

Department of Health & Human Development

**Faculty/Staff Meeting**

Deer Park Chalet

Monday, August 20, 2007

9:00 a.m.

**PRESENT:** Sandy Bailey, Dede Baker, Christina Campbell, Suzanne Christopher, Lisa Collins, Nancy Colton, Penny Dahlen, Phyllis Dennee, Mike Hahn, Alison Harmon, Debby Haynes, Dan Heil, Holly Hunts, Tracy Krushensky, Milana Lazetich, Léhilina Marlow, Laura Massey, Mary Miles, Greg Olson, Lynn Owens, Lynn Paul, Dawn Tarabochia, Kathy Weaver

**GUESTS:** Larry Baker, Jill Thorngren

**MEETING CHAIR:** Tim Dunnagan

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**I. Opening Remarks (9:05 am)**

Tim welcomed everyone to the meeting and voiced his appreciation to Craig and his work as Department Chair. He also talked about the wonderful job that the Nutrition students are doing on “The Farm.” They’ve produced 3,000 pounds of food! Tim then gave the floor to Jill Thorngren, Assistant Dean.

**II. Guest Speaker**

**A. Jill Thorngren, Assistant Dean, College of EHHD**

Jill informed us that the Dean’s Office is focusing on two main things:

**1. Student Retention and Student Success**

The Dean’s Office wants students to succeed both academically, as well as socially, which is why they’ve instituted a class called, the “Art of Leadership.”

**2. Working More Effectively with Faculty and Staff**

The Dean’s Office wants us all to succeed. There will be monthly meetings (socials) to be announced, where we will all do some social networking/interaction to connect and share ideas.

- a. To initiate things, there will be a dialogue on **September 21<sup>st</sup>** from 2-4pm in 103 Reid Hall, where we will all discuss our common vision. There will be a BBQ picnic at Larry and Dede’s afterwards.
- b. Then, on **October 19<sup>th</sup>**, during Parent/Family Weekend, there will be a college-wide meeting (social) with students, faculty, and staff.

Jill then let us know that there are three things happening in the near future.

**1. State (Fall ‘08) and National (Spring ‘09) Accreditation**

This will be TEAC and not NCAT.

**2. Enhancement of Funded Research Efforts**

This means more external funding.

**3. Online Certification (& Distance) Programs**

### III. Departmental Business

#### A. Introduction of New Adjuncts and Faculty

The following are new:

**1. Dawn Tarabochia**

She'll be teaching HDHL 410 & 445 and HHD 501. She's currently working on a Master's degree in Women's Health Education.

**2. Lisa Collins**

She obtained her PhD from the University of Wyoming in Marriage and Family Counseling. She has a family practice on the side.

**3. Dede Baker**

She is taking over Janis's Relationship and Management Class and has given up the CDC director position. She will also be giving a WebCT course.

Some of the continuing adjuncts are:

**1. Jim Carter**

**2. Wendy Bianchini:** She will be running the Counseling Center for Adina while Adina is on maternity leave.

**3. Carol Burroughs:** She is teaching 6 credits per semester.

**4. Melody Anacker:** She works in the Foods Lab as well as teaches classes and advises.

#### B. HHD 4-Year Plan for Success at a Glance

We will use our resources to review teaching, learn about curriculums, integrate. Tim will start and go to all classes, maybe have additional travel, buy-outs, summer stuff for faculty. Please refer to the [HHD 4-Year Plan for Success at a Glance](#) handout on the HHD website.

### IV. Winter Retreat

Tim let us know that this year, we will not be having a fall retreat, but that we will have one in the winter, around February. He wants to talk about well-being and asked that if anyone knew of a person who would be a good speaker, to let him know. It will be from 2-5 hours, with presentations and break-out sessions.

### V. Outcome

Tim asked, "How can you make a meaningful contribution for the departmental outcome? What do you need to better utilize your resources?" He encouraged everyone to think of anything and everything, whether it be big or small and received a list of suggestions. If you have a request, please fill out the [One-Page Request for Support in HHD](#) handout and send it in to Tim for review.

### VI. HHD Strategic Planning Committees

Tim proposed the SWOT model (Strengths, Weaknesses, Opportunities, Threats) with Strategic Planning Committees. Please see the [HHD Strategic Planning Committees](#) handout on the web.

## VII. Curriculum

### A. Graduate Programs

Mary Miles is the new Graduate Coordinator. She asked how we could better market our programs to get better students and informed us of the following:

#### 1. Thesis

Graduate faculty will have the opportunity to change the thesis format. This is something that needs to be decided on.

#### 2. Doctoral Program

Mary asked if we should offer a doctorate degree in HHD and wondered if it should be a core of something central. She said that:

- a. We can't take resources from the undergraduate programs.
- b. We can have 400- and 500-level integrated courses...that they must have separate syllabi.
- c. We can do more with doctorate students as far as research and teaching go.
- d. A doctoral program will demonstrate that we have depth and the ability to create marketable students.

#### 3. HHD Website

By updating the website, we could use it as a tool to better market our programs.

