

Department of Health & Human Development

**Faculty Meeting**

Herrick Hall Lounge

Thursday, April 3, 2008

3:10 p.m.

**PRESENT:** Sandy Bailey, John Christopher, Nancy Colton, Debby Haynes, Dan Heil, Holly Hunts, Bethany Letiecq, Léhilina Marlow, Laura Massey, Mary Miles, Mark Nelson, Greg Olson, Lynn Owens, Adina Smith, Dawn Tarabochia

**MEETING CHAIR:** Tim Dunnagan

---

**I. Opening Remarks (3:12 pm)**

Tim greeted everyone to the meeting and then gave Lynn Owens the floor, apologizing for the change in the [agenda](#) (Lynn Paul was out of town and will have to update us on the progress of the Outreach Strategic Planning Committee at a later date).

**II. FERPA Laws**

Lynn Owens told us about the minutes from the last Academic Advisory Council meeting on March 20<sup>th</sup>. She mainly told us about two policies:

- 1) Parents Wanting Student Information from Faculty:
  - a. If parents want to have student information disclosed to them, faculty must contact the student and ask if he/she wants the parents involved. If so, then a consent form must be signed. Per Leslie Taylor, the form can be any of the online forms provided on the MSU website, or it can be any piece of paper with a statement saying that consent is given, as well as the student's signature and dates that the disclosure is allowed. This must be kept on file in the students' records.
  - b. However; it is up to the faculty member whether he/she would like to talk to the parents, even after receiving consent. Per Alan Yarnel, schools have loosened up since the Virginia Tech incident, but it's not required of faculty to disclose any student information if he/she does not desire to and in fact, faculty must make sure that all FERPA laws are enforced or we can lose our federal funding.
- 2) Reference Letters:
  - a. When a student asks a faculty member for a reference letter, he/she must accompany such request with a consent form allowing the faculty member to disclose academic information.
- 3) Posting Grades:
  - a. Posting grades anywhere using names, SSN#s, GIDs or partial GIDS violates FERPA laws.
  - b. Grades may be securely posted on WebCT, though.

For this and other information from the Academic Advisory Council meeting, please refer to the [AAC - March 20, 2008 Minutes](#).

**III. Faculty Benefits**

Debby Haynes, the Faculty Representative on the Benefits Committee, let us know of a few changes that will be taking place in our benefits package.

- 1) For those who consume Prilosec (for acid reflux/indigestion), the plan is moving to an over-the-counter alternative, but it's not included in the mail-order form.

- 2) There is now a CVS form for a discount card available for up to a 20% discount on CVS brand items.
- 3) The medical portion of contributions will be reduced, on average, by 7%. Because of the dollars in the pool to cover events, we'll get back some of that money.
- 4) Remember to renew your plan. If you don't, your account will revert to last year's plan, but the FLEX account does NOT roll-over, so you'll miss out on it if you don't re-enroll.
- 5) For routine blood work, you must have it done at the Wellcheck or through Wellness. Doctor fees are too high now and will routine blood work done through them will not be covered by your plan.
- 6) John asked about coverage for acupuncture, voicing that a while ago, when he had a petition signed to have that covered through the MSU medical plan, there had been overwhelming support.

Debby asked to be contacted with any problems, questions, or suggestions ([dhaynes@montana.edu](mailto:dhaynes@montana.edu)) so that she has written feedback on any issues and can report back to the Benefits Committee.

#### **IV. Open Lines**

Tim updated us on the status of the Exercise Physiology search and opened discussion on the process for the upcoming searches, using the [HHD Criteria for Replacing Vacant Lines](#) document as the backbone for the discussion.

- 1) The current search for an Associate Professor in Exercise Physiology is progressing slowly.
- 2) There are currently three lines that need to be searched for: Haynes (currently in the process - Exercise Physiology), Bullock, and Dahlen. John asked if it was possible to eliminate one of the lines and distribute the line to give raises to all faculty. Tim said there was not.
- 3) Janis's line will be searched next year. It will be a two-year process, so Tim asked what could be done in the interim. A discussion ensued.
  - a. Written descriptions are welcome.
  - b. The new line will not necessarily look like previous lines, though. Tim would like us to think about having an interdisciplinary position.
  - c. Suggestions were given for the new counseling position:
    - i. Infant and Early Childhood Mental Health
    - ii. (Look for trends in Counseling that may open up a necessity)
    - iii. Guidance with Children and Families

Overall, the faculty meeting was a success and we were all enlightened by new information and were able to give feedback of our own.

Have a great rest of the spring semester!

Meeting Adjourned: 4:39 p.m.