**Department of Health Science**

**Faculty and Staff Meeting**

**January 22, 2015**

**Meeting Notes**

**Participants:** A. Hedman, J. Visker, M. Windschitl, M. Tappe, Z Hansen, J. Luebke, A. Hamilton, M. Murray-Davis, D. Larsen

**Notes:** V. Boruff

1. Approval of the Agenda – The agenda was presented & reviewed by all in attendance. Motion was made by M. Windschitl & 2nd by D. Larsen to accept agenda as presented. No additional discussion – Question was called & motion carried 9-0
2. Thanks, News, Requests for Action, Information
	1. Thanks
	2. Summer Money
		1. Three Week Spending Hold
	3. CAHN Meeting
		1. No New Positions
	4. Maps: Available from Vicki – Once final copy is complete, Vicki will scan to PDF and send out to faculty. It will also be on the Health Science Share Drive
	5. Search Committee Training – Additional training needs to be done for all members of search committees. Marlene will check with each person to set up time.

1. Discussion/Action Items
	1. Graduate Program Changes
		1. Courses
			1. WCDP 577: Health Behavior Change (New Course) Motion was made by A. Hedman & 2nd by J. Visker to approve new course. Discussion: Title of course should be: Behavior Change Foundations & Strategies. Question was called & motion was carried 9-0. Rationale: This course is part of inter disciplinary program with Human Performance & Family Consumer Science.
			2. HLTH 654: Disease Prevention in Public Health (Level Change, February 5 Agenda) -
			3. HLTH 675: Advanced Biostatistics (Level Change, February 5 Agenda) – Change name to “Applied Biostatistics” – Autumn will bring to next meeting.
			4. HLTH 606: Epidemiology (Level Change, February 5 Agenda) – Mark will bring to next meeting
			5. HLTH 661: Curriculum Trends (SLO Change, February 5 Agenda) – Marlene will bring to next meeting
			6. HLTH 568: Grant Writing for Health Professions (No Change) – Instead of HLTH 668, Judy will work on Hlth 568 and we will do Hlth 468 in the Fall
		2. Community Health Education, MS (February 5 Agenda)
		3. Public Health Education, Post-Baccalaureate Certificate Program (February 5 Agenda)
		4. School Health Education, MS (February 5 Agenda)
		5. School Health Education, Post-Baccalaureate Certificate Program (February 5 Agenda)
	2. Graduate Program Request: Health Concentration in MBA Program (see e-mail from Christine Mahoney) – E-mail was shared with faculty & motion was made by M. Murray-Davis & 2nd by M. Windschitl to approve Marlene to move forward with conservation regarding this. Question was called & motion carried 9-0
	3. Academic Plan
		1. Plan and PowerPoint - M. Tappe will e-mail out a copy & ask that everyone look at portions that pertain to their areas & return comments to her.
	4. Graduate Student Request – Due Jan 30th – Dawn & Marlene will be working on. We will try for 3 TA’s & change load descriptions.
	5. Summer Money
		1. Common Read: The Good Food Revolution by Will Allen – Vicki will order for those interested.
		2. Digital Signage with RPLS – cost is about $1,000; consensus to go ahead with if we have additional funds.
		3. Technology Requests – Review list given to you by Marlene. All tech. orders have to be reviewed by Paul C. before we can order
		4. Jackets – Also asked that we look at sweatshirts – possibly offer to student to purchase
		5. Student Conference Travel Allocation – Motion was made by M. Murray-Davis & 2nd by A. Hedman to set aside $10,000 for Student Conference Travel. Maximum amount to award each student is $750. Applications are due by Feb 11, 2015. Travel must be completed by May 15th for students to qualify. Student must be prepared to cover additional costs by themselves. Question was called & motion carried 9-0. Please let your students know.
		6. Right Now- Online Application Manager
	6. Citrix Go to Meeting Usage – approx. 6 people use it our department. Marlene will notify Paul C.
	7. My Health Science Student Nominations – Give student names to Marlene
	8. Scholarship: Release Applications in February, Review and Decide in March
		1. ESG – Dollar amount & enrolled in 2015-2016 (summer does not count)
		2. Foundation Account – Marlene is checking on $$ for next year – Ok per faculty
		3. Welbome Scholarship – not much left – Marlene will check on it.
		4. ADS – Pfau Scholarship: Scholarship is currently on hold
	9. The Future: Transfer Degree Pathways -
2. Committee and Program Reports (as needed)
	1. Curriculum: Marge
		1. Book Orders for HLTH 101 and HLTH 240 – March 5th
	2. Personnel Committee: Mark
		1. Policy Related to the Election of the Chair – March 5th
	3. Alcohol and Drug Studies: Zach
	4. Community Health Education: Amy
	5. School Health Education: Marge
	6. Graduate: Dawn
3. Future Meetings, Events, and Deadlines
	1. February 5, 2015: Next Faculty Meeting
	2. May 9, 2015: Pre-Commencement Reception and Commencement
4. Adjournment - Motion was made by J. Visker & 2nd by A. Hedman– no discussion, question was called & motion carried 9-0

Additional Notes: M. Murray-Davis, informed faculty that the following items are needed for a course to be put into CDS:

* Learning outcomes
* Catalog Description (50 words)
* Rational
* When you would like to offer.