I. Approval of Agenda
    D. Knapp – Moved to accept agenda for February 14, 2014
     C, Ross – 2nd
     In favor – unanimous

II. Approval of Meeting Minutes
    D. Knapp – Moved to accept minutes from January 24, 2014 with correction of adding Shinga Feresu to attendance at the Campus Strategy Meeting
     C. Ross – 2nd
     In favor – 11; Abstain - 1

III. Chair & Presiding Officer Reports
   A. AC Chair- R. Mowatt
      1. Department Representation on Standing AC Committees
         Although there is no requirement in the bylaws requiring equal representation on the standing committees, there is an indicator in the school’s objectives that state that there will be a representative from each department. Representatives can include faculty and staff. The new hires in Environmental Health and Epidemiology/Biostatistics may check with Michael about which committees could use additional representation.
      2. Graduate Student Admissions
         RPTS is considering moving the graduate acceptance deadline up to February 1. This would enable students to be eligible for recruitment grants through the Graduate School. Another
option would be to set priority dates or different dates for certain criteria. The Deans office can expedite application reviews generally within 24 hours of the acceptance decision.

3. **Standing Committee Chairs Meeting** The next meeting will be held February 27, 2014.

4. **Academic Council Meeting** The meeting scheduled for February 28 will be cancelled because the chair and alternate chair will be out of town.

5. **Report and Discussion on Ad Hoc Committee for Third Year Review for NTT Instructional Faculty Committee Composition for Third Year Review**
   - At the AHS faculty meeting, there was unanimous support for policies that encourage NTT representation on third year reviews for NTT faculty on all committees.
   - Based on the university strategic planning meeting, there is a move to hire more NTT faculty so that the TT faculty can focus more on research. Having only tenured faculty sit on both the committees related to tenure review and on the promotion-related NTT committees would be a huge burden to those faculty. Committee responsibilities shared would spread the burden of reviewing across the school.
   - Having worked in a system where NTT faculty had their own system of review, a tenured associate faculty member felt these concerns are much to do about nothing. This system was developed with input from tenure faculty and tenure faculty were invited, but not required to participate in the review. The system worked very well and there was no division among ranks.
   - A letter was submitted from a tenured faculty member who was unable to attend: 
     Here are my concerns about the proposal from the Committee on Non-tenure track faculty:
     - Tenured faculty are protected from administrative influence or retaliation unlike those without tenure raising the confidence that evaluations are independent;
     - Tenured faculty and non-tenure track faculty occupy different tracks in the university eliminating potential competition which could undermine a fair evaluation;
     - The proposal is premature because all promotion decisions must be processed at the Provost’s level; it is important for the composition of the committees to be aligned.
     Some faculty I talked in our department thought that the proposal:
     - Weakens the role of the tenured faculty;
     - Creates a division between tenured and non-tenure track faculty.
     - And some thought that it was o.k.
   - Responses to letter:
     - The school does have the authority to make these decisions as provided by the Vice Provost for Academic and Faculty Affairs.
     - It would be consistent with the university policy of the minimum 60% representation of tenured faculty on these committees. The percentage is based on membership, so tenured faculty need to take this evaluation responsibility seriously by attending meetings and voting.

B. **Executive Associate Dean**
   - At the Deans and Chairs meeting, Dennis Groth, Vice Provost for Undergraduate Education presented information regarding degree maps, a system to assist students in graduating in four years. This system is a mandate from the state legislature and is
to be implemented in the spring of 2015. Our first deadline is March 1st to do this for one major in each of the undergraduate programs. By October 1st, all 19 majors have to be ready for this system. Three advisors, Janet Donnelly, Theresa Hitchcock and Carolyn Estell are taking the lead in preparing this. AC members need to let their faculty know to respond quickly to any questions regarding this process.

- Kathy is working with David Skirvin to establish emergency protocols within the school. Rec Sports has some protocols but they don’t always translate to the academic side. Mini-training will be available for faculty and staff once emergency protocols have been established.

IV. Standing Committee Reports

A. Undergraduate Studies Committee – J. Shimek
   - The degree mapping system was discussed at length.
   - There were a few changes on minor tab sheets.
   - The discussion of a major in paramedic science proposed by AHS was tabled.

B. Graduate Studies Committee – M. Reece
   1. A change to the Minor in Public Health was tabled.
   2. There is a consensus among deans and department chairs to move this fall to SOPHAS (Schools of Public Health Admission System) an online graduate admissions system, for all degree programs. There is no cost to the school for the program, but it is more expensive to students. A more thorough explanation of the system could be done at next AC meeting. It is important for AC to be on board and to help determine how to have discussions with faculty.
   3. The proposed form and the language for the bulletin for the Ph.D. Continuous Enrollment Policy have been completed. This policy will allow students to not be enrolled for a semester when there is an emergency situation, but does not change the requirements or the timeline. It includes application deadlines, but recognizes that emergencies beyond the control of the student (e.g., medical emergency) will need to be deal with as they arise.
   4. Last year a policy was instituted that required students admitted to a Ph.D. degree program in environmental health, epidemiology, and health behavior to provide proof of a graduate degree before taking the doctoral qualifying exam. RPTS has decided to follow this same requirement so Leisure Behavior will be added to the policy. Kinesiology AC members would like to discuss with their department whether to include their Human Performance program in this policy. This change is informational only and does not require a vote.

C. Committee on Service – K. Grove
   The committee made a change in the composition of the Distinguished Service Award selection committee from a requirement of one representative from each department to the Committee on Service acting as the selection committee. The deadline for submission will be the last Friday of March. The nomination form will be sent to all faculty.

V. New Business:
L. Huber – moved to approve the policy proposed by the ad hoc committee on NTT third-year review with revisions to add “at” to beginning of the motion and change should to shall.

At both the Department and School levels, all third year review and promotion committees for non-tenure track instructional appointments shall be comprised of both rank-eligible tenured faculty and rank eligible non-tenure track instructional faculty. In keeping with the university policy requiring a minimum of 60% representation of rank-eligible tenured faculty on review committees, the Department level review committees that reviews NTT faculty for promotion will be comprised of a minimum of 60% rank-eligible tenured faculty and the remainder will be rank-eligible NTT faculty. In the case of third year review committees for NTT instructional faculty, the committees will be comprised of two tenured faculty members and one NTT faculty member at the Clinical Associate Professor level or above or at the Senior Lecturer level.

D. Knapp – 2nd
In favor – unanimous

A motion to approve the Ph.D. Continuous Enrollment Policy was brought forth from Graduate Studies Committee.
In favor - unanimous

A motion to approve a revision to the Doctoral Minor in Gerontology was brought forth from Graduate Studies. This was approved by faculty in this gerontology and Applied Health Science. The requirement was dropped from 15 credits to 9 credits.
In favor – unanimous

Information Item – K. Gilbert: The Campus Curriculum Committee approved the Online Certificate in Gerontology. From there it has gone to the ALC and will then go to the IU Trustees and the Indiana Commission for Higher Education.

Information Item – L. Huber: The SPHB Online Programs have created a name and logo “MyPublicHealthDirect” It has been endorsed by the Teaching & Learning Committee.

Information Item - R. Mowatt: The committees need to begin revamping policies into the new format.

Information Item - K. Gilbert: The Teaching & Learning; Research & Creative Activity; and Service Committees are drafting revisions of P&T guidelines. It will be brought to AC, then to department faculties along with a town hall meeting.

VI. Announcements
The AC meeting for February 28th has been cancelled.
Next AC meeting will be March 14, 1:15-2:45pm

J. Shimek – moved to adjourn.