### B. Undergraduate Programs

Lynn Owens is now the new Undergraduate Coordinator. It is a big job (hers and Janis's) that she is taking on and she thanked everyone (all 17!) that were asked and said yes to help her with the catalog, tab sheets, the website, and requirements.

#### 1. Undergraduate Program Leaders

- a. Nancy Colton
- b. Christina Campbell
- c. Dan Heil
- d. Laura Massey
- e. Bethany Letiecq
- f. Sandy Osborne

#### 2. Teaching/Learning Committee

It was passed down that there must be a broiler plate syllabus language that must be included in everyone's syllabi. There will be an email forwarded in the morning with this attachment included.

#### 3. Final Exam Schedule

She asked faculty to let students know that finals are during finals. These dates cannot be changed!

#### 4. Meetings

Lynn informed everyone that there will be Undergraduate Committee meetings every month, but that at the beginning these will be weekly. She said that there will also be adjunct meetings.

#### 5. Orientation

The last orientation is this week. There are 900 unregistered students who will all be registering on Friday!

#### 6. Class Caps

Lynn let us all know that everyone said yes to upping the caps on their classes!

- Debby's class is up to 125
- Bethany's is up to 185
- Holly's is up to 115

- Melody's to 120
- Alison's class has 59 students even though the cap is only 40
- Beth's class has gone up to 250
  - Beth uses clickers in class to keep the students engaged.
- Dawn and Sandy Bailey both have 45 in their classes.
- Mary's classes are up to 48 and 40.
- Chris Tokar's class has 115

## **7. Core**

Lynn commended faculty. Five classes were submitted and approved for Core Research designation!

- a. Beth's 425
- b. Sandy Osborne's 455
- c. Lynn's class
- d. Craig's Applied Sports Psychology
- e. Mike's Biomechanics

The effective date for the "R" is Fall 2007, but it is retroactive to Spring 2007 and Fall 2006.

## **8. Catalog**

Lynn let us know that we are now looking ahead to Spring 2008. Faculty should look at and double-check class sizes, titles, and let her know this week. Also, inaccurate pre-requisitions need to be revised.

## **9. HHD Major**

There will no longer be a Health and Human Development major with options, but we will now instead have five or six majors, if approved by the Board of Regents in September. We need a document on majors.

- a. **Health Enhancement**
- b. **Health and Human Performance (Pre-PT and Ex. Sci.)**
- c. **Community Health**
- d. **Food and Nutrition**
- e. **Family and Consumer Sciences**
- f. **Early Childhood Education**

We will need a major piece before the catalog piece.

## **VIII. Moebus**

The Moebus funding is back in black and it is eligible for use by FCS, Family Counseling, Nutrition, and Early Childhood.

### **A. Distribution**

#### **1. Scholarship Committee**

\$20-40K of Moebus funding will go through the Scholarship Committee.

#### **2. Graduate**

\$30-60K will go to graduate students (faculty that work in those areas). The graduate coordinators will review the use of this portion. Graduate faculty cannot use it themselves.

#### **3. Assistantships**

GRG, for example, can use it for students or coursework. Assistantships give students the chance to get money without having to "pay it back."

## **IX. George Haynes Search Committee**

Mike Hahn is the chair, with Dan Heil and Mary Miles as his committee. They stated that the new person that is hired must integrate well to our faculty and programs, so they will be looking for this quality in all those they consider. We'll wait a year to hire someone on Janis's line. For more information on the search process, please refer to the [HHD Criteria for Replacing Vacant Lines](#) handout.

## **X. Service Committee Assignments**

Nominations were made and committee member were elected to all HHD service committees. To see who is in which committee for the 2007-2008 school year, please refer to the following link: <http://www.montana.edu/ehhd/hhd/departmentdocs/committees.htm>.

## **XI. Staff Functions**

There seems to be some confusion about which staff member does what, so we have made up a summary of position descriptions. Please see the [Staff Position Summaries](#) handout on the website.

## **XII. College Research Designation**

This would give an option for someone to have a track in research. However; one can't go from research to teaching and then back to research. For more information, please refer to section 1140.00 of the Faculty Handbook: [http://www2.montana.edu/policy/faculty\\_handbook/fh1100.html#1140.00](http://www2.montana.edu/policy/faculty_handbook/fh1100.html#1140.00)

## **XIII. Promotion and Tenure Document**

The document will remain the same as of last year's decision. Also, Bethany goes up this year and is need of in-depth reviewers.

## **XIV. Upcoming Events:**

- **August 27<sup>th</sup>** at 4:10 in the Fieldhouse, there will be a Freshman Convocation for the first time ever at MSU! Greg Mortenson will speak, so GO and take your classes! This event is to celebrate freshmen!
- **September 14<sup>th</sup>** will be the 1<sup>st</sup> faculty meeting of the 2007-2008 school year.
- **September 26<sup>th</sup>** at 11-2pm Nutrition is hosting a "What's New in Teaching, Research, and Outreach meeting. All are welcome.

We had a great first faculty meeting with Tim as the new department head and we are all anxious for the new school year to begin!

Meeting Adjourned: 3:07 p.m.