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: Zhongxue Chen, Shinga Feresu, Juhua Lao
Kinesiology: 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
BFC Representative: Lynn Jamieson

### A. Approval of Agenda

- S. Feresu – Moved to accept agenda
  
  J. Shimek – 2nd
  
  In favor – unanimous

### B. Approval of Meeting Minutes

- J. Shimek – Moved to accept minutes of special AC meeting, March 5, 2013
  
  M. Murray – 2nd
  
  In favor – unanimous

- J. Shimek – Moved to accept minutes of March 8, 2013
  
  M. Van Puymbroeck – 2nd
  
  In favor – 12; abstain - 2

### C. Committee Reports

1. **Budgetary Affairs Committee** – K. Grove

   A question arose at the last meeting about having salary for a 10-month appointment spread across 12 months. Katie contacted Jim Klaunig who contacted HR. There is a university policy that states this is not allowed.

2. **Bloomington Faculty Council** – L. Jamieson

   a. Educational Policies Committee – discussion continued about an additional course regarding “Speaking and Listening” being added to the core courses.
b. Interim CFO, Mary Frances McCourt gave a report about their office’s fiscal literacy program that will offer college credits to students through one unit courses designed to improve the student’s ability to handle debt, college expenses, budget, etc. There was concern about who would be teaching this.

3. Distinguished Service Award Selection Committee – K. Grove
Katie reminded AC that the deadline to submit nominations is Friday, March 29th. Once names have been submitted to Trudy, she will contact those nominated requesting the materials.

4. Update from Executive Associate Dean – K. Gilbert
   a. P&T Procedures: This document includes two choices for the chair position; 1) ex officio chair of committee or 2) ex officio observer. Departments need to discuss whether to keep these two options or restrict the Department Chair role to that of observer.
   b. Currently, when a case come to the School committee from a department, representatives from that department are recused from discussion and deliberation on candidates. The promotion and tenure committees (Promotion to Tenure and Promotion to Full) have recommended that representatives from a candidate’s department should participate in the initial discussion so they can speak knowledgeably about the department. They would then be recused from the deliberations and vote. Kathy has requested that this be included in the SPH policy. AC members need to discuss this with their departments.
   c. Academic Associate Deans meeting:
      • Faculty members who have research included as part of their job responsibilities and who are not full professors are invited to a workshop on April 24. Information will come be sent to those faculty.
      • New campus guidelines for P&T reviews are on the VPFAA website.
      • The NTT instructional appointment policy was approved by the BFC on March 5. Our school needs to update our policies and to differentiate clinical ranks from lecturer ranks in our policies.
      • Balanced cases are not an option for lecturer appointments. A clinical faculty member can present a balanced case, but service must be “clinical service”. This speaks to our need to define what we mean by “clinical” in SPH.
      • A revision of the BFC postdoc policy is being done to include the option of teaching postdocs.
   d. -Our P&T terms need to be more clearly defined regarding what we hold as as excellence in teaching, research and service.
      -Tom Gieryn said the SPH documents are more organized than they have been in the past.

5. AC Chair Report – K. Grove
   a. Endorsement of Resolution of Indiana’s Schools of Public Health related to the Indiana State Department of Health (ISDH) Tobacco Prevention Cessation Committee (TPC) to sustain funding. Katie reminded members that she had sent out an email to AC members, requesting endorsement of this resolution at the request of Dean Torabi. The response from AC members was positive and SPH-B is included in the resolution.
b. End of year committee reports: By the end of the year, every standing committee should submit a report to the AC regarding their activities and accomplishments in a summary format.

c. New AC members for 2013-14 need to be elected soon. At the last AC meeting on April 26, both current and next year’s members should attend. Katie will send a reminder to the department chairs.

D. Discussion Items:
Proposed Policy on Revalidation of Coursework for Master’s Degree Students
- Currently, there is no policy regarding revalidation of coursework taken toward the Master’s degree, while the policy on PhD coursework states that courses taken more than seven years prior to the quals must be revalidated.
- This policy would be similar to the PhD policy but, in the case of Master’s degrees, GSC proposes that the courses that would need revalidation would be those that are older than five years. This recommendation comes as a motion from Graduate Studies.
- There was discussion regarding why there is a difference in the number of years for Masters and PhD.
- AC will send this back to Graduate Studies to explain the difference in years.
  It was also suggested to consider adding ‘demonstrate currency based on professional work experience’ as one of the named categories for revalidation.

E. Announcements
- Since the Carlson Lecture is during the April 12 AC meeting, the meeting may get moved to April 5. Trudy will check for a location and send an announcement.
- An SPH faculty information meeting Tuesday, March 26 from 8-9:15 am and Wednesday, March 27 from 8-9am in C100. Tuesday, April 2nd will be the vote. To pass, 2/3 of votes must approve.

M. Van Puymbroeck – moved to adjourn.