Location: PH C013

Members Present: Chair: Rasul Mowatt (RPTS)
Applied Health Science: Alyce Fly (alternate), Lesa Huber, Hsien-Chang Lin (alternate)
Environmental Health: Lisa Kamendulis, Jo Anna Shimek
Epidemiology/Biostatistics: Zhongxue Chen, Shinga Feresu, Juhua Luo
Kinesiology: Georgia Frey, Katie Grove, Choong-Hoon Lim
Recreation, Park, and Tourism Studies: Doug Knapp, Craig Ross

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

I. Approval of Agenda
   ➢ G. Frey – Moved to accept agenda with change to item C1: cancel instead of change.
     K. Grove – 2nd
     In favor – unanimous

II. Approval of Meeting Minutes
    ➢ L. Huber – Moved to table April 26 minutes approval until Sept 13 meeting due to inability to view minutes
      C. Ross – 2nd
      In favor – unanimous

III. Chair & Presiding Officer Reports
    A. AC Chair – R. Mowatt
       1. Explanation of Agenda & Reporting Structure at AC Meetings
          For meeting efficiency, lettered items will have five minutes for discussion and committee reports will have two minutes. At that time a motion will be needed to extend the discussion time.
       2. Changes to AC Meeting Schedule
          Changes to the set second and fourth Friday meetings will need to be discussed and approved.
       3. Standing Committee and AC Alternates Updates
          Ideally two, and at least one alternate is needed for each department to ensure quorum when regular Academic Council members must be absent. At this time, the
following are required: One alternate is needed from Epi/Bio; two from Kinesiology; and a chair replacement from RPTS. These names need to be submitted prior to the next AC scheduled meeting. At least one AC member must be present on each of the standing committees. For those individuals who are already committee members, in order to be removed from a standing committee, they must first contact the department chair.

B. **Associate Dean – M. Reece**

1. **Explanation and Next Steps for Proposed Policy on Diversity and Inclusion**
   A committed governance endorsed policy on diversity and inclusion is a new requirement for accreditation. An AC subcommittee along with various other areas began work last year. There are three dimensions: Recruiting and Retaining; Working and Learning; and Engaging and Challenging. Each area includes a description and statements that describe how the school needs to operate around this issue. The entire self-study will go online Oct 15. In order to have the section on diversity included, a policy must be approved by AC by mid/late September. AC members need to discuss this with their respective departments and emphasize that implementation will be handled by the Committee on Diversity and Inclusion. This policy does meet all of the CEPH requirements. Deb Getz or Susan Simmons would be good resources to describe what the school is currently doing.

   The policy will be brought to AC for a vote at the September 13 meeting.

2. **Standing Committee Goals for 2013-14**
   This is the first time this school has had an official report of progress toward schoolwide goals and objectives. The report is located on the school website under About Us/Goals and Objectives. Encourage faculty to review report. The report includes three dimensions.
   
   1. Evaluation process
   2. Collection, synthesis, and reporting of Data. This includes our substantiation of where the data came from, how they are used, and to whom the data are reported for evaluation and planning.
   3. Each of the four school goals is charted including objectives, indicators, performance for last two academic years, and the committees charged with oversight of the data. A column for targets will be added to the table. Committees will need to provide targets for all objectives except for the diversity objective.

   When committees meet, they will be given a charge to review data and tasked to identify short term strategies that will improve our performance, long term strategies to help us improve over time, and recommendations of what to track to help us better assess performance. Committees will submit a report to AC by Nov 15. A school-wide
special meeting of faculty will be called to discuss and finalize goals. Committees will do the work and submit a report of progress in April. The numbers are then included in the report.

C. Executive Associate Dean – K. Gilbert

1. Proposing Changes to Promotion & Tenure to meet IUB Guidelines.
   Our school guidelines need to be updated to be in line with the new campus guidelines. As part of CEPH expectations, community engagement needs to be addressed. Kathy will be asking the Committees on Teaching and Learning; Service; and Research and Community Engagement to review the current guidelines and create a revised draft that would reflect where we are as a school. This would be brought to AC for revisions, presented at a town hall meeting in the spring, made available for faculty response, and brought to AC for final approval preferably by the end of the academic year.

2. Defining Clinical Faculty for SPH-B
   Per VPFAA, each school must have their own definition of clinical faculty.

   ➢ S. Feresu - Moved to add an action item to form an ad hoc committee to define clinical faculty.
   G. Frey – 2nd
   In favor – unanimous

3. Revision of NTT Promotion Policy
   • The NTT policy in the school needs to be clarified. Currently the Tenure Track policy is being used for NTT with the explanation to exempt the sections that don’t apply.
   • Our school needs to establish our expectations for excellence in teaching for clinical and lecturers. A differentiation needs to be made between clinical and lecturers.
   • At the department and school levels it is acceptable to have NTT faculty serve as voting members on NTT promotion cases, as long as they don’t exceed 40% of the vote. This issue will need to be addressed with the faculty to determine whether and, if yes, how this would be done.

   ➢ K. Grove – moved to add an action item to form an ad hoc committee to make revisions to the NTT promotion policy.
   G. Frey – 2nd
   In favor - unanimous

IV. Committee Reports – No reports
Per our constitution, the Undergraduate Studies Committee (USC) and Graduate Studies Committee (GSC) must include a member from AC on the committee. If a member of AC is also already a voting member of the USC or GSC, that person will serve this purpose. If no current
Academic Council member is a voting member on either of these committees, the AC must appoint a member from the AC to serve as non-voting liaison on that committee. That member will present their committee reports to AC.

V. Old Business: None

VI. New Business:
   A. Assistant Dean of Student Services Position Questions and Concerns
      Items of question, concern, and discussion included:
      - Responsibilities of this position
      - The title of position; student services seems non-academic
      - Ensure involvement of chairs in academic advising.
      - Academic advising experience not required for position
      - A lack of faculty input in the hierarchal structure of the school

         ➢ K. Grove moved to extend discussion time
           J. Shimek – 2nd
           In favor – unanimous

         ➢ D. Knapp moved to extend discussion time
           K. Grove – 2nd
           In favor – unanimous

1.19.14
   ➢ D. Knapp moved to postpone the hiring process for the Assistant Dean of Student Services position until further discussion at a special meeting prior to the next scheduled AC meeting.
     J. Shimek – 2nd
     In favor - 10
     Abstain – 1
     Rasul and Trudy will schedule a meeting and notify AC members.

B. Policy on Diversity and Inclusion Action Item:
   ➢ Motion to accept Policy on Diversity and Inclusion as presented by Associate Dean and present it to faculty for input.
     In favor - unanimous

C. Changes to AC Meeting Schedule Action Item:
   ➢ Cancel November 22, 2013 and December 27, 2013 meetings
     Change March 14, 2014 meeting to March 7, 2014
     In favor – unanimous
D. Define Clinical Faculty
   ➢ Motion to form an ad hoc committee to define clinical faculty.
     In favor - unanimous
     Forward names of faculty interested in serving to Rasul.

E. NTT Promotion Policy Revisions
   ➢ Motion to form an ad hoc committee to make revisions to the NTT promotion policy.
     In favor – unanimous
     Forward names of faculty interested in serving to Rasul.

VII. Announcements
    Next AC Meeting – September 13, 2013; 1:15 pm
    ➢ J. Shimek - Moved to adjourn