



**School of Human Sciences  
Program Coordinators Meeting  
January 27, 2009, 12:30-1:45 pm  
Gunter 1290**

**Present:** Susan Collins, Jamie Erskine, Deborah Givray, Ellen Gregg, Jenny Weber

**Absent:** Diane Gaede, Joseph Ososkie, Philip Reichel

Ellen distributed the UNC Faculty experts list (<http://www.unco.edu/news/experts/experts.shtml>) and asked program coordinators to review it and cross off those who are no longer employed by UNC.

**1. Welcome and Kudos**

- As announced in UNC Today, Deanna Meinke is part of a collaborative group that worked with the CDC to create an online educational resource for helping to prevent noise-induced hearing loss in children.
- Stephen Nkansah-Amankra had an article accepted for publication in the Maternal and Child Health Journal - Effects of Maternal Stress on Low Birth Weight and Preterm Birth Outcomes Across Neighborhoods of South Carolina, 2000-2003.
- Liz Gilbert, partnered with CSPH faculty, received one of 16 pilot grants for Improving Translational Research through Community-Academic Partnerships from the **Colorado Clinical and Translational Sciences Institute** (CCTSI).
- The Food Science Laboratory (Gunter 2460) and Nutrition Assessment Laboratory (Gunter 1560) renovations are almost complete.
- As requested by UNC athletic trainers, Cindy Dallow will offer a class on nutrition for athletes (FND 101) beginning Fall 2009.
- Sally Anderson from Nursing will join SHS as the new ASLS Clinic Manager beginning February 9.

**2. Minutes from 1/13/09**

- Faculty will review the minutes and notify Janice by the end of the week with corrections. The approved minutes are now accessible at <http://www.unco.edu/nhs/humansci/resources.html>.

**3. Faculty Evaluations**

- Faculty who are also up for pre-tenure review will get two sets of scores – one for the annual evaluation and one for the pre-tenure evaluation.
- Program coordinators should generate the PEC evaluation summary with comments attached.
- Program coordinators should send a copy of the PEC evaluation summary to faculty when they forward the document to Ellen.

**4. MCB Intercollegiate Options (tabled 1/13/09)**

- MCB currently has an undergraduate minor requiring 37 credits.
- MCB is reviewing the minor to lower the credits but keep relevant and appropriate content.

- Cris de la Torre, Associate Professor of Finance, is spearheading the efforts to develop a minor that would allow transition into a 1-year MBA program.
- MCB is looking at the demand within UNC for graduate level courses in business areas, as well as considering external demand. An executive MBA program is under consideration.
- MCB is also looking at joint programming with other degree programs. Susan Collins will pursue this to develop a joint track with Gerontology.

#### **5. UNC/Aims Collaboration Ideas (handout from 1/13/09)**

- UNC and Aims are considering collaborative ideas to improve recruitment and retention.
- UNC is looking to have a position housed at Aims dedicated to assisting Aims students with transfer advising.
- Another possibility would be to arrange a time where Aims can students drop in on UNC classes to see an upper division class in progress.

#### **6. President's Planning Council**

- The PPC met with Deans, Provost and President last Thursday to talk about recommendations from last spring.
- The President may allow colleges to restructure as they deem appropriate.
- Ellen will learn more at the upcoming Leadership Team meeting on February 5.

#### **7. Online Courses – Evaluation**

- There is a new and improved package for evaluation of online courses.
- The package will be linked to Blackboard, but programs need to identify which courses it should be added to.
- Ellen recommends we use this option for OES courses also.
- Janice will run a list of all online courses and send it to Beckie.

#### **8. Workload Policy Draft (handout provided)**

- There is a College committee revising workload policy.
- Ellen reviewed a draft and shared her comments that she provided to the Dean (see handout).
- The draft policy is meant to be general so that it can be applied to all units across the college.
- Each school will be responsible for developing and maintaining written workload policies and procedures that have been approved by the Dean.
- Ellen pointed out new verbiage that addresses faculty workloads that exceed the 30 credit limit set by UNC Board Policy. Faculty workloads over 30 credits will be evaluated and realigned or compensated.
- The definition of professional activity was discussed – seems vague. Ellen compared to BOT definition which lists 4 areas.

#### **9. University Budget Information**

- The Governor's report is due out today, delayed from January 20.
- Further discussion tabled until next meeting.

## 10. Updates

- Deadline Reminder - NHS Research Celebration – Poster Presenters (SHS-4) & Speaker Nominations – due 1/29/09 to Ellen. Speaker nominations are encouraged.
- Foundation Scholarships Timeline – Ellen provided what she sent to Nick based on the discussion from the last meeting.

## 11. Next Meeting

- Tuesday, February 10, 12:30-1:45 pm, Gunter 1290

### Upcoming Dates:

January 29: .....Nominations for Student Research Celebration posters and speakers (UG & G) due to Ellen

January 29: .....NHS College-Wide Meeting, 3:00-4:30, Ross 1010

January 30: .....Emeritus Faculty nominations due to Dean

January 30: .....Final 5-year Program Reviews due to Dean

February 2: .....Pre-tenure review materials to Ellen

February 4: .....Nominations for Student Research Celebration posters and speakers (UG & G) due to the Dean

February 11: .....All School Meeting with Provost, 3:30-5:00, Gunter 2530

February 16: .....Annual Evaluations due to Ellen

February 17: .....NHS Leadership Team Retreat, 8:00-12:00

February 23-24: ...ASLS Site Visit (CAA-ASHA)

March 1: .....Annual Evaluations due to the Dean

March 1: .....Honored Alumni nomination packets due to Foundation

<http://www.uncalumni.org/AwardsScholarships/Nominate.asp>

March 2: .....M. Lucille Harrison Award nominations due

March 2-3: .....Community Health site visit (CEPH)

Minutes by Janice Riegel