**Department of Health Science**

**Faculty and Staff Meeting**

**February 5, 2015**

**Meeting Minutes**

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

**Minutes by:** V. Boruff

1. Approval of the Agenda: *Motion was made to approve agenda by J. Visker & 2nd by D. Larsen with the following corrections: Item 4A1 – Course was already approved and Item 4A2 – Title should be Applied Biostatistics. Question was called & motion was carried 9-0*
2. Approval of Notes From January 22, 2015: *Motion was made to approve notes with the following correction: 3Ai6: Course number should be 568 not 668 as noted - as presented by A. Hedman and 2nd by J. Luebke. No discussion. Question was called & motion was carried 9-0*
3. Thanks, News, Requests for Action, Information
	1. Thanks
	2. Academic Plan Input – *Please provide input to Marlene within the next week*.
	3. Provost’s Response to Preliminary Reporting Related to the CAHN Academic Plan
	4. Resources for 2015-2016
		1. Four New Faculty, 18 credits of Adjunct, 4 Graduate Teaching Assistants from Academic Affairs, request to the College of Graduate Studies and Research pending
		2. Permission to use Summer Money, as needed and as appropriate, to fund Graduate Teaching Assistants
		3. Commitment to use Online Differential and Summer Money, to fund low-enrollment graduate program based on proposed revisions to the Graduate Rotation
		4. Tentative Schedule for 2015-2016 – *Was reviewed*
	5. Summer Money
		1. Please make appointments to meet with Paul regarding technology resources: All technology requests are vetted through Paul
	6. Policy Related to the Use of HC 2010
		1. Priority given to classes with special software or computing needs (proximity to laboratory space)
		2. Faculty teaching classes scheduled in HC 2010 must, as reasonable, work with other faculty teaching courses at the same time to provide them with access to the lab
	7. Proposal for February 19, 2015 Working Meeting
		1. Brochures and Webpages
			1. ADS Workgroup: Z. Hansen is excused from next week meeting.
			2. CHE Workgroup: Amy, Joe, Mark - Vicki to find room for meeting
			3. SHE/HPE Workgroup: Marge, Autumn – MF129
			4. Graduate Workgroup: Dawn, Judy, Marlene – MF 129

1. Discussion/Action Items
	1. Graduate Program Changes
		1. Courses
			1. HLTH 675: Applied Biostatistics (New Course)*: Motion was made by M. Windschitl and 2nd by J. Luebke to approve new course per information* *provided.* *No additional discussion – Question was called and motion carried 9-0*
			2. HLTH 606: Epidemiology (New Course): *Motion was made by J. Luebke and 2nd M. Tappe to approve new course per information provided. No additional discussion – Question was called and motion carried 9-0*
			3. HLTH 661: Curriculum Trends (Course Modification): *Motion was made by D. Larsen and 2nd by A. Hamilton to accept course changes as presented. No discussion – Question was called and motion carried 9-0*
			4. HLTH 568: Grant Writing for Health Professions (New Course): *Motion was made by M. Tappe and 2nd by M. Windschitl to approve new course per information presented. No discussion – Question was called and motion carried 9-0*
			5. HLTH 577 – Behavior Change Foundations and Strategies (New Course): *Motion was made by M. Tappe and 2nd by J. Luebke to approve new course as presented. No Discussion. Question was called and motion carried 9-0*
		2. Community Health Education, MS (Course Redesign): *Motion was made by D. Larsen and 2nd by A. Hamilton to approve course redesign as presented. No discussion. Question was called and motion carried 9-0*
		3. Public Health Education, Post-Baccalaureate Certificate Program (Course Redesign): *Motion was made by J. Luebke and 2nd by M. Tappe to approve course redesign as presented. No discussion. Question as called and motion carried 9-0*
		4. School Health Education, MS (Program and Course Redesign): *Motion was made by J. Visker and 2nd by Z. Hansen to approve program and course redesign as presented. No discussion. Question was called and motion carried 9-0*
		5. School Health Education, Post-Baccalaureate Certificate Program (Program and Course Redesign): *Motion was made by M. Tapped & 2nd by M. Windschitl to approve program and course redesign as presented. No Discussion. Question was called and motion carried 9-0*
		6. Wellness Coaching Disease Prevention (Program Approval): *Motion was called by A. Hamilton & 2nd by J. Visker to approve the new program as presented as a cohort with Family Consumer Science and Human Performance. No Discussion. Question was called & motion carried 9-0.*
2. Committee and Program Reports (as needed)
	1. Curriculum: Marge
		1. Book Orders for HLTH 101: *Motion was made by M. Murray-Davis and 2nd by M. Tappe to begin using the 14th edition of: Connect Core Concepts in Health by Insel & Roth with online access beginning Fall 2015 semester. No discussion. Question was called & motion was carried 9-0*
		2. Book Order for HLTH 240: *Motion was made by D. Larsen and 2nd by J. Visker to begin using the 16th edition of: Drugs, Society, and Human Behavior by Hart/Ksir with online access beginning Fall 2015 semester. No discussion. Question was called and motion carried 9-0*
	2. Personnel Committee: Mark
		1. Policy Related to the Election of the Chair
	3. Alcohol and Drug Studies: Zach
		1. Information Materials for Admissions
		2. Brochure
		3. Webpage
	4. Community Health Education: Amy
		1. Information Materials for Admissions
		2. Brochure
		3. Webpage
	5. School Health Education: Marge
		1. Information Materials for Admissions
		2. Brochure
		3. Webpage
	6. Graduate: Dawn
		1. Brochure
		2. Webpage
3. Future Meetings, Events, and Deadlines
	1. February 19, 2015: Next Faculty Meeting
	2. March 5, 2015: Next Faculty Meeting
	3. May 9, 2015: Pre-Commencement Reception and Commencement
4. Adjournment – *Motion was made by A. Hamilton and 2nd by D. Larsen to adjourn the meeting. No discussion. Question was called and motion carried 9-0*