

Department of Health & Human Development

Faculty Meeting

Herrick Hall 205

January 14, 2005

1:30 p.m.

PRESENT: Dede Baker, Linda Balgeman, Janis Bullock, Nancy Colton, Penny Dahlen, Phyllis Dennee, Tim Dunnagan, Mike Hahn, Alison Harmon, Debbie Haynes, Dan Heil, Holly Hunts, Bethany Letiecq, Laura Massey, Ramona Marotz-Baden, Mary Miles, Mark Nelson, Greg Olson, Sandy Osborne, Lynn Owens, Lynn Paul, Adina Smith, Craig Stewart, Mary Stein, Jill Thorngren

MEETING CHAIR: Craig Stewart

A. General Comments

Craig welcomed everyone to the meeting.

1. **MOA Agreements (Based upon 2004 workload agreements)**
Craig will have a copy of your MOA agreements at your annual review and will go over it with you at that time.
2. **Syllabi**
Please turn in your syllabi to the main office as soon as possible for the spring semester as well as all other semesters.
3. **Meeting with H&PE Fitness Center Renovation Committee**
Meetings with the renovation committee will begin next week in the SUB ballrooms. If anyone wants to have space saved in HPED, let Craig know.
4. **Annual Review Procedures**
 - a. **Delaware Materials**
Reminder that Delaware Forms need to be completed prior to your annual review.
 - b. **All Annual Review Material**
Please submit your annual review material to Craig by February 1st. He will schedule an appointment with you after receiving your materials.
5. **Electronic Grading**
Craig passed on a message from Larry Baker who praised the faculty for successfully submitting their grades electronically.

6. University Policies

a. Alterations & Additions to Buildings Etc.

Craig reminded the faculty that any alterations or additions to the buildings must be done by facility services. (i.e. plumbing, cabinets etc)

b. Pets In & Outside Buildings

Pets are not allowed inside any university building. This is university policy. Pets should not be tied up outside of any building either. Craig reminded faculty that we have children in the CDC and that every precaution needs to be taken to provide a safe environment for them.

7. Spring Cleaning 2005

Spring cleaning will take place up on the 4th of Herrick Hall this spring. Anyone who is keeping items stowed away on 4th floor needs to organize and box up their items. Any item that is not marked will be thrown away. Details to follow.

8. Future Meeting of the Workload/Curriculum Committee

Lynn Owens and Janis Bullock will be announcing an upcoming meeting in the near future to discuss issues regarding labs, multiple sections, etc.

B. Reports

1. Departmental Council

Lynn Owens reminded everyone that on January 28th, the department will be meeting with Phil Olsen to review our individual PROSCAN results. Please note that the meeting time has been changed to 2-4 p.m.

2. Awards Committee

Bethany Letiecq reminded faculty to submit their *Teacher of the Year Award* nomination forms to her or to the dean's office by Feb. 1st. The forms can be found online at

<http://www.montana.edu/hhd/newsandevents.htm>

In the very near future, the department will be asking for nominations for adjunct faculty as well.

No item is too small to be recognized, so please let the awards committee know of faculty, adjunct faculty, staff, projects, awards etc. that should be recognized.

The awards committee has also proposed an award for research and for extraordinary accomplishments.

3. Curriculum Committee

Lynn Owens requested that everyone take a look at the Fall '05 schedule which is now online. Check for accuracy in regards to time, caps and class info. Note that the Spring '06 schedule will be put together shortly.

4. Mentoring Committee

Penny Dahlen was pleased to announce that 15 people attended the brownbag lunch today. If anyone has any suggestions, please bring them to Penny's attention.

5. Research Committee

Mary Miles, Bethany Letiecq and Suzanne Christopher are planning the next brown bag lunch and asked the group to submit topic ideas to them.

C. Other

Mary Miles asked Craig if he knew how many office hours faculty are required to keep each week. Craig will look into this and let everyone know by e-mail.

Lynn Owens wondered how she should answer the question on the Delaware form that asks for the number of students advised. Craig suggested that a ballpark figure be used.

Sandy Osborne passed out a handout asking for ideas for the social committee.

Phyllis Denee had concerns about the circulating rumors regarding Romney Gym. Craig responded by assuring her that to his knowledge nothing has been decided.

Lynn Owens reminded faculty to be aware of academic dishonesty.

Meeting Adjourned at 2:15 p.m.