

Department of Health & Human Development

Department Meeting

117 Herrick Hall

Friday, September 18, 2009

2:00 p.m.

PRESENT: Melody Anacker, Sandy Bailey, Carrie Benke, Elizabeth Bird, John Christopher, Nancy Colton, Tim Dunnagan, Cheryl Ehresmann, Alison Harmon, Debby Haynes, Holly Hunts, Ryan Johnson, Rebecca Koltz, Christine Lux, Laura Massey, Greg Olson, Sandy Osborne, Lynn Paul, John Seifert, Adina Smith, Dawn Tarabochia

MEETING CHAIR: Tim Dunnagan

All HHD Employees

1. Updates
 - a. Laura passed out a handout from Faculty Affairs that talks about things the UPBAC committee are considering such as closing MUS campuses over the Christmas holiday and adopting a 4/10 work schedule in the MUS.
 - b. Debby informed us that through our benefits we will be getting a new pharmacy plan soon.
 - c. Lynn Paul introduced Carrie Benke, the new Project Director for Lynn's 4-Health Grant.
2. Committee Quick Updates - Please send Tim your finalized goals for this year before the next meeting.
 - a. Undergrad – PowerPoint presentation was sent out for faculty to use in their classes. They would like your feedback on how it worked and if it helped.
 - b. Outreach – Working on sending stuff to Milana to be put on the web.
 - c. Research – Seminars for fall are lined up and will be distributed. An updated research manual will be distributed soon.
3. Provost Visit- 2:00 on October 30th. Please plan to attend.
4. College Realignment - Please put forth your ideas by the 25th of September. The next college meeting to further discuss this reorganization will be on October 9th from 2:10 – 4:00 pm in Leon Johnson 346.
5. Dawn's Appointment - Dawn is now the program leader for community health.
6. Tentative plan with searches
 - a. Nutrition Search (tenure track)
 - i. It was voiced that communication about this search, especially to the other faculty members in nutrition, would have been appreciated.
 - ii. It was asked why there are only 3 committee members and Tim said that was because he had always only been on committees with 3. He is open to a discussion about having more members on a committee; it is just harder to coordinate schedules when there are more people. He would like to see more people attend the open forums that are scheduled when candidates are here to visit. That is a way for everyone to have input.

- iii. It was also suggested that there be faculty forums, where the faculty could get together to discuss the candidates and talk about their pros and cons. A call to Diane will be made to see if this is something that we can do.
- iv. Here is our advertisement and link to our complete job description. Please feel free to pass this on to anyone you know that would be interested in applying:

Assistant Professor in Foods and Nutrition and Sustainable Food Systems position in the Department of Health and Human Development at Montana State University. For complete job announcement and application procedures, go to: www.montana.edu/jobs. Screening will begin on October 19, 2009. AA/ADA/EO/Vet Pref Employer

- b. Nutrition Internship Director (Contract) – Probably will occur in the late spring or summer
 - c. Early Childhood Search (CDC Director, Pilot School... tenure track) – Laura Massey will chair this committee
7. Travel - Tenure track faculty are funded for 1 out-of-state trip up to \$1,800. In-state travel is covered; however, registration fees (depending on the costs) may not be covered. Check with Tim to clear any registration fees.
- a. It was asked if travel money can be carried from one year to the next and Tim said that is hard to do because we don't know what the budget will be next year. He suggested swapping with someone by allowing them to take your travel money this year, and then you would get their travel money next year (whatever was allotted).
8. Miscellaneous
- a. Swine Flu – If you are sick, stay home. If your students are sick, send them home. Be a little more lenient this year on your policies of being gone in class because of sickness. The University has estimated and prepared for as many as 30% of the people on campus being gone at any one time because of sickness.
 - b. Phone System – There will now be 3 choices to choose from when calling x3242. Undergraduate questions will transfer you to Tracy, Graduate questions will transfer you to Milana, and the third option will be to talk to the department office which will transfer to Cheryl.
 - c. Job Duties – Tracy will now be doing all work associated with Knapp Evaluations and Milana will now be collecting and posting all syllabi on the website each semester.
 - d. Main office key – The key to the main office will be changed due to an increased amount of confidential information in the office and for security issues with the computers and projectors. Computers and projectors will need to be picked up from 8-12 and 1-5. The fax machine will be moved into the work room.
 - e. Comp time – Anyone with grants who have people with comp time need to talk to Tim.
 - f. Student graders – Graders are only allotted a certain number of hours per year and they cannot exceed these hours allotted. It is the responsibility of the faculty who has graders to maintain and control the graders work hours.

Faculty Only

9. Committee Selection, Faculty Vote
 - Program leaders- We need to consider a rotation with these positions. Please think about what would be appropriate.

- Laura Massey (Faculty Affairs)-Laura will be representing us for another year.
- Holly Hunts will chair P & T for 2010-2011
- The following categories were voted on during the meeting:
 - Department Promotion and Tenure – Sandy Bailey and Adina Smith
 - Faculty Senate Alternative for Sandy Osborne – Craig Stewart
 - Instructional Equipment Committee – John Seifert (Chair), Jim Carter, Ryan Johnson
 - Instructional Computer Committee – Dawn Tarabochia, Christine Lux
 - Library Committee – Rebecca Koltz
 - Scholarship Committee – Jill Thorngren (Chair), Melody Anacker, Nancy Colton
- P & T Department Process this year is going well. We have 3 people up for Promotion and Tenure this year; Sandy Bailey, Alison Harmon, and Dan Heil.

10. Catalogue Update

- a. HDCF 371 - research course focus on well-being model & common text. Need sub-committee, Beth, Rebecca, Holly, Craig, to address this course content.
- b. 100 level well-being class – This course needs to be required. As of right now Health Promotion, and Family and Consumer Science are planning on requiring it.

11. The department meetings for the rest of the year will be in Herrick 117 from 2:00 – 3:30 pm on the following days:

- October 2nd
- November 6th
- December 4th
- January 15th
- February 5th
- March 5th
- April 2nd