



**School of Human Sciences
Program Coordinators Meeting
October 29, 2008, 9:00-10:30
Gunter 1290**

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

Denise Battles and Beckie Croissant had planned to discuss room scheduling. They won't be here due to an overlap with a meeting called by the Provost.

1. Welcome and Kudos

- Kudos to the SHS website coordinators – Jill Bezyak, Alena Clark, James Gould, Bill Perrill, Tina Stoodly and Ashley Walker. Updates look good.
- Diane and Susan submitted 5-year program reviews for Recreation and Gerontology, respectively. Well done.
- Susan is working with an internal planning committee that is moving forward. HUSR 205 was approved for LAC/gtPathways status – congratulations to Susan for monitoring this through the approval process.
- Rachel Flint, a 3rd year AUD student was selected for an outstanding poster award at the ASHA convention. Her registration fee was waived.

2. Approval of Minutes 10/01/08

- Approved. Janice will post on the SHS website.

3. School Christmas Party

- Ideas for a school holiday lunch were discussed. The School cannot fund the event, so attendees will pay for their own meal.
- Options included: plated meal at the UN Panorama Room or buffet meal at Tobey-Kendel dining room.
- Janice will check availability of TK dining room on Wed/Thurs of finals week.
- Jamie will ask Hal Brown if Dining Services could provide table coverings.
- PCs will take ideas back to their faculty for input regarding venue and date. Comments are due back to Ellen by November 3.

4. Program Review

- Program reviews are due to the Dean by November 1.
- PCs need to email the executive summary to Ann Bentz or attach it as a document in Trac Dat. Ellen also needs a copy of the executive summary once program review is complete.
- There are multiple frustrations with Trac Dat. Ellen suggested a summary of concerns be prepared to provide to Ann Bentz

5. Instruction Course Types

- Ellen distributed a handout that provides instruction course types/codes. This information is needed to complete the new curriculum course form. There are minimum contact hours relative to credit hours – please take note of ratios.
- Ellen reviewed a course report from the Registrar. She distributed a handout to each PC that reflects her changes noted in yellow.

6. Sabbatic Leave Requests

- Requests are due to the Dean by November 12. Ellen will need them by November 10.

7. School Mission and Vision Statements

- Ellen proposed modifications to the school mission statement drafted by Diane Gaede.
- PCs discussed how the clinical statements are perceived. 'Clinical' may be misleading for some programs, but is critical for others.
- Suggestions to modify the draft included: add 'education and' before ...clinical services to community; add 'scholarship' between ...leadership and service in their communities; change '...in their communities' to '...the global community'.
- For accreditation purposes; program, school, college and university mission statements must align.
- PCs discussed how to incorporate a statement about the personal experience at UNC. Forward wordsmith ideas to Ellen.

8. Undergraduate Scholarship Opportunity

- NHS received funds to be used for undergraduate scholarships in the Spring.
- Ellen distributed a draft call for applications.
- Students are required to be involved in a special project coordinated by a faculty member.

9. Honored Alumni Planning

- Ellen distributed information about honored alumni nominations, due March 1, 2009.

10. Learning Communities

- Ellen forwarded her response to Ann Bentz and is waiting to hear back her.

Next Meeting 11/12/08

Upcoming Dates:

- October 30 – Jennifer Clarke – NHS Distinguished Lecture Series – 2:00-3:00 PM, Ross 1040 – *Moonlight, Mates, and Motherhood: Animal Behavior at UNC*
- October 31 - NHS Administrative Assistant of the Year Nominations – Beckie Croissant
- October 31 - Student Research Fund Applications – Sandy Pope
- 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.
- November 5 – All-school meeting – 4:00-5:00 PM – Gunter 2530
- NHS Faculty Award Nominations – Due November 7 (Sandy Pope)
- Sabbatic leave requests and recommendations – Due to Dean November 12 – to Ellen by November 10