b. Suggestions for Supporting Faculty (community partners, faculty across IU campuses, faculty at other universities, etc.) were submitted by the Concentration Coordinators to Michael Reece
      i. Title for Supporting Faculty- policy discussed and in process of being finalized (Public Health Affiliate)
      ii. Not a teaching role and the Public Health Affiliates would not necessarily hold a public health degree, but would have a community affiliation (i.e. internship, advisory board member). Designees would receive a formal letter from the Dean’s office detailing the affiliation for a specified time period.
   c. SPH-B Public Health Faculty Meeting was held on September 26, 2012
   d. Faculty Incentives for Continuing Education
      i. Discussed the development of a Public Health lecture series consisting of monthly lunch sessions with presentations on different PH topics by faculty. The goal would be integration of departments and how their field fits within the larger public health framework.

2. Endorsed New MPH Concentrations
   a. Guidelines for new MPH Concentrations
      i. Procedures for proposing new concentrations were finalized
   b. Endorsed new MPH Concentrations
      i. Family Health (AHS)
      ii. Physical Activity (KIN)
      iii. Professional Health Education (AHS)

3. C650, Culminating Experience
   a. Provided feedback related to the new course requirements
      i. Synthesis Project- assessment of students’ ability to apply the concentration specific competencies
      ii. Portfolio- assessment of students’ ability to explain MPH core competencies

4. Core and Concentrations Competencies
   a. Competency Tracker Compliance
      i. All students continue to rate themselves on the core and concentration specific competencies at the beginning and end of each core and concentration specific course
   b. Cultural Diversity in all SPH Course Competencies
      i. For accreditation purposes, we will gather data related to how cultural diversity is expressed in course competencies across all SPH programs.
   c. Communication of Competencies to new Faculty/Adjunct Faculty
i. A system needs to be developed to ensure that all new instructors and adjuncts are made aware of the competencies that need to be addressed in each course.

5. MPH New Student Orientation
   a. Discussed the Fall 2012 Orientation
      i. Suggestions for changes for Fall 2013 orientation

6. Fall 2011 Cohort Enrollment: 43 / Fall 2012 Cohort Enrollment: 51
   a. BSCH:17/18
   b. BIO: 3/3
   c. EH: 5/3
   d. EPI: 7/13
   e. PHA: 11/14

7. Admissions
   a. Documents were created to streamline the process when current MPH students want to change concentrations
      i. Key Areas:
         1. Assistantships/funding and tuition credits are not guaranteed.
         2. Length of time to complete the degree may be extended.
         3. Transfers of existing credits are not guaranteed.
      ii. Departmental considerations when advising students to switch concentrations:
         1. Requirements are different for different departments/concentrations.
         2. Department funding could be affected.
         3. Some departments with low enrollments may be affected by changes in enrollment.
         4. CEPH will question changes in enrollment numbers.
         5. Advising students to change concentrations should be the exception and not be widely encouraged.
      iii. Documents were vetted through the Dean’s Office, with Department Chairs and Concentration Coordinators
      iv. Documents will be available on the MPH website in January 2013
   b. Documents were created to explain the process when a student has been denied acceptance in one concentration and wishes to apply for another concentration for acceptance in the same academic year
   c. BIO/EPI concentrations are considering review applications as a “group” instead of the admissions committee reviewing as they are completed.

8. Workforce Development Interim Report
   a. Report was submitted to CEPH May 1, 2012 and accepted as “Met” by CEPH

9. CEPH MPH Program Annual Report
   a. The annual report is due December 19th and is scheduled to be submitted on time

10. Courses
   a. Finalized the Spring 2013 MPH course schedule
   b. Developed draft for Fall 2013 MPH course schedule
   c. Developed procedures and policies for course scheduling

11. Marketing
   a. SPH Display at the Indiana Public Health Association fall conference
   b. SPH Display at the American Public Health Association fall conference (San Francisco, CA)

12. Students
   a. Public Health Student Assembly- received a $300 IUSF gran for MLK event in January.