



**School of Human Sciences  
Program Coordinators Meeting  
February 10, 2009, 12:30-1:45 pm  
Gunter 1290**

**Present:** Jamie Erskine, Diane Gaede, Deborah Givray, Ellen Gregg, Julie Hanks, Joe Ososkie, Jenny Weber

**Absent:** Susan Collins, Philip Reichel

**1. Welcome and Kudos**

- Ellen thanked the program coordinators for their work on the faculty evaluations.

**2. Minutes from 1/13/09 and 1/27/09**

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

**3. Budget**

a. Provost's Office – cost-modeling

- The cost of program delivery versus the revenues generated by the program (tuition) is being evaluated. Data is based on academic costs, not administrative costs.
- OES program revenues are not included in the data.
- The model is somewhat flawed, given inaccurate data from OBIA. Not all courses are associated with the correct program.
- Denise is working with the Provost's Office to identify the errors.
- One possible use for data is to support differential tuition.

b. Equipment requests

- Ellen is collecting equipment requests.
- Once all requests are received, program coordinators will review and rank order the requests.
- Items that are broader in application and support a larger group of people will have a better chance of being ranked higher on the college list.

c. Budget for FY10

- The FY10 budget is likely to be due soon.
- Ellen will meet with each program coordinator before 2/17/09 to review data.
- There may be a decrease to operating budgets.
- Items that programs may have an impact on include differential tuition and fees.
- Program coordinators discussed whether or not differential tuition and fees could be exempt from roll forward limitations.

- d. Differential tuition
  - Differential tuition is appropriate for high cost, high demand programs and would apply to all courses in the program.
  - Currently 33% of additional revenue has been coming back to the program. The Provost's goal is to return 75%.
- e. Fees
  - Fees are attached to specific courses.
  - Based on cost of consumable supplies.

#### **4. Alumni Surveys (handout)**

- Ellen distributed the new, revised and improved alumni survey.
- Sarah Trzeciak, Assistant Director of Career Services, wants the survey to be useful to programs.
- Ellen met with Sarah to review the new survey and identify issues.
- Sarah wants the survey to be accurate and will meet with OBIA to hand count data for our programs.
- For the 06-07 data, surveys were mailed out in December 07, with a follow up mailing in February 08.
- Jamie wondered if Career Services would be open to modifying the survey to meet individual program needs. This may work better than having each student complete two surveys – one from the Alumni Center and one from the program. Response may likely be higher if grads only complete one survey.

#### **5. Annual Evaluation policies & procedures at program level (handout)**

- Procedures for annual evaluation in NHS are available on the NHS website; however, there is no instruction related to discussion of outcomes and impacts.
- SHS has not had a policy or procedure that requires faculty to address impact or outcomes in their annual evaluation materials.
- Given how the direction of restructuring may go, Ellen recommends that each program develop an annual evaluation policy in lieu of a school policy and consider incorporating impact and outcomes assessment. Programs could also add in that each faculty member has to report scores on particular sections of the course evaluations.
- Program coordinators could draft the policy and send it forward to the Dean for approval.
- There was discussion about the importance of specific comments from faculty to support their rating when reviewing annual evaluation materials. It is difficult for the PEC chair to develop a summary based on 2-word comments.
- Ellen clarified where mentoring of student research goes (page 2 of handout) in the faculty workload.

#### **6. Updates/Reminders**

- College structure – there are no specific parameters yet.
- Searches/Hiring – Reminder – do not make commitments related to course reassignments.
- Faculty for ASA Awards (March 8) – Due February 27 – Ann needs to know the faculty who will present from each program.
- Ellen will be out of town on April 16 for an ASHA site visit. There is a Leadership Team meeting that afternoon. Please let Ellen know if you would like to attend for her.

## 7. Next Meeting

- Tuesday, February 17, 12:30-1:45 pm, Gunter 1290

### Upcoming Dates:

- February 11 All School Meeting with Provost, 3:30-5:00, Gunter 2530 – room is 1720
- 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 2 Annual Evaluations due to the Dean
- March 2 Full-time term reappointment notification due to dean - just a memo requesting reappointment (Collins, Erdbruegger, Harris, Jackowiak, Perrill, Stauter, Walker) – Ellen send Doug a memo with this list – he will confirm whether those are the people. If PCs do not want someone reappointed, need to let Ellen know.
- March 2 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)
- March 8 NHS Academic Scholars Awards, 2:00 PM, UC Ballroom
- March 15 Reappointment Recommendations for Tenure-Track Faculty due to dean – Ellen asked PCs to consider using faculty input from annual eval – if faculty received either 4 or 5 in 2 of the 3 areas, then Ellen would just move forward.
- Faculty in contract year 2 for year 4 (Clark, Givray, Gould, Guiberson)
  - Faculty in contract year 3 for year 5 (Stoody)
  - Faculty in contract year 4 for year 6 (none)
  - Faculty in contract year 5 for year 7 (none)

Minutes by Janice Riegel