



**School of Human Sciences  
Program Coordinators Meeting  
August 17, 2009, 2:00-4:00 pm  
Gunter 1380**

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

**1. Welcome and Kudos**

- Ellen welcomed Liz Gilbert. Liz replaces Deborah Givray as Program Coordinator for Community Health.

**2. Information/Brief Discussion Items**

- Program Coordinator/Director Meetings – Last year Ellen met with program coordinators (PCs) individually every 2-3 weeks. Ellen found the meetings useful and would like to follow the same format this year. PCs will email times that work for them to Ellen.
- Upcoming Deadlines (handout) – Ellen reviewed the list of upcoming deadlines.
- Preview Days – Ellen distributed sign-up sheets for Preview Days. PCs will route the sign-up sheet to their faculty and provide copies to Janice and their program admin before returning the original to Siobhan. The Preview Days schedule was improved this year so that meetings do not overlap two class periods. There are two Saturday sessions due to success last year.
- NHS Display Case – Community involvement and student research are the two themes this year. Each school will have one month. SES has the first month. Ellen will request March or April for SHS. PCs will discuss ideas with their faculty and bring back to discuss with the group at a future meeting. Use of photos requires a signed permission slip.
- Blackboard Shells – Pat Book, AVP for Continuing Education and Academic Outreach, noticed that Blackboard shells do not exist for all courses. Pat thinks it is important that all classes have blackboard shells to use as a communication tool in the event of an emergency. By mid-semester each class will have a Blackboard shell. Faculty aren't required to use it, but it is there in case you need it. PCs expressed an interest in meeting with Pat. Ellen will invite her to a future meeting.
- Community College Transfer Students (handout) – Abe is encouraging us this year to work effectively with community college students to facilitate their transfer into our undergraduate programs. Abe's memo will go out to all faculty. The Admissions Office does the initial transfer evaluation and then sends the orange sheet to the program for review. Other decisions can be made at the program level. Faculty complete the transfer of credit form when there are courses that can substitute for a UNC course. Grade must be C- or better to transfer.
- Website (additional item) – NHS has introduced a new website design. Ellen worked on interface pages for the school. The new SHS website has photos of a student in food sciences lab, a child with cochlear implant, an elderly couple on bikes, and a young female student in a wheelchair talking to a friend. Ellen encourages programs to get some better photos to represent their areas. There are very few photos for SHS disciplines in the university archives. Ellen recommends dynamic pictures, those that involve students. Ronna Johnston will set up a photo shoot if needed. Photo release forms are required. The release form is found at [http://www.unco.edu/marketing/pdf/photo\\_release\\_form.pdf](http://www.unco.edu/marketing/pdf/photo_release_form.pdf).

**3. GAs: Expectations and Tracking (handout)**

- There is an increasing push for accountability on this campus.
- GA hours should be tracked so that an explanation of how their time is utilized can be provided should the Graduate School request this information.
- GAs will complete a record of hours worked form and submit to the program administrative assistant at the end of each month. Programs use different models to schedule GA time.
- PCs discussed how their GAs are utilized. Activities included assist with large courses, tutor, basic grading, proctor exams, Blackboard grade entry, library research, guest lecture if interested, set up online software programs, network drive reorganizing, assist with conference planning, and client supervision. GAs should not be doing basic administrative or work-study tasks.

**4. Ideas for increasing response rates for online course evaluations**

- There is an abysmally low response rate for online courses (state side). Ellen asked PCs to brainstorm with their faculty for ideas to how to improve.
- Course evaluations are problematic since they are not connected with what faculty set up on blackboard. It would be better to have course evaluations uploaded the week before classes start.

**5. Faculty Evaluations (handout)**

- Faculty Due/Eligible for Pre-Tenure/Post Tenure Reviews, Promotion, Tenure, Sabbaticals & Timelines – Ellen reviewed a draft memo sent to Doug Marshall. Faculty up for promotion need to be in sync with their post-tenure review. Pre-tenure review is now mandatory. Pre-tenure reviews give faculty a chance to offer suggestions to those who are weak in a particular area. PCs will coordinate faculty discussions/voting prior to the deadlines below. PCs will encourage faculty to provide narrative comments when reviewing proposals. There are a number of faculty eligible for sabbatical leave.

	<u>Due to Ellen</u>	<u>Due to Dean</u>
Sabbatical leave requests	11/1/09	11/12/09
Promotion and post-tenure comprehensive reviews	12/15/09	2/1/10
Annual evaluations and pre-tenure reviews	1/15/10	3/1/10

- Calibrating Faculty Evaluations – At the request of the Dean, Ellen shared annual evaluation rating data with the faculty that included evaluation ratings for SHS in comparison with other schools in the college. SHS tends to be higher than some of the other schools. Ellen broke down the data by PEC for comparison to other PEC groups and/or SHS as a whole. It is very important for the PEC to evaluate based on the college criteria. Evaluations must tie with these criteria, within framework of length of service. All faculty should use the criteria when preparing their summary activity reports. Nominations for faculty awards were discussed. SHS has great faculty that need to be put forward. PCs will discuss with their faculty who is eligible for awards and then come together as a group to evaluate nominations to decide who to put forward from SHS.

**6. Enrollment Plans (handout)**

- Schools are asked to revise enrollment plans that were generated in summer 2008. In some cases, we have made strides which should be noted. Ellen asked PCs to review each column and enlist admin assistant help where necessary. This is a planning document – can be forward thinking. Anticipated graduate programs and certificate programs can be included. Impact on other programs must be noted. Plans need to be as informative as possible. Provide revised plans to Ellen by 9/11/09.

**7. Benchmark Programs – Aspirational Programs**

- Graduate Programs first; then Undergraduate – PCs should identify a handful of programs from other universities comparable to theirs. Choose carefully because the Graduate School will use these as benchmarks. Then do the same for aspirational programs.
- Consider impacts on other programs.

- PCs discussed data tracking for measuring impact of increased tuition on our programs and/or why students enroll or not with our programs.

## 8. Restructuring

- Ellen will attend each program's first faculty meeting to go through the initial step of restructuring to talk about guidelines and procedures.
- It is very important that we not work as completely independent units as we go through this. As a school we have to remain cost neutral. We need to communicate with one another as we go forward with the process. The models for leadership compensation are: 1) Department Head – faculty position with release time and a summer commitment of .4 to .5 and 2) School Director – exempt appointment with a summer presence.
- Clear guidelines on what a program/school is have not been provided.
- Groups should have Plan A as a top option, but also come up with Plan B or Plan C in the event Plan A is not accepted.
- Ellen discussed how to structure the letter of intent due 9/4/09.

**Next Meeting: Tuesday, September 1, 12:30-2:00**

### Upcoming Dates:

August 18, 7:30-3:30:	New Faculty Orientation (UC Panorama)
August 18, 4:15-5:00:	New Faculty Reception (UC Panorama)
August 19-20:	UNC New TA/GA Orientation
August 21, 9:00-11:30	New Faculty Benefits Orientation
August 21, 4:30-5:30	UNC Convocation, Cranford Park
August 21, 5:00-7:00	UNC BearFest, Turner Green
August 23, 12:00-4:00	Fall "Bizarre" (UC)
August 24	First Day of Classes ☺
Sept. 2, 4:00-6:00 PM	Commuter, Non-Traditional, Transfer, and Veteran Student Resource Fair (UC Ballrooms)
Sept. 4	Restructuring Letter of Intent due to Task Force

Minutes by Janice Riegel