



**School of Human Sciences
Program Coordinators Meeting
September 17, 2008, 9:00-10:30
Gunter 1290**

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

Visitor: Nick Lobejko

1. Welcome and Kudos

- There is an article in the UNC Mirror announcing Julie Hank's and Tina Stoody's recent grant award.
- Deborah Givray prepared the first draft of the CEPH accreditation self-study report and it is out for external review.
- Of the 10K available from the University to support program reviews, SHS received 2.3K to fund external reviews.
- The Place Building and Research Initiatives research interest group (RIG), coordinated by Diane Gaede, met yesterday. The Dean's Office provided a nice lunch for a group of approximately twenty.
- Susan Collins and Diane Gaede have done a great job of pulling their 5-year reviews together given a late start.

2. Nick Lobejko – UNC Foundation

- Nick Lobejko, Associate Director of Development for NHS, introduced himself to the PCs. Nick has been with the UNC Foundation for four months as a major gifts officer and serves as the liaison between NHS and the Foundation.
- NHS has brought in 500K during each of the last three years and has the potential for more. Nationally speaking, giving is up 3.7% over the last year.
- Based on the results of a feasibility study that interviewed our top donors, the Foundation Board voted to move forward with the capital campaign goal of 80M by 2014. Sixty-five percent of those surveyed agree and strongly agree that UNC can meet their capital campaign goal.
- To be successful, our focus should be in two key areas. One, leadership needs to market both themselves and the University. Two, a faculty volunteer base must be built. Faculty involvement is critical for success. Realistically, donors give to faculty contacts and/or programs, not to a foundation officer or the University.
- Nick will visit individually with faculty members to discuss the bridge program, an outreach connection to the community. Programs Coordinators are encouraged to invite Nick to one of their individual program faculty meetings.
- There was skepticism from PCs relative to how they will be expected to participate in establishing donor contacts. It will be important for faculty to see University leaders (e.g., the president and the provost) be proactive to engage the media in our capital campaign.

- There is now more of a team approach at the Foundation. Nick can assist with building alumni data and event marketing. Julie Hanks spoke of the support and outstanding job that Allie Steg-Haskett, Director of Corporate and Foundation Relations did when marketing the cochlear implant proposal to the Daniels Fund.

3. Reminders

- a. Cans to Candelaria – Collection deadline is 10/9/08. For student groups that are participating – great job!
- b. Foundation Requests – Ellen does not have any requests to date. Faculty discussed various ways to volunteer and help Nick. Think broadly about the needs of your program in terms of retention and consider what you would like to give if you were the donor. Keep scholarships in mind. Direct foundation requests to Ellen and she will forward to Nick.

4. Workload Summaries – due 9/22/08

- Administrative assistants have been instrumental in getting these compiled; however, Ellen encourages PCs to review them.
- Service and scholarship activities don't need to be broken down, but do need to be noted in the right hand column.
- Faculty who are not state funded may be included. Please note if someone has 'x' hours on grant funds or extended studies.
- Adjunct faculty should be listed with their primary program area, although some teach courses in other programs.
- Overloads should be entered on the right hand side of the form.
- The information from the workload summaries is used to double check budget data. Summary data will likely be used by the NHS Faculty Workload Committee. There was discussion/concern about the purpose of this exercise.
- There was discussion about how much effort faculty put in during the summer. If faculty are not on contract, they are not expected to be accessible. Student advising coverage defaults to Ellen during the summer if faculty are not on contract.

5. Upcoming Events

- a. Enrollment Summit – October 15 – Jamie and Ellen will attend. The PC meeting scheduled for October 15 will be moved to October 8.
- b. Date for meeting with pre-nursing students – Needs to be mid-October or later. Ellen asked for one person from each program to participate. The recommended date is Tuesday, October 21 at 5:00 pm. Janice will find a room.
- c. Major Fair – October 15 – 12:30-2:30 PM – UC Ballroom. Ellen distributed a flyer. Programs have the opportunity to set up table with handouts, pictures, artifacts of their professions. Ellen encourages all programs to participate. The School will purchase candy. Janice will research promotional companies for information on tablecloths, pens, magnets, sticky notes, etc..
- d. UNC Aims Transfer Fair – October 9 – 12:00-4:00 pm. Ellen is planning to participate and would appreciate others to join her to talk about their programs. Ellen will collect 4-year plans from each area.

6. UNC Calendar feedback

- Ellen distributed a document to faculty requesting feedback. Faculty also received information from another source. Ellen will let Denise know that the solicitation for feedback has been widely distributed. There are a variety of preferences among the PCs.

7. Other Items – None

8. Liz Gilbert – Field School – tabled until next meeting

Future Meetings

- 10/1/08 – Liz Gilbert will share information about the New Mexico Field School, Summer 2009
- 10/8/08 – Rescheduled from 10/15/08
- 10/15/08 – No meeting, Ellen will be at the enrollment summit
- 10/29/08 – Denise Battles and Beckie Croissant will be here to discuss how room scheduling is coordinated – how it proceeds, what things we can do to make sure we get the appropriate type of rooms.

Upcoming Dates:

- 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 9 - UNC/Aims Transfer Fair
- October 10 (PM) and October 13 – Ellen out of office-vacation
- October 15 – Enrollment Summit (all day); Major Fair (PM)
- 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