

**Health & Human Performance  
Department Meeting Minutes  
January 15, 2008**

Present: Jay Johnson, Kim Rankila, Ray Reinertsen, Char Matheson, Don Mulhern, Jeff Engstrom, Bill Simpson, Glenn Carlson.

Minutes from the December 4, 2007 department meeting were approved. (Kroll/Reinertsen)

**Announcements**

Current department chair position expires on June 30. Provost Markwood will visit the department meeting on January 29 to discuss election procedures.

Performance evaluations for staff are due on January 31. Please complete Forms A & B, attach course evaluations and contact Glenn Carlson for an meeting time.

Performance evaluations for faculty are due February 14. Faculty will meet on February 12 after the regularly scheduled department meeting.

Dave Kroll will be on sabbatical for Spring 2009 to work on ARC certifications, entry-level athletic training program requirements, and a history of athletics at UW-Superior. The department was not given approval to fill Chris Vito's position, so Dave's courses will also be ad hoc.

Professional photo sessions for the department website will be offered this Wednesday and Thursday. Please make an appointment for a sitting.

**Business**

The department needs to put together a package for Summer Session 2008 which will allow students to take maximum advantage of course offerings. Currently, there are gaps in the HHP schedule in the afternoons and during the latter part of the summer session.

Tentative Fall 08/Spring 09 instructor schedules were distributed. Please sign and return to Char if they are acceptable. If not, please let Char know what issues remain outstanding.

Course syllabi for spring courses should be forwarded to Char by the first week of class.

HHP 102 schedule was announced by Bill Simpson. He will meet with the 337 students on 1/25 and give an orientation to lab on 1/29. Lab attendees will meet their instructors on 1/30, with pretests on 2/1 and the first lab on 2/4. Last lab is scheduled for 4/4, with the posttest on 4/7. Bill will email the schedule to instructors.

Ray Reinertsen reported that a new work-study student has been hired to keep the HHP 102 attendance data current in order to help students stay on track throughout the semester. She will also assist him with a project utilizing Testwell data.

Glenn Carlson reported that he is currently working on the latest DPI request for information. He distributed a template to course instructors requesting that they return the completed template to him by tomorrow, in order to meet the DPI deadline.

Meeting adjourned (Engstrom/Simpson)  
Submitted by: Char Matheson

Next Department Meeting: January 29, 2007