Location: PH C013

Members Present: Chair: Rasul Mowatt (RPTS)
Applied Health Science: Lesa Huber, Jon Macy
Environmental Health: Barbara Hocevar, Lisa Kamendulis, Jo Anna Shimek
Epidemiology/Biostatistics: Shinga Feresu, Juhua Luo
Kinesiology: Georgia Frey, Margaret Lion (alternate)
Recreation, Park, and Tourism Studies: Doug Knapp, Craig Ross

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

Meeting called to order at 1:18 pm

I. Approval of Agenda
   C. Ross – Moved to accept agenda
   S. Feresu – 2nd
   In favor – unanimous

II. Approval of Meeting Minutes
   J. Shimek – Moved to accept minutes from February 14, 2014
   D. Knapp – 2nd
   In favor – unanimous

III. Chair & Presiding Officer Reports
   A. AC Chair – R. Mowatt
      1. Representation from Environmental Health and Epidemiology & Biostatistics are still needed for some committees. Dr. He will contact Michael Reece about the new faculty members. Environmental Health is in the midst of hiring additional faculty. The representation can come from faculty or staff, but needs to be provided before the end of the year.
      2. When Dean Torabi met with Academic Council in the fall, he asked AC to consider whether they thought it would be beneficial for the school to have a dean for global and community engagement. Jen Pearl is currently serving as the liaison to the international studies. AC members are to contact their departments regarding the concept of this type of position and bring responses to the April 11 AC meeting.
3. Standing Committee Chairs meetings will be moved to 9:30 on the last Thursday of the month. At the last meeting, there was discussion about the function of the Committee on Service. Also discussed was who is in charge of CEUs.

4. Rasul compiled the information sent from AC members regarding the Bloomington Faculty Council’s proposed P&T revisions. He revised the comments to respond directly the feedback that was requested. This will be put on the SIP. Additional comments were sent from the departments that dealt more with the school policies and those will be provided to the committees working on P&T.

B. Executive Associate Dean – K. Gilbert

Criteria for Promotion and Tenure SPHB

Kathy thanked the task forces from the Research and Creative Activity, Teaching and Learning, and Service Committees who drafted parts of the Promotion and Tenure Criteria.

Talking points for the departments:

Section A. The mission and goals section is from our self-study document. We want to know if faculty wish to add anything to what is already there.

Sections B & C. These principles were cut and pasted from the current draft of the proposed IUB P&T document. Faculty may wish replace them with the final text, paraphrase and adapt the text to our school, or provide a link to the final and approved document.

Sections D. Categories of evaluation were cut and pasted from the current draft of the proposed IUB P&T document, with the modification that Very Good was included among the evaluative categories. We believe this category is needed to allow for the determination of a balanced case (i.e., a judgment of Very Good in all three areas), and we would like to know if this is supported by the faculty.

Sections E, F & G. These parts were drafted by the members of the task forces. They all follow the same basic structure. We are asking that faculty to review these carefully and respond with suggested edits, deletions and inclusions.

Also, Section E, F & G. In response to CEPH’s expectation that tenure guidelines will incorporate a significant emphasis on community engagement and practice, each of the three areas have included these in some form. We believe we have done this in a way that fits well in our approach to P&T as a school. We are asking faculty to provide feedback and suggestions on this.

Section E. Teaching service has been moved from Service to this section. Five fundamental areas have been defined (in bold). Any type of service related to teaching has been included in this area, and is consistent with the Guidelines for P&T on the OVPFAA website. (We also anticipate using this section and section G as the basis for the NTT promotion criteria when we draft them.
next year. Many of our NTT faculty engage in significant teaching-related service, which would serve them in a balanced case. Unfortunately, NTT faculty cannot go up under a balanced case.) Following the description of the five evaluative areas are examples of how these might be carried out. We are asking faculty to provide feedback and suggestions on this section.

**F & G.** These sections define fundamental areas and examples in the same format as section E. As with Teaching, we are asking faculty to provide feedback and suggestions on this section.

The recommended approach for AC members to present this document to their respective departments would be to have face-to-face discussions followed by a Qualtrics survey. Kathy is willing to attend faculty meetings to explain the document. For advanced promotion candidates (i.e., associate to full) and those tenure candidates who choose to use the new criteria, these criteria need to be in place when letters go out to external reviewers in May.

**Timeframe:** Faculty discussions within the departments.
- Faculty will be sent the link to the Qualtrics survey.
- Faculty feedback and Qualtrics responses will be available until April 10.
- AC will discuss and make revisions at the April 11 AC meeting.
- AC will vote on the document at the April 25 meeting.

**IV. Standing Committee Reports** - none

**V. New Business:**
- FYI - The promotion and tenure workshop received a lot of positive feedback. It was recommended to continue having these annually.

**VI. Announcements**
- Next AC meeting – March 28, 2014, 1:15pm
- G. Frey – Moved to adjourn.