



**School of Human Sciences
Program Coordinators Meeting
September 3, 2008, 9:00-10:30
Gunter 1290**

Present: Susan Collins, Jamie Erskine, Deborah Givray, Ellen Gregg, Julie Hanks, Joe Ososkie, Phil Reichel, Jenny Weber

Welcome and Kudos

Ellen welcomed the group. Ellen announced that RRCEP is cleaning downstairs to make storage space and found 12 sets of Altec-Lansing speakers. If you are interested, please contact Jude Printz. Julie announced that she and Tina Stoodly received a 2-year, \$100,000 grant from The Daniels Fund to expand the cochlear implant clinic. Jenny announced that over the summer Mark Guiberson received an \$11,000 grant from ASHA to develop screening protocol for bilingual children. Jamie announced that Alena Clark received a grant to develop a breastfeeding and lactation website, translated into several languages. Alena is also working on four grant proposals planned for submission this year. Ellen announced there are three new faculty in Community Health and Deborah Givray is moving forward with the CEPH accreditation document.

1. **Abe's Five Themes for 2008-2009** – The Provost is focusing on these items. Please keep these in mind as you generate proposals throughout the year for the Provost's support.
 - a. Recruitment & Retention
 - b. Civic Engagement
 - c. UG Research
 - d. Internationalization of Curriculum
 - e. Community Building

2. **Budgets** – The administrative assistants in each program area have budget information. The budgets are broken out based on pre-Charting the Future departments for ASLS, CRJ, and HS (Gero, Rec, Rehab). This creates problems, even beyond budget reporting. For example, since enrollment reports are run by budget code, Ellen worked with Janet Crego recently to straighten out enrollment figures by program. A new budget code was created this summer to separate Community Health and Dietetics. This was important to separate the programs given their respective accreditation processes. For Human Services, it is more difficult to separate the budgets because the programs are small. The majority of each budget is dedicated to salaries. The admins in each program area have information on supplies and travel. Ellen asked program coordinators to monitor their respective budgets during March/April to see if there are remaining dollars to spend before year end.

3. **NHS College Deadlines** – Ellen distributed a handout that documents all NHS deadlines for the academic year. Ellen pointed out deadlines associated with scheduling and reappointment. In October, each program should take a vote of the faculty for reappointment recommendations. In Human Services, all three disciplines may vote as a group. Full-time tenured and tenure-track faculty may vote. For first year faculty, reappointment recommendations are due in

January. The reappointment form is available on the Dean's website. A narrative memo is submitted with the form. Ellen has met with all new faculty to explain the faculty evaluation process. Ellen will prepare a list of faculty who are eligible for pre-tenure review, post-tenure review, sabbatical leave, promotion and tenure.

4. **School and Program Websites** - Ellen distributed a hard copy of each program's web page. The School and its programs need to be promoted. Each program should identify a representative who will be responsible for website content and development. Those identified include Jill Bezyak, HRS; Tina Stoody, ASLS; Ashley Walker, CH; James Gould, REC; and Susan Collins, GERO. Jamie will ask for a volunteer from her faculty. Ellen will schedule a meeting with this group to discuss website development. Ideas for the SHS website include new faculty profiles, student awards from the last academic year, grant activities, scholarships, faculty awards, mortar board awards, professional awards, college/university awards, photos that reflect school activities, and links to related events. Once the website content is updated, a new look/theme will be pursued. Please direct items for the SHS Highlights section to Ellen within the next week.

5. **Enrollment Management**

- a. **Major and Minor Reports** – There are reports available via Insight with varying degrees of accuracy. Last week Ellen worked with OBIA to correct initial enrollment reports. It is important to include minors to give a realistic aspect of the programs. If you notice discrepancies on insight, please let Ellen know.
- b. **Target Class Sizes** – Target class size requirements are 40 students for 100/200 level courses, 30 students for 300/400 level courses, 15 for MS courses, 5 for PhD courses and 20 for labs. These are average class sizes, by school. This fall, the average for SHS in all areas was fine. When class size reports come out, Ann Bentz will highlight those under target and request an explanation. Ellen will work with program coordinators to justify a lower class size, i.e. intensive interactive class. These targets do not apply to summer courses, where a different funding model is used. Online courses with caps of 30 are fine. If you know of faculty interested in being on the NHS Policies & Procedures committee, let Ellen know.
- c. **Program Admission Criteria** – Two programs in SHS have admission criteria, Criminal Justice and Recreation. The admission criteria for these programs has been in place for some time; however, there needs to be a clear and compelling case to continue the criteria. The University is not permitting new admission criteria at this time.
- d. **Advising Evaluation** - In addition to evaluation of teaching, service, scholarship; there will now be an advisor evaluation. The Dean has also established an award for outstanding advising at both the undergraduate and graduate levels. There is some advisor training provided in the new faculty orientation. It is recommended that in-house training be provided for program specific advising. There are some challenges associated with transfer advising. It was suggested that faculty be given the opportunity to evaluate the advising tools available to measure how well they work. Ellen suggested perhaps Ann Bentz could do workshops at both the beginning and experienced levels. Jamie suggested that advising evaluation could be by program, instead of by individual faculty member. In Dietetics, students can speak with any faculty member for advising. Ellen will discuss these ideas with Ann and Denise.

