



**School of Human Sciences
Program Coordinators Meeting
November 12, 2008, 9:00-10:30
Gunter 1290**

Present: Susan Collins, Jamie Erskine, Diane Gaede, Ellen Gregg, Julie Hanks, Joe Ososkie, Jenny Weber, Mary West-Smith (for Philip Reichel)

Absent: Deborah Givray

1. Welcome and Kudos

- Jill Bezyak and Ashley Walker were awarded a grant from the Provost Fund for Faculty Scholarship and Professional Development.
- Mark Guiberson and Alena Clark have pending research enhancement and development grants. Award announcements are expected this week.
- The ASLS site visit is scheduled for February 23-24, 2009.
- The MPH program will have their site review March 2-3, 2009.
- Susan Collins has an accepted publication.
- Jamie Erskine is on the national ballot for the Commission on Accreditation for Dietetics Education.

2. Freshman Year Experience Cohorts (formerly known as Learning Communities)

- The name for Learning Communities has changed.
- There is a meeting tomorrow with Rob Umbaugh about the FYECs.
- This year each program will identify the courses in their FYEC; however, there are some guidelines.
- Each block of classes (cohort) needs to have 10 credits (three 3-credit courses plus 1-credit Freshman Year Experience).
- Each program must have a minimum of four cohorts: 1) no exceptions (would include ENG 122, may or may not include a psychology course, depending on major); 2) includes English exception, but not Psychology; 3) includes Psychology exception, but not English; and 4) includes both English and Psychology exceptions.
- Programs can't specify math courses in cohorts because math is an advised area. You do not have to have a course with your major prefix.
- Ellen needs the cohort information prior to a 1pm meeting tomorrow.

3. Faculty Evaluations

- Timelines
 - i. Promotion, Tenure & Post-tenure due to Dean February 1
 - Two faculty are eligible from SHS – Alana Cline and Philip Reichel.
 - Ellen will need information by January 15.

i. Annual Evaluations due to Dean March 1

- Includes pre-tenure reviews for James Gould and Tina Stoody.
 - For pre-tenure reviews, Ellen will need information from the program committees by February 2.
 - For annual evaluations, Ellen needs information by February 16.
 - Program committees are to let Ellen know what their respective deadline dates are.
 - On the form that faculty fill out when they evaluate each other, there is space for comments – please use this, comments are critical.
 - Joe will talk to Jill about how to prepare annual evaluation materials.
 - For full-time adjuncts to be considered for a merit increase, they must have an annual evaluation.
 - OES course responsibilities are considered an overload.
 - Ellen will meet with every faculty member to review her summary evaluation and discuss workload distribution for the coming year. Ellen will not approve any workload requests without considering program needs.
 - Ellen will send out an email to all faculty outlining the evaluation process, announcing that each program will establish dates.
- PEC Groups – ASLS, CH, CRJ and DIET will have their own PEC. GERO/HRS/REC will combine to form one.
 - Eligible for Promotion: Alana Cline
 - Post-tenure Review: Phil Reichel
 - Pre-Tenure Review: Tina Stoody & James Gould

4. Approval of Minutes 10/29/08

- Discussed item #4. Ellen will send a list of frustrations related to Trac Dat to Ann Bentz.
- Minutes approved by consensus.

5. School Christmas Party

- Announcement went out yesterday. Lunch at Tobey-Kendel.
- Cost is \$5.32 with payroll deduction versus \$9.50 without.
- Faculty are encouraged to attend.

6. Theses

- Ellen announced that a syllabus must be on record for your thesis courses.

7. Classroom Scheduling Procedures

- Beckie and Denise are planning to attend a meeting in the spring to discuss classroom scheduling procedures.
- The process is changing.
- With the exception of labs, fewer classrooms will be pre-assigned and R25 will be utilized to a greater extent.
- The home building of each program will be considered.
- There is no guarantee that classes will be in the same classroom each semester.

- 8. School Mission Statement** – Ellen tried to incorporate suggestions from the last meeting – edits/additions are welcome: Discussion tabled until next meeting.

The mission of the School of Human Sciences at the University of Northern Colorado is to prepare well-educated students in the areas of audiology and speech-language sciences, community health, criminal justice, dietetics and nutrition, gerontology, human services, recreation and tourism, and rehabilitation for successful leadership, professional practice, scholarship, and service in the global community; to contribute to the advancement of the professions through scholarship; and, to provide community outreach through educational and clinical services that enhance student learning and enrich the community. We seek to fulfill this mission by providing distinctive undergraduate and focused graduate programs that engage students through active participation in learning and scholarship with the faculty and by promoting a culture that fosters collaboration across disciplines and excellence in teaching, scholarship, and service.

9. Information Items

- Interim Session – 304 students registered (90 for NHS classes – cap for NHS classes 168). Enrollments need to be high enough to cover faculty member’s salary.
- Space Utilization Committee – Develop University policies related to space allocation – Beckie Croissant is the NHS representative. The University policy will likely be similar to NHS policy – full time faculty get first priority.
- Summer Session funding – same model as last year will be used (1/36th of annual salary). Classes will not go if they are not adequately enrolled (20 or more)
- All School Meeting with Provost – Wednesday, February 11, 3:30-5:00, Gunter 2530
- Quality Matters initiative for online/hybrid classes – handout was distributed. This is a good program to convey to external customers that these are courses of quality. Ellen will attend a lunch meeting today to get more information. There will be a national speaker brought in during early spring.

Next Meeting 12/3/08

Upcoming Dates:

- November 14: Last day for filing (1) Thesis and Doctoral Dissertation, (2) Results of written comprehensive evaluation
- November 14: Nominations due for Outstanding Dissertation/Thesis
- November 19: Health Fair, UC
- November 19-22: Ellen – ASHA Convention, Chicago
- November 26: No classes

Minutes by Janice Riegel