School of Public Health–Bloomington  
Academic Council Eighth Meeting 2014-15; February 27, 2015  
Minutes  
Approved by Academic Council March 27, 2015

Attendance:
Lisa Kamendulis, Department of Environmental Health; Chair  
Department of Applied Health Sciences:  
Maresa Murray (alternate); Noy Kay (alternate)  
Department of Environmental Health:  
Barbara Hocevar; Kan Shao  
Department of Epidemiology and Biostatistics:  
Andrea Chomistek; Juhua Luo; Aurelian Bidulescu  
Department of Kinesiology:  
Georgia Frey (1:50pm departure); Jack Raglin; Carol Kennedy  
Department of Recreation, Park, and Tourism Studies:  
Sarah Young; Doug Knapp  
Ex Officio  
Kathleen Gilbert Executive Associate Dean; Dean’s Office Representative  
Trudy McConnell, Executive Assistant to the Dean; Academic Council Secretary

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<th>Item #</th>
<th>Agenda Item</th>
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<td>1:17pm</td>
<td>Quorum met; meeting called to order</td>
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| I.     | Approval of Agenda  
D. Knapp moved to approve; S. Young 2nd | 1:19pm Motion Passed-Unanimous (12 voting) |
| II.    | Approval of Minutes from February 13, 2015  
D. Knapp moved to approve; C. Kennedy 2nd with a correction in the motion for Summer School Teaching. | 1:21pm Motion Passed-10-0-2 |
| III.   | Announcements – L. Kamendulis  
The Outstanding Junior Research Award will be presented to Juhua Luo on April 20. | |
|        | Bloomington Faculty Council – L. Kamendulis  
C. Docherty talked to the BFC about the Business Continuity Plan per the AC request. The plan does not fall under the management of BFC. L. Kamendulis and C. Docherty will meet with David Skirvin to discuss the current SPH plan. | |
|        | Executive Associate Dean – K. Gilbert  
The campus auditors did an internal audit of the school. Our internal controls are adequate and our financial transactions are accurate. Some action is needed because of our lack of a policy regarding programs involving | |
children. That is being worked on with the expectation to be completed this semester.

**Undergraduate Studies** – no report

7.41 **Graduate Studies** – J. Luo

Three changes for degree requirement were approved: Nutrition Science masters tab sheet had minor changes; the credits for a doctor minor in Nutrition Science were reduced from 13 to 12 and Human Development and Family Studies were reduced from 15 to 9. The determinant for need of an AC vote is whether the changes go outside of the school.

### V. Old Business

**Updating Long-term Contracts for NTT Faculty**
- In reviewing the Clinical policy approved at the February 13 meeting, Kathy stated there are changes needed. She requested AC rescind their approval.
- M. Murray moved to rescind the approval of the Policy on Clinical Faculty Appointments; G. Frey 2nd Kathy will make edits and present the revision to AC.

1:23pm Motion passed - unanimous (12 voting)

**SPH Policies, Procedures and Guidelines Review**

The updated policy list includes documents that still require action. Subcommittees are recommended for three documents that need revision: Faculty Misconduct, HPER Policy and Procedures for Promotion of Scientists, and Swing Course Policy.

Subcommittees to review policies:
- Faculty Misconduct: Kathy and Georgia;
- Promotion of Scientist: Kathy

D. Knapp moved to task the Teaching and Learning Committee with revising the Swing Course Policy.

G. Frey 2nd

1:45pm motion passed - unanimous (12 voting)

The Research Initiatives document was reviewed by the Research and Creative Activity Committee. It has been superseded by a current document.

D. Knapp moved to dissolve the Research Initiatives document; S. Young 2nd

2:09pm Motion passed - unanimous (11 voting)

Centers and Institutes Policy 2007 was reviewed by the Centers and Institutes Committee. It was never approved by AC and a new policy is being formed.

D. Knapp moved to dissolve; C. Kennedy 2nd

2:11pm Motion passed - unanimous (11 voting)

Dean Torabi
- The Bicentennial Strategic Plan has been finalized. Everything we do should align with this plan.
- An Engineering Program is moving forward with the plan to implement in 2016.
A Vision Committee has been formed to develop a white paper to aid in naming the school.

- Campus budget priorities for next year will be graduate education and research.
- Academic Advising is in the process of being centralized.
- Vice President of Research is retiring. An internal search will be formed.
- IUPUI Chancellor has stepped down. An internal search will be formed.
- Professors of Practice will connect renowned faculty to our school. We need to have a process and description in place.

### V. New Business

#### Revision to By-Laws – L. Kamendulis
- The updates on the by-laws made by Lisa were reviewed. Other changes to be made include:
  - Remove “three” from the quorum requirement.
  - Under PHLC the student group should be Masters of Public Health Assembly.
- Bylaw amendment revisions can be initiated by AC. A vote can be taken 30 days after the changes have been determined. Members must show proof that changes have been discussed with the departments within those 30 days.

Members are to discuss changes with their departments. AC will vote April 10.

#### Professor of Practice
The university policy was reviewed. Dean Torabi would like to have a policy based on the university policy.

Kathy Gilbert will draft a policy based on the university policy.

#### Ad Hoc Committee on Appointments – L. Kamendulis
Standing committees need to be established for 2015-16.

D. Knapp moved to have the current standing committee chairs serve as the ad hoc committee on appointments.

2nd C. Kennedy

2:34pm Motion passed-unanimous (11 voting)

S. Young moved to solicit volunteers through a survey and request chairs select potential members from their departments as needed to fill the committees.

2nd A. Chomistek

2:35pm Motion passed-unanimous (11 voting)

#### Policy on Committee Appointments
D. Knapp moved to task the AC standing committee chairs to draft a policy for removing members from committees.

2nd C. Kennedy

2:37pm Motion passed-unanimous (11 voting)

2:38pm D. Knapp moved to adjourn