

**Health & Human Performance
Department Meeting Minutes
January 29, 2008**

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

Minutes from the January 15, 2008 department meeting were approved. (Reinertsen/Engstrom)

Business

Department Chair Election: Provost Markwood distributed department chair election ballots and explained the election procedures. Following his departure, there was discussion about election procedures. Those nominees who wished to be considered for election were identified and a vote was taken, with Glenn Carlson elected as department chair by unanimous vote. Ballots were completed and turned in to Char Matheson for delivery to the Provost's office.

Fall 08/Spring 09 Schedules: Second round of 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.

HHP 102: HHP 102 lab starts Monday. Colored pre-test sheets will be distributed to the instructors on Friday. They should be collected from students at the end of the session. Makeup pretests will be scheduled on Wednesday at noon. Bill Simpson will contact the 337 students for absence data to allow Christine, Ray Reinertsen's teaching assistant, to contact errant students via email.

DPI Review: Glenn Carlson reported that he is still working on the latest DPI request for information. The benchmarks listed on the templates he distributed at last meeting have been changed by DPI. He will meet with those instructors concerned to get the information he now needs.

Health & Wellness Expo: Bill Simpson will use lab assistants for blood pressure screenings and wellness assessments, for which he will charge a fee. Don Mulhern suggested that skin cancer screenings also be offered.

Exercise Science Internships: Internships are offered to students year-round. Criminal background checks and current vaccinations are now required by many internship sites. This information will be added to the internship book as needed according to the internship site requirements (Reinertsen/Kroll).

Meeting adjourned (Reinertsen/Johnson + Reinertsen/Rankila)
Submitted by: Char Matheson

Next Department Meeting: February 12, 2007

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