Location: HPER C013

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

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

A. Approval of Agenda
   L. Huber – Moved to accept agenda
   M. Van Puymbroeck – 2nd
   In favor – unanimous

B. Approval of Meeting Minutes
   S. Feresu – Moved to accept minutes from February 22, 2013
   M. Van Puymbroeck – 2nd
   In favor – unanimous

C. Committee Reports
   1. Undergraduate Studies Committee – K. Gilbert
      The committee discussed admitting students with second degrees, safety chemistry
      requirements, the move from the campus to create a centralized advising center, and emailing
      all students the webpage that identifies the new undergraduate course numbers in SPH.
      5.00
   2. Budgetary Affairs – G. Frey
      • Michael Reece met with committee to discuss the direction of the committee. He suggested
        meeting with representatives from the Graduate Studies Committee, Departmental Chairs,
        and the Dean’s office to help determine the advisory capacity of the committee.
      • Katie was asked to find out whether faculty on 10 month appointments can have their salary
        dispersed among 12 months. She will contact Jim Klaunig to pursue this question.
      8.20
   3. Distinguished Service Award Selection Committee
The deadline to apply has been extended to the end of March. The information is located on the SIP.

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

Revision of current P&T policy:

AC members need to discuss the changes within their departments, specifically the changes relating to the role of the chair (Review Committees; paragraph two). Kathy will insert the second option for the role of the chair into the document.

Concerns regarding the policy of the presence of the chair at the departmental review would need to be taken to Bloomington Faculty Council.

Under Review Committees; paragraph three. “If, for any reason, the department has fewer than three rank-eligible faculty members”; add “excluding the department chair”.

29.30

5. **AC Chair Report** – K. Grove

Discussion of proposed revision to SPH Constitution and Bylaws: In both documents HPER and SPH need to be changed to SPH-B.

Review meetings will be held March 26 from 8:00-9:15am and March 27 from 8:00-9:00 am in the Mobley Auditorium.

A Qualtrics survey will be made available from March 28 through March 31.

Voting will be held online for one day on either April 1st or 2nd.

Once the revisions have been approved, AC will appoint members to the Committee on Appointments to begin filling committee positions for the 2013-14 year.

D. **Discussion Items:**

The discussion of the draft of 3rd year review policy for clinical faculty will be held until the next meeting.

E. **Action Items:**

J. Shimek - Moved to approve the proposed changes to the SPH-B Constitution Article VII; Section 2H with corrections updating HPER and SPH to SPH-B.

L. Huber – 2nd

In favor – unanimous; in favor absentee votes from Rasul Mowatt and Maresa Murray

M. Van Puymbroeck - Moved to approve the proposed changed to the SPH-B Bylaws Article IV; Section 1 with corrections updating HPER and SPH to SPH-B.

S. Feresu – 2nd

In favor - unanimous; in favor absentee votes from Rasul Mowatt and Maresa Murray
F. **Items of Information:**
   1. Trustees Teaching Award and SPH-B Teaching Career Award – due March 20th.
   2. SPH Distinguished Service Award – due March 29th.

G. **Announcements**
   Next AC meeting, Friday March 22nd from 1:15 to 2:45 pm

M. Van Puymbroeck moved to adjourn, 2:15 pm