

# Health and Human Development

## Department Retreat

August 25, 2006

Deer Park Chalet, Bridger Bowl

### **Call to order at 9:05 a.m.**

### **Present:**

Craig Stewart, Mark Nelson, Jill Thorngren, Milana Lazetich, Lynn Marlow, Sandy Bailey, Greg Olson, Katie Bark, Mike Hahn, Phyllis Dennee, Penny Dahlen, John Christopher, Bethany Letiecq, Beth Rink, Mary Miles, Lynn Owens, Janis Bullock, Holly Hunts, Debby Haynes, Sandy Osborne, Christina Campbell, Alison Harmon, Nancy Colton, Rozan Pitcher, Adina Smith, Lynn Paul, Tracy Krushensky, Kathy Weaver, Dan Heil

### **Absent:**

George Haynes, Suzanne Christopher, Laura Massey, Lehilina Marlow

### **Guests:**

Larry Baker, Jayne Downey

### **Acknowledgements:**

Billie Warford will be retiring the end of August after 30 years at MSU

### **Introductions:**

New faculty member Beth Rink was introduced by Craig Stewart; Beth will be teaching Human Sexuality and Research Methods for fall semester

### **Remarks from the Dean:**

Larry Baker welcomed faculty and staff back for the 2006-07 school year. So far, numbers are lower this year regarding enrollment. MSU now has Carnegie status which is a classification, not a ranking system. MSU rated "very high," in the top 94 in the country; classification criteria include research expenditures (\$126) per credit hour, expenditures per student FTE (\$3500); expenditures per tenure-track faculty (\$57,000), all which are well above the national average, although MSU's salaries are lower

Larry also explained that the department head/chair position serves at the discretion of the dean. Larry is considering whether to continue with a rotating position or to search outside the department. There is a new list of duties and an internal search for department head will start in October with tenured faculty only being considered. In the past there has been less than a great return on who wants to step forward. There are different expectations of the department head with Carnegie status; the goals and objectives must fit within the five-year MSU vision. There will be follow-up in October, not a vote, that will consider strengths, weaknesses and suggestions for the next three years.

Lynn Owens asked how it will fit with shared governance. Larry explained that there is no difference between a "chair" and a "head," and stated that the department needs to come to a conclusion on what it means by "shared" and also to discuss direction of department.

Craig announced that Jill Thorngren and Jayne Downey will continue this year as assistant deans. Larry is on a two-year interim appointment as dean and the president and provost will make the decision on when to search for a new dean.

### **Department Issues:**

- Craig stated that he is moving forward on the full-time advisor position
- Syllabi must be turned in electronically so they can be posted on website; syllabi must include expectations, classroom behavior, cheating consequences, grievance issues
- Please e-mail the syllabi to Lehilina at lehilina@montana.edu
- Please do not post grades outside office as problems may arise from using ID numbers to do so; a question was posed whether it is OK to post them by the last 4 digits of students' ID numbers
- Returned student papers MUST NOT be left outside office doors for pick-up
- Make-up tests: staff will not be allowed to supervise tests; faculty or Dean of Students must oversee, possibly Craig in extreme cases
- Interns: students must be enrolled in school the same semester as he/she is placed in an internship
- Individual problems (270, 470, 570) classes: such requests are being more carefully scrutinized; please make sure they are done correctly and not more than one person is doing the same problems at the same time
- Deadlines: the department must stick to these; there are exceptions in extreme emergencies but there will be no retroactive travel requests or purchase justifications considered
- Incentives for research: 40% of faculty salary is for research; there will be opportunities for continued incentives, grants only one part; faculty can increase salary by 20% if a grant is approved

### **Budget:**

Lynn Marlow commended faculty on deadlines. There must be back up for receipts in order for faculty to be reimbursed.

