

Department of Health & Human Development

**Faculty Meeting**

Herrick Hall 205

February 4, 2005

1:30 p.m.

**PRESENT:** Attendance Not Recorded

**MEETING CHAIR:** Craig Stewart

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**A. General Comments**

Craig welcomed everyone to the meeting.

**1. Travel & Other Expense Issues**

**a. Use of Paris Card**

Lynn Marlow reminded the group that airline tickets must be purchased with the PARIS card through the Travel Station. For those who would like to purchase tickets through venues such as Travelocity, Expedia, etc. can do so as well. You will need to call Lynn, who will then come to your office and purchase the ticket online and bring the printed receipt back to the office with her.

**b. Unauthorized Charges**

If unauthorized charges occur on the PARIS card it will no longer be available for us. All receipts must be handed to Lynn Marlow immediately after the purchase.

**2. Adjunct Issues**

**a. Communication**

Craig requested that open communication remain between himself and faculty regarding any type of situation with adjuncts, regardless of how insignificant.

**b. Evaluation**

Janis Bullock, Lynn Owens and Craig are working on a review process for adjunct faculty. Their evaluation will consist of Aleamoni scores and a review by their supervising faculty. The adjunct faculty will also be asked to do a self-evaluation.

**c. Other**

Craig stated that this evaluation process for adjunct faculty is in the beginning stages, and may be a tool used in identifying who might be considered for the future 3-year adjunct contracts.

### **3. Student Call List**

Craig mentioned that he has a current list of students who have applied and been accepted to our department. This list includes names and phone numbers. He asked interested faculty members to pick up a copy of the list and start calling our future students. He also mentioned that of the 126 currently accepted, 82 are Exercise Science students.

### **4. Lounge Update**

Craig and the dean have agreed that matters pertaining to the lounge can be taken care of within the department. The dean did suggest that the department ask students for their opinions regarding the function and use of the lounge and have them put together rules for the lounge. Sandy Osborne agreed to head up this task.

### **5. Syllabi**

Craig reminded the faculty that their current syllabi need to be posted to the web site. If you have not already done so, please submit syllabi to Milana Lazetich.

### **6. Graduation Papers**

#### **a. Faculty Must Be “Official “ Signature & Accountable**

It was stressed by Craig that faculty are to be the ones signing off on graduation paperwork. (this is not to be done by individuals in the advising office) Faculty signatures indicate that the graduation application was reviewed and that the content is correct.

### **7. Confidential Information**

Just a reminder that letters of recommendation etc. written by our faculty cannot refer to or make mention of a student's physical or mental health. This is considered confidential information.

### **8. Emergency Procedures**

#### **a. Student Illness/Sickness**

Standard Practice for Medical Emergencies:

- 1) Call 2121 (University Police) and inform them of the situation and where you are....
- 2) Stay with the student and send someone outside to wave at the police so they can find you
- 3) In the case of a fall, loss of consciousness, suspected neck or back injury keep the person where they are and not allow movement until EMT's arrive.....
- 4) Stick around to answer questions of emergency individuals
- 5) Once the situation has been taken care of, notify me (Craig) of what occurred so we have a record

**b. Student Behavior**

If you are having problems with a student, please notify Craig as soon as possible.

**9. Department Chair Observations**

**a. Annual Evaluation**

Craig has completed 90% of the annual reviews. He thanked everyone for submitting their review materials on time. Sometime after spring break faculty can expect to receive their statement of understanding.

**b. University P&T Task Force**

The university is putting together a P&T task force. This group will be looking at the entire process. Craig encouraged the faculty to engage themselves in this discussion and process.

**c. Department P&T Review**

The current P&T committee was reminded by Craig to take a look at the document and review its contents.

**d. Romney – Inspection**

There will be a building inspection of Romney Gym on Wednesday, March 9<sup>th</sup> from 9:45 – noon.

**e. Admin Staff Issues**

Linda Balgeman will be leaving our admin office and will begin working for the MSU Employee Wellness Program beginning March 18, 2005.

**B. Announcement by Christina Campbell**

Christina's students are working on dietetics projects that include presentations as well as serving meals that correlate to their project. She currently has some openings for these presentation lunches. If anyone is interested in attending, please let her know.

**C. Retreat Follow-Up**

Lynn Owens thanked everyone who responded to the 2<sup>nd</sup> activity that was sent out via email. If you have not already done so, please fill out the activity and send it back to Lynn. The information collected from this activity will be used by the department council.

## **D. Reports**

### **1. Departmental Council**

Their next meeting will be held in April. Anyone can attend.

### **2. Awards Committee**

Bethany announced that the Teacher of the Year Award this year will go to Holly Hunts. Congratulations Holly!

### **3. Workload Committee**

The increased enrollment that the department is experiencing has implications on workload and how faculty delivers their classes. Currently the workload committee is taking a look at various options, solutions etc.

### **4. Curriculum Committee**

Lynn Owens mentioned that Spring '06 needs to be in shortly. Please let he know of any changes.

### **5. Mentoring Committee**

No Report At This Time

### **6. Research Committee**

They will be meeting again next week. If you have ideas for a Brown Bag, please let he know.

### **7. Social Committee**

Sandy Osborne announced that she sill be setting up a time for bowling in the near future.