6. **Meeting with Nursing Students** – Last year SHS met with Nursing students to present information about alternative majors. The meeting was held later in the semester and many students had already selected an alternative major. This year, Debra Leners suggested that SHS could meet earlier with the 2nd and 3rd year nursing classes following the first few weeks of class. Ellen discussed this option with the program coordinators. The preference is for a Tuesday at 5:00 pm. Ellen will contact Debra Leners to confirm a date/time for the SHS presentation.
7. **Program Review/TracDat** – The TracDat representative from each program must attend training. Trac Dat has changed and is now a better system, more user friendly. Data from Trac Dat will be used for annual program reviews and 5-year program reviews. Contact Angie Koponen for individual training. Group training opportunities on are available through CETL. Annual reviews are due November 1, 5-year evaluations are due October 1.
8. **NHS Faculty Mentoring & Support Programs** – Ellen distributed a handout. Abe asked the Dean to put together information on faculty mentoring and support programs. Ellen distributed the draft report that Denise generated. Please review the draft and let Ellen know if you do anything at the program level that you would like to incorporate.
9. **Program Information** – Ellen requested that Program Coordinators send her updates at the first of each month with information and/or needs related to their program (see below). This way Ellen can be better prepared when last minute requests for information or funding opportunities come from NHS. Phil suggested that information updates could be obtained from the web representative.
 - a. Monthly updates of faculty, student, club, program activities
 - b. Updated UNC Foundation requests
 - c. Equipment/instrumentation needs
10. **Adjunct Faculty Requests** – Ellen asked that Program Coordinators forward their adjunct faculty requests to her. Requests should include name of adjunct, what course(s) they will teach, and their rate of pay. Standard pay rates are \$1000/credit for those with MS, \$1200/credit for those with PhD, and \$1500/credit for emeritus faculty.
11. **Activities for Involvement of Students**
 - a. **Middle school visitation days (9/29, 10/6, 10/14)** – Programs may select one date. Presenters would do four 30-minute sessions between 10:00-12:00. If interested, the presenters could eat lunch with the middle school students. If you have student groups who would like participate, let Ellen know as soon as possible. This is a good opportunity for programs with discovery majors.
 - b. **Campus Food Drive** – Ellen suggested that student groups from our programs might want to work together. The collection day is October 9. The Weld Food Bank is very low. Cash is also accepted. Ellen will post a photo on the SHS website of the winner with their trophy! Dietetics won last year.
12. **Additional Items** – Jamie announced that the University has a limitation on how many credits a student can take during the interim session. Jamie proposed that a suggestion go forward to the APC to discuss and possibly limit how many credits a faculty member could teach during the interim session. The program coordinators supported Jamie's suggestion. Jamie will recommend one class or 3-5 credits.

Next Meeting 9/17/08 – Liz Gilbert (10 AM): New Mexico Field School, Summer 2009; School of Human Sciences Mission & Vision (Ellen requested that programs review their mission/vision statement prior to the next meeting); Nick Lobejko, Associate Director of Development for NHS will stop by.

Upcoming Dates:

- ∞ September 9, 11 AM – Service Learning meeting with Mike Kimball, Gunter 1380
- ∞ September 9 – Draft of faculty due/eligible for pre-tenure review, tenure, promotion, sabbatic leave & post-tenure review due to dean's office
- ∞ September 20 & 21 – Family & Friends Weekend, Gunter Reception, 10:00-11:30 AM
- ∞ September 23 – State of the University Address
- ∞ September 24 – Fall 2009 initial class schedules due to dean's office
- ∞ October 1 – 5-year program review drafts due to director and dean (Gerontology, Recreation & Tourism)
- ∞ October 10 (PM) and October 13 – Ellen out of office-vacation
- ∞ October 27 & 28 – Ellen out of office – site visit Auburn University
- ∞ November 1 – Annual Program Reviews due (ASLS, CH, CRJ, FND, HRS, HUSR)
- ∞ November 1 – Reappointment Recommendations for tenure-track faculty in 2nd year of employment due to dean.

Minutes by Janice Riegel