

Department of Health & Human Development

Department Meeting

117 Herrick Hall

Friday, March 6, 2009

2:00 p.m.

PRESENT: Melody Anacker, Sandy Bailey, John Christopher, Suzanne Christopher, Cheryl Ehresmann, Dan Heil, Holly Hunts, Ryan Johnson, Bethany Letiecq, Christine Lux, Mary Miles, Mark Nelson, Greg Olson, Sandy Osborne, Rozan Pitcher, John Seifert, Adina Smith, Craig Stewart, Dawn Tarabochia, Vanessa Watts

MEETING CHAIR: Tim Dunnagan

ENTIRE DEPARTMENT

1. **20 minutes, Review Model, Faculty-** Review black and white drafts of potential model developed by graphic designer.
 - Didn't have drawings to show due to explosion downtown.
 - Once we get the 10 drawings, a group of faculty/staff will decide on 3 and then the department will vote on the 3.
2. **10 minutes, HHD Budget Summary, Tim Dunnagan-** Review budget changes that have occurred during this year and the implications of these changes for the college/department.
 - Tim had a short power-point presentation to discuss the budget changes and how this will affect the department. This presentation helped explain why we need to be efficient in our class offerings within HHD.

TENURE TRACK/INSTRUCTIONAL FACULTY

3. **30 minutes, Curriculum Efficiency Process, Lynn Owens-** Tentative changes that have been made *thus far* to make the curriculum more efficient. Discussion about eliminating HDCF 472 (program evaluation) and discussion on how we will cover HDCF 371 (research methods).
 - Lynn was gone so Tim filled in on this section
 - It was decided that larger sections of HDCF 371 will be okay. Instead of having 5 sections, 3 larger sections will work.
4. **5 minutes, Examples of Financial Implications of Curriculum Changes, Tim Dunnagan.**
5. **15 Minutes, P & T, Craig Stewart-** Revised timeline and the need to solicit external reviewers and to conduct class observations during the spring of 2009.
 - The P & T committee consists of Craig, Adina, and Holly.
 - Sandy Bailey, Dan Heil, and Alison Harmon are up for tenure this year.
 - A revised timeline was handed out. This revised timeline was accepted by the faculty with a few minor changes. No internal peer reviews are needed anymore.
 - External reviewers have to be full professors and the candidate needs to give the department head at least 3 names of potential external reviewers by the end of March.

- The new P & T document was accepted and the following statement in our approved P & T document (<http://www.montana.edu/hhd/departmentdocs/rpt/PTfinal2-08.pdf>) mandates that faculty with an instructional appointment must publish manuscripts regularly in nationally referred journals:

222.3 Department Standard(s) of Effectiveness in Research

Standard(s) of Effectiveness in Research/Creative Activity.

Faculty performance in research/creative activity shall be judged effective by establishing a record of consistent and sustained activity that shall include publications in nationally refereed journals in addition to some combination of the research/creative departmental criteria outlined in Sec. 212.3. Research/Creative Activity performance will be judged in relation to the academic appointment, teaching load, and available resources.

Meeting Adjourned: 3:25 p.m.

Draft P & T HHD Timeline Updated 3/15/09

Date	Retention	Date	Promotion & tenure Associate	Date	Promotion to Full
Nov '08	Identify who is going up for retention	Nov '08	Identify who is going up for P & T	Nov '08	Identify who is going up for full
Nov '08	Following years P & T committee elected	Nov '08	Following years P & T committee elected	Nov '08	Following years P & T committee elected
March '09	N/A	March '09	The candidate gives the Department Head 3 names of potential external reviewers. The P & T committee gives the names of 5 potential reviewers to the Dept. Head	March '09	The candidate gives the Department Head 3 names of potential external reviewers. The P & T committee gives the names of 5 potential reviewers to the Dept. Head
April 1 '09	N/A Candidate gives two names of potential in-depth teaching reviewers?	April 1 '09	Candidate gives two names of potential in-depth teaching reviewers	April 1 '09	Candidate gives two names of potential in-depth teaching reviewers
April 5 '09	N/A	April 5 '09	Department Head notifies candidate of the 2 reviewers for in-depth assessment of teaching	April 5 '09	Department Head notifies candidate of the 2 reviewers for in-depth assessment of teaching
April 5 '09	Teaching observations are conducted during the month of April	April 5 '09	Teaching observations are conducted during the month of April	April 5 '09	Teaching observations are conducted during the month of April
April 15 '09	N/A	April 15 '09	Department Head selects and notifies 3 external reviewers from the P & T committee list and one from the candidate list of external reviewers	April 15 '09	Department Head selects and notifies 3 external reviewers from the P & T committee list and one from the candidate list of external reviewers
May 1 '09	N/A	May 1 '09	Candidate delivers the external review information to the Department Head who sends this information out to the 4 external reviewers	May 1 '09	Candidate delivers the external review information to the Department Head who sends this information out to the 4 external reviewers
August 15th	Candidate submits completed dossier to Depart. Head	August 15 th '09	Candidate submits completed dossier to Depart. Head	August 15 th '09	Candidate submits completed dossier to Depart. Head
August 15th	Candidate submits teaching portfolio to the in-depth teaching reviewers	August 15 th '09	Candidate submits teaching portfolio to the in-depth teaching reviewers	August 15 th '09	Candidate submits teaching portfolio to the in-depth teaching reviewers
Last Wk Sept '09	N/A	Oct 1 st '09	In-depth assessment of teaching is included in the candidate's dossier for Department P & T committee.	Oct 1 st '09	In-depth assessment of teaching is included in the candidate's dossier for Department P & T committee.
Sept 15 '09	Department P & T committee recommendations submitted	Nov. 1 st '09	Department P & T committee recommendations submitted	Nov. 1 st '09	Department P & T committee recommendations submitted
Sept 25 2th	Department Head recommendations submitted	Nov. 13 th '09	Department Head recommendations submitted	Nov. 13 th '09	Department Head recommendations submitted
Oct 1	Dossier sent to college committee	Nov. 16 th '09	Dossier sent to college committee	Nov. 16 th '09	Dossier sent to college committee
Nov-Feb 1	Department P & T recommends changes to department P&T document	Nov-Feb 1 '09-'10	Department P & T recommends changes to department P&T document	Nov-Feb 1 '09-'10	Department P & T recommends changes to department P&T document
Feb 20 '09	Faculty vote on P & T changes	Feb 20 '10	Faculty vote on P & T changes	Feb 20 '10	Faculty vote on P & T changes
Mar 15 '09	Changes to P & T document submitted to Provosts office	Mar 15 '10	Changes to P & T document submitted to Provosts office	Mar 15 '10	Changes to P & T document submitted to Provosts office