



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

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

Absent: Diane Gaede, Deborah Givray, Philip Reichel

1. Welcome and Kudos

- NHS Undergraduate Scholarships – A portion of funding was allocated to each school in NHS. Ellen approved all four submissions for funding. Get details from Ellen.
- NHS Student Research Funds – Sixteen proposals were submitted. Of the four from SHS, one was funded – Stephanie Woods from MPH program.
- Jamie announced that she had some students do some wonderful service learning projects; however, due to bad timing with Community Connections, the students won't have an opportunity to present. Ellen suggested Jamie talk with Mike Kimball.

2. Approval of Minutes 11/12/08

- Ellen proposed that Janice will send the minutes by email and provide a week for feedback before posting on the SHS website.

3. Spring PC Meeting Times

- Janice will map out spring teaching responsibilities to see what times are available.
- Program coordinators will send Janice information related to clinic times or other obligations not within the class schedule.

4. First Year Faculty Re-appointment Recommendations due January

- Two from SHS – Bezyak and Nkansah-Amankra.
- HRS will evaluate Bezyak.
- CH will evaluate Nkansah-Amankra.
- Ellen will obtain updated vitas by December 10.

5. Program Review

- Ellen received feedback yesterday for annual program reviews. The feedback from 5-year reviews is expected by December 15.
- For programs with a graduate component, there is an appendix that must be completed to provide graduate data.
- Ellen instructed ASLS, CH and HRS to refer to the program review guidelines for details.
- There is frustration about misguided instructions.

6. Affiliate Faculty Guidelines

- Ellen has received questions about affiliate faculty.
- The confusion stems from a phrase in the Board of Trustees Manual related to affiliate faculty regulations that states under normal circumstances, affiliate faculty will receive no salary for services provided.
- Ellen clarified that we don't typically pay affiliate faculty; however, if they teach a course, they will be paid as a part-time faculty member.
- Ellen encouraged program coordinators to consider affiliate status for those who make regular contributions to their programs.

7. Consumables Reimbursement

- The Provost provided funds to offset the cost of consumable supplies used for instructional purposes.
- Deb Pirera provided the program admins with a copy of the budget transfer that distributes the funding the college has received from the Provost.
- NHS will be required to report on the use of these funds. A unique activity code (NHCNS) has been established to track consumable purchases.
- Ellen asked faculty to tag appropriate purchases as 'consumable' so that the admin knows to apply the activity code.
- Paper and toner are considered consumable items.

8. Interim Session Information

- Draft information was distributed at the last Leadership Team meeting.
- All SHS interim classes have sufficient enrollment to be offered.
- There was discussion about the amount of time a student should plan to study outside of class per credit hour. How do you assess whether or not the quality of instruction is as good during interim session as during a full semester?
- The question of shortened course formats during a full semester, i.e. 10-week, was mentioned. Ellen believes that alternative course formats are still allowable.

9. School Mission Statement

- The draft statement below was reviewed.
- Faculty moved to remove 'community' in line 5
- Faculty agreed by consensus to adopt the mission statement.

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.

Next Meeting TBD

Upcoming Dates:

- December 9: NHS End-of-Semester Gathering, 11:30-1:00, Gunter 3010
- December 10: SHS Holiday Lunch, 11:30-1:00, Toby Kendall

- December 12: Graduate Commencement, 7:00 PM, Butler-Hancock, <http://www.unco.edu/grad/current/commencementInfo.pdf>
- December 12: Ellen out-of-town
- December 13: Undergraduate Commencement, Butler-Hancock, <http://www.unco.edu/grad/current/commencementInfo.pdf>
- December 15: Fall/Spring Interim Classes begin
- December 17: Fall grades due by 5:00 PM
- February 11: All School Meeting with Provost, 3:30-5:00, Gunter 2530

Minutes by Janice Riegel