- Travel: faculty are doing very well with before and after forms
  - instate/out-of-state travel must be approved three weeks before travel
  - tickets cannot be booked until travel is approved
  - vouchers must be turned in within 30 days of end of trip
  - faculty will need to fill out a voucher even if department is only paying for the ticket in order to prove trip to Purchasing
  - travel budget up from \$750 to \$1000 per tenure-tenure-track faculty member for out-of-state travel; instate paid for
- Purchasing card: new card for TRAVEL ONLY!
  - charges must be given to Lynn, she will keep other nontravel purchasing card
  - please fill out purchasing card form on website and return to Lynn; she will do ordering for faculty
  - Travel Station still has the travel p-card number
  - please DO NOT use social security number on travel forms; use GID number only!

Craig commented that there will be no changes regarding use of IDC money.

- Raises: Craig will meet with faculty individually regarding merit pay equity; some received equity pay but only one in four of his recommendations were recognized; Craig has been trying to find out who made the decisions regarding merit pay

### **Advising Update:**

Welcome to Tracy Krushensky, administrative associate in the PE Complex. Kathy Weaver is back and taking on more responsibilities, helping advise and reported the following:

- Kathy, on a personal note, thanked everyone for the support given to her and her family
- Staffing for the Advising Office includes Rozan Pitcher, Karla Wickens, Hayley Arthun, Melody Anacker for Nutrition, and peer advisors Margaret Bell for Pre-Physical Therapy, Christina Musick for Health Enhancement K-12; the staff would still like to hire one-two more peer advisors, preferably in Family and Consumer Sciences and Community Health Education
- The office has been very busy, meeting with students
- Student files will continue to be sent to faculty members to check off on graduation requirements; please make sure to send the file back to the Advising Office so it can be sent to the Dean's Office and then to the Registrar; please make sure there's a copy of baccalaureate application on file in case of deficiencies
- Please help the Advising Office by giving feedback--good or bad
- Drop/add forms must be signed by instructor
- Please help with "selling" of major/option, careers
- The Advising Office also needs help with transfer advising

### **Committee Assignments:**

Craig stated that the 2005-06 department council members were George Haynes, Holly Hunts, and Mary Miles. In 2004, there was one carryover person but he is not sure if this is still necessary. Mary stated that the charge of the council is procedure for rotating chair, department issues, and to set goals with restructuring. Craig stated that workload issues, buy-out policies, and collegiality are also part of the council's goals, along with curricular change and issues. John Christopher, Adina Smith, and Holly Hunts were nominated to the 2006-07 department council; voting was unanimous; John, Adina, and Holly are the department council for 2006-07

### **Retention, Promotion and Tenure:**

Craig asked who would be going up for RP&T for fall 2007; Bethany Letiecq is the only candidate. For fall 2006, Suzanne Christopher is going up for full professor; Lynn Owens for associate professor; Penny Dahlen, Mike Hahn and Alison Harmon are all going up for retention.

The committee for RP&T is currently Debby Haynes, Mark Nelson and Dan Heil. Faculty were instructed to vote for two eligible faculty and after the vote, the committee for 2007 will be John Christopher, Mary Miles and Dan Heil as the carryover from 2006.

### **Break from 10:45-11:00 a.m.**

### **New Programs:**

Craig instructed faculty to break into the following groups with their respective program members

- Allied Health
- Counseling
- Early Childhood Education
- Family and Consumer Sciences
- Health Enhancement
- Human Performance
- Nutrition

Issues to be covered included

- status of HDCF 371 as a core class; do faculty members want this and, if so, who will be responsible for teaching it?
- workload review: faculty received handouts stating the definitions of workload by both the university and the department; also the commitment to teaching and to research
- buy-out: how much faculty should receive; how often should faculty be able to buy out; who decides who gets to buy out? Should the program faculty decide together? What is the criteria?
- collegiality: shared responsibility; definition and measurements

**Break into individual program groups at 12:00 noon for working lunch; group will reconvene at 2:15 to discuss program group reports**

**Status of HDCF 371:**

- Allied Health: Yes to core; Beth Rink and Bethany Letiecq both to work on teaching it
- Counseling: Consensus was that they felt disconnected from HDCF 371 as core because they are not involved in teaching undergraduate level classes
- Early Childhood Education: Yes to core; Laura Massey and Janis Bullock will both teach
- Family and Consumer Sciences: Yes to core; Holly Hunts and Debby Haynes will volunteer to teach
- Nutrition: No to core
- Health Enhancement: Yes to core; Craig Stewart will teach
- Human Performance: Mary Miles and Mike Hahn were late returning from lunch; Dan Heil presumed they would have said no to core; when Mary and Mike returned, they corrected the answer and said yes to core and that Mike would teach it

**Workload: Differential Faculty Staffing Assignments:**

- Early Childhood Education: Support differential assignments; assign internally
- Allied Health: Support differential assignments; assign internally; feel it's interesting to look at differential standards for research and teaching to reflect individual contributions to department
- Health Enhancement: Don't think there are problems; logical accommodations in greater good of department
- Human Performance: Buying out shouldn't affect annual review
- Food and Nutrition: Think 1 credit = 1 graduate student up to 3 credits; differences between pre- and post-tenure
- Family and Consumer Sciences: Allocation of graduate resources; what is department's goal

**Buyouts:**

- Human Performance: all for buying out with contingency there be some oversight within program group; allow flexibility to pool resources to hire more qualified person
- Nutrition: faculty should teach half normal load; program group should have consensus on what classes should be bought out; faculty monitor adjuncts; there have been too many burned bridges in the past and low compensation when it comes to hiring qualified adjuncts
- Health Enhancement: Proactive in finding adjuncts; group area issue; supportive of buyouts for research but need to look at program needs, especially small programs
- Family and Consumer Sciences: Benefit on discussing what buyout does for department and student; program consensus
- Allied Health: Buyouts not used with internal funding; should teach at least one course per year but should be able to buy out of one course per year also
- Counseling: no limits; program group should discuss advantages and disadvantages; more money for adjuncts

John Christopher questioned Craig on where leftover money goes when faculty buy out; Craig explained that it goes into an adjunct pool, then is split to buy equipment, pay graders, etc., and is reabsorbed into the department

- Early Childhood Education: Similar discussion as the rest
- Craig: similar theme; very supportive of talking things over with program area colleagues

### **Collegiality:**

- Human Performance: all for collegiality; mutual universal respect; sometimes overlooked; allows frank, open discussion
- Nutrition: Communication with coworkers; acknowledging coworkers; create physical space for collegiality; share, problem-solving together; no judgment
- Health Enhancement: Agreed with Food and Nutrition; if there are concerns, professionally approach that person; hurtful when it turns personal; perception as a whole across the state needs to be positive
- Allied Health: Should be brought to new faculty's attention when hired; accountability
- Family and Consumer Sciences: Golden rule; attending meetings if you want input; go by the NAEYC rules; common courtesies, say hello
- Counseling: Group did not get to discuss collegiality, ran out of time

Craig asked that faculty give data to Lynn Marlow or Milana Lazetich and department council will continue to work on this for the department

### **Final Notes:**

- The next faculty meeting will be Friday, September 15, from 1:30-3:00 in 205 Herrick
- Mary Miles asked about rumors that the department might split into two separate departments again; Craig replied that there are no resources or space for two departments and nothing has come from the Dean's Office or from anywhere else
- Lynn Marlow announced the department retreat will be at the 320 Ranch again this year in Big Sky on Thursday and Friday, October 12 and 13; please RSVP on rooms by September 10; spouses and significant others and families are invited for dinner on the 12th and to stay overnight; the meeting will take place on the 13th
- Regarding department chair status, Craig announced that he was 75% sure that he would not seek another term; he stated that the department has made significant leaps but that 90% of his time is spent on 10% of the problems and he's not sure he is the person for the job; please give Larry some input on the department chair job description; Craig also said that someone else needs to step up for the job and he will guide the new chair into the job starting January 1

### **Meeting Adjourned 3:30**