



**School of Human Sciences  
Program Coordinators Meeting  
April 21, 2009, 12:30-1:45 pm  
Gunter 1290**

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

**Absent:** Philip Reichel

**1. Welcome and Kudos**

- Phil Reichel was invited to serve as a panel participant at the 18<sup>th</sup> session of the United Nations Commission on Crime Prevention and Criminal Justice Vienna , Austria of this week.
- Susan Collins is a co-author on a paper, "Family Influence on Caregiver Resistance, Efficacy, and Use of Services in Family Elder Care," that has been accepted for publication in the *Journal of Gerontological Social Work*.
- Danelle Vallejos, an undergraduate Dietetics student, presented her research to the Greeley Centennial Rotary club on April 9. Her study was also highlighted in UNC Today News on April 17 (see <http://www.unco.edu/news/spotlights.asp?ID=249>.) and in the Greeley Tribune last week.
- Adrienne Zachary, an undergraduate student in ASLS, was featured in a UNC Today News story that focused on the UNC Soliya program on April 10. The story can be accessed at <http://www.unco.edu/news/spotlights.asp?ID=243>.
- The Criminal Justice Spring Reception is Thursday, April 23 to recognize to students and congratulate graduates.
- The Eta Sigma Gamma Banquet is Saturday night, April 25, and will include a small item silent auction and raffle to benefit All as One, Children of Sierra Leone Orphanage.
- Samuel Sewell, a Recreation and Tourism major, will present at a meeting of the Grandparents Raising Grandchildren Task Force of Weld County, on April 23. . The Gerontology program is a member of the task force.

**2. Minutes 3/10/09, 3/24/09, 4/7/09**

- Janice emailed draft minutes. Review and reply to Janice by Friday, April 24, with edits. Approved minutes are available at <http://www.unco.edu/nhs/humansci/resources.html>.

**3. PC Meeting Scheduled for Finals Week**

- The PC meeting on Tuesday, May 5 conflicts with NHS End-of-Semester Ice Cream Social. The PC meeting is cancelled. Ellen will provide updates and gather information as necessary by email.

**4. NHS Advisory Board**

- The Dean is working to develop an NHS Advisory Board.

- Draft bylaws have been reviewed by the Leadership Team and will be distributed to faculty for comment.
- Ellen has been asked to provide recommendations for three individuals from SHS disciplines that have connections to the community. Board members would attend two on-campus meetings each year, one per semester, and would be responsible for travel to campus. Faculty and/or students will be asked to do presentations at the board meetings. Send recommendations to Ellen as soon as possible. Ellen will forward the names to Nick Lobejko who will initiate the contact.

## 5. Budget Update

- Ellen emailed a document from the President's Office to faculty and staff in SHS.
- There won't be drastic reductions to higher education budgets – federal stimulus funding will backfill budget reductions in FY09, FY10 and FY11.
- UNC will make deliberate, strategic decisions to prepare for state budget reductions in FY12.
- The State is looking at 8 days of furlough for state employees; however, UNC is considering this a last resort.
- UNC will continue to look for cost saving areas. Travel will be looked at carefully.
- For FY10 – UNC will put together a cautious budget and will identify investments if we can afford them. There were 65 strategic investments put forward.
- UNC is working on strategic tuition pricing – 80% of tuition revenue comes from the undergraduate level. Fee implementation is under consideration. Graduate level increases and/or differential tuition is under consideration.

## 6. Student Funding

- NHS Recruitment & Retention
  - Recommendations for undergraduate recipients (11-\$500 scholarships) – all will be for recruitment of freshmen. Students with an index score of 115 or above were eligible. Ellen proposed two for Recreation and Tourism, two for Human Services, three for Dietetics, three for ASLS, with the remaining scholarship going to an ASLS student who had the next highest index score. Ellen will rank order the rest as a combined alternate list. Faculty agreed by consensus.
  - Need names for graduate recipients (8- \$767 scholarships). Ellen recommended the following distribution: AuD-1; CH-2; GERO-1; HRS MA-1; HRS-Ph.D.-1; SLP-2. The awards could be for recruitment or retention of existing students and could be for domestic or international students. Forward names of graduate students to Ellen along with their with Bear #. Please provide an alternate for each.
  - Also consider summer tuition scholarships as advertised by the Graduate School.
- GA/TA Allocations updates - if you have a strong candidate and need to switch a resident slot to non-resident or vice-versa, email Robbyn Wacker and copy Ellen.

## 7. Program Review Revisions (handout)

- New program review guidelines approved in March 2009 provide greater flexibility to programs and colleges.
- Ellen reviewed the outline of roles and responsibilities under the new guidelines.
- The College is to identify what a program unit is.
- Programs will be able to suggest what their program review dates will be. Those with accreditation can choose either the year before or the year after the accreditation site visit.

- When programs go up for comprehensive review, they will be required to have an external review of some sort, which can be the accreditation review.
- Programs may opt out of TracDat as long as a similar program is used. If alternative formats are used, programs are responsible for the cost of software and training. Use of excel and word may be options.
- Program reviews have to align with the comprehensive review.
- Annual progress reports are reviewed by the Dean. The Program Review Team is primarily involved with comprehensive reports.
- Ellen asked PCs to review the handout.
- If programs need funding for external reviewers next year, please let Ellen know soon.
- There can be a small payment for faculty effort on accreditation reports during the summer.

## **8. Policies and Procedures for New Degrees/Programs**

- Ellen sent a copy to PCs.
- If you are thinking of a new degree or program, there is a phase 1 proposal with financial planning form that is reviewed by the Academic Council. If they are supportive of the new degree/program, they a more detailed proposal is submitted.

## **9. Updates**

- Workload Policy – still under discussion about when school directors are to meet with faculty to discuss workload plans for the coming year.
- Summer Funding Model (Jamie) – There is a proposal from the Faculty Welfare and Salary Equity committees to change the summer and interim funding model to coordinate with payments from OES. The new model does not apply to adjunct or part-time faculty. The new summer/interim funding model will take effect interim session 2009-2010. There was discussion related to the increase of expectations for items to be done over the summer. What model are we moving to for unit leadership and what model will there be for reimbursement during the summer?
- Restructuring Working Group – Jamie will attend the first meeting this afternoon.
- Fall Adjunct Requests – Send to Ellen. Please explain what they are being hired for – is the course required or elective and what is the projected enrollment?
- Advising Task Force – NHS representatives are Sandee Strobel (Nursing), Richard Hyslop (Chemistry), and Shandy Hauk (Math).
- Criminal Justice faculty and staff were to move to Candelaria this summer; however, Candelaria is under renovation and not accessible until August 14. CRJ will continued to be housed in Gunter until then. Once CRJ vacates, faculty (particularly on the first floor) should let Ellen know if they are thinking about moving offices.
- Julie Hanks has contacted Tom Trelogan with concern about the delay in updating the LAC checklist. She emailed to explain the impact this has on advising new freshman.

### **Upcoming Dates:**

- April 21: Graduate Faculty Meeting, 2:00-3:00, UC Panorama Room
- April 22: Administrative Assistants Day
- April 28: Spring 2010 Initial Schedules due to Ellen
- May 1: Spring 2010 Initial Schedules due to dean's office
- May 8: Graduate Commencement, 7:00 PM, Butler-Hancock

- May 9: Undergraduate Commencement, 10:00 AM Nottingham Field (see reverse)
- May 13: Spring grades due by 5:00 PM

Minutes by Janice Riegel