Standing Committee of Academic Council
Meeting Minutes

Committee: Service
Date: September 20, 2013 Time: 9:00 am Location: SPH C013

Meeting Leader: Kathy Gilbert
Minutes Recorded by: Reggie Graham

<table>
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<tr>
<th>Attendees</th>
<th>John Schrader, Katie Grove, Trent Applegate, Jo Anna Shimek, Evelyn Goldsmith and Kathy Gilbert</th>
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| Main Topics Discussed | 1) Committee on Service unanimously elected a chair - Katie Grove  
2) Evelyn Goldsmith shared information regarding the 2013 Report of Progress toward School Goals and Objectives (on the School of Public Health website). By November 15, 2013, the Committee on Service will select 2 or 3 objectives (short term) and 1 or 2 objectives (long term) and create a plan for improvement in the School. The Academic Council will review the planning priorities submitted by each committee and hold a school wide meeting to discuss and solicit additional recommendations as to how the school can improve performance. By April 15, 2014 a report will be submitted to Academic Council to reflect the progress made this year.
3) K Gilbert discussed an additional committee task to look at criteria for service for promotion and tenure. For now the current School of Public Health and School of HPER policies will be listed. Eventually, all current and archived policies will be available on SPH website under Faculty, Academic Council, Promotion and Tenure. Committee on Service to look at criteria for excellence in Service and consider adding more specific criteria for a successful case. Keep in mind that prominence in the field is important overall, not necessarily to be distinguished at a national and/or international level. Identify ways in which people in this school can achieve promotion based on excellence in service (both tenured and clinical faculty). Look at how community engagement and presentations will be approached as part of excellence in service. Please complete by November 27 for submission to Academic Council.
4) Current minutes for all committees to be available (once approved) on the SPH website and eventually will be archived.
5) Meeting adjourned |