

**Health & Human Performance
Department Meeting Minutes
October 17, 2013**

Present: Glenn Carlson, Jeff Engstrom, Jim Geidner, Jay Johnson, Dave Kroll, Kim Lebard-Rankila, Ray Reinertsen, Bill Simpson, Robin Lisdahl

Excused: Don Mulhern

Motion (Reinertsