

HEALTH, PHYSICAL EDUCATION, RECREATION AND COACHING

MINUTES OF MEETING

The Department of Health, Physical Education, Recreation and Coaching met on Monday, September 10, 2012, at 12:10 p.m. in Williams Center 183B.

Present: Albrechtsen, Barak, Guinn, Gustafson, Happel, Heilman, Jefson, Laughlin, Liang, Niemeier, Portman, Skelly, Stibor and Witte

I. Call to Order

The meeting was called to order by the chair (Albrechtsen).

II. Introduction of New Faculty and Academic Staff

Mike Laughlin, Tony Guinn and Chris Heilman were introduced.

III. Approval of Minutes

A. Approval of the minutes from Monday, April 9, 2012.

It was moved and seconded (Skelly/Portman) to approve the minutes. The motion was approved without exception.

IV. Old Business

A. Audit and Review

Audit and Review is everyone's responsibility!

B. Assessment

Assessment is everyone's responsibility!

V. New Business

A. Elections of Faculty and Academic Staff to Department Committees

1. Curriculum Committee

Gustafson, Laughlin and Witte were nominated and elected by acclamation without

exception to two-year terms.

5. Scholarship Committee

Gustafson and Skelly were nominated and elected by acclamation without exception to two-year terms.

Garvin and Happel were nominated and elected by acclamation without exception to one-year terms.

B. Election of Department Representatives to College Committees

1. Assessment Committee

Laughlin was nominated and elected by acclamation without exception to a two-year term.

2. Constituency Standards Committee

Portman was nominated and elected by acclamation without exception to a one-year term.

3. Curriculum Committee (Undergraduate Only)

Portman was nominated and elected by acclamation without exception to a one-year term.

4. Distance Education Fee Committee

Barak was nominated and elected by acclamation without exception to a one-year term.

5. Graduate Programs Council

Witte was nominated and elected by acclamation without exception to a one-year term.

6. International Education Committee

Garvin was nominated and elected by acclamation without exception to a two-year term.

7. Scholarship and Awards Committee

Niemeier was nominated and elected by acclamation without exception to a one-year term.

8. Strategic Planning and Budget Committee

Niemeier was nominated and elected by acclamation without exception to a one-year term.

9. Teacher Education, Licensure and Field Experiences Committee

Laughlin and Portman were nominated. Laughlin was elected to a one-year term.

VI. Announcements, Questions and Discussion

A. Department Program Committees

Health, Human Performance and Recreation meetings are scheduled for 12:10 p.m. on the third Monday of each month. Everyone is invited to participate in these meetings. The next meeting will be Monday, September 17, 2012. This meeting will include discussion of the learning outcomes and assessment plans for programs in Health, Human Performance and Recreation.

Health, Physical Education and Coaching meetings are scheduled for 12:10 p.m. on the fourth Monday of each month. Everyone is invited to participate in these meetings. The next meeting will be Monday, September 24, 2012. This meeting will include discussion of the learning outcomes and assessment plans for programs in Health, Physical Education and Coaching.

B. Department Ad Hoc Committees

Membership on ad hoc committees is flexible and open to all faculty and academic staff. Current ad hoc committees are the Ad Hoc Committee to Review the Health Education and Health Promotion Minors, the Ad Hoc Committee on PEGNRL 192 Personal Health and Fitness for Life, and the Ad Hoc Committee on Liberal Education and America's Promise (LEAP).

C. Consultation, Review, Reappointment, Tenure and Promotion

Niemeier will have a second-year review during the second or third week in October.

Gustafson will have a fourth-year review during the third week in October. Witte will have a fifth-year consultation during the fourth week in October. Farmer and Stiber will have academic staff reviews in early November. Laughlin will have a first-year consultation during the second week in February. Tenured Faculty Review and Development (i.e., Post-Tenure Review) will be conducted in late November for faculty members who have four years since they were tenured or since their previous Tenured Faculty Review and Development.

D. Requirements for Majors, Minors and Licensure

Students are required to fulfill the requirements as stated in relevant *Undergraduate Catalogs*, including the *Undergraduate Catalog* in effect when they were admitted and any subsequent *Undergraduate Catalog*. The Advising Report for each student is based on the requirements in the *Undergraduate Catalog* in effect when the student was admitted. We can personalize the Advising Report to reflect the requirements in subsequent *Undergraduate Catalogs*. Some latitude is possible for courses offered in the transition between changes in curricula. Other deviations from the requirements as stated in relevant *Undergraduate Catalogs* must be approved by the appropriate Program Director (i.e., Barak or Jefson) and may be referred to the Chair. Grand-fathering students who were improperly advised is not an option!

E. Academic Advising

All faculty and some academic staff have responsibilities for advising. Students, advisors and the University have responsibilities for advising which are detailed in the *Undergraduate Catalog*. The College of Education and Professional Studies will be implementing a system for student evaluation of advising similar to the system for student evaluation of instruction. There may be consequences for advisors who fail to fulfill their advising responsibilities! In order to advise students, you need to be available to advise students.

F. Office Hours

All faculty members and academic staff must have office hours! While the Department stopped distributing schedule cards after the Dean stopped requesting schedule cards, office hours must be posted on your office door and listed in every syllabus. You must be present during your office hours except under extraordinary circumstances (i.e., absence from campus for a conference). All faculty should have at least six office hours every week. Additional office hours may be required when an anticipated college office hour policy is implemented. Most other colleges require more than six office hours every week and some colleges require separate online office

hours for faculty who teach online courses. You may not schedule office hours in the fifteen minutes between classes, during the noon hour on Mondays, Wednesday and Friday which are reserved for meetings, or “By Appointment.”

G. Other Announcements

Hard copies of syllabi for all required undergraduate courses in teacher education that were taught during the Spring Semester of 2012 and/or are being taught during the Fall Semester of 2012 are due not later than Wednesday, September 12, 2012.

Kuehneman will be on vacation approximately two weeks while she assists her daughter who is adopting of a new-born baby.

Albrechtsen, Barak and Laughlin will be in Italy to present at the Eleventh World Leisure Congress in late September and early October. All three will be available by e-mail during most of the time that we will be away from campus. Emergency matters that may arise in the absence of the Chair may be referred to the Dean.

VII. Adjournment

The meeting was adjourned at 1:02 p.m. without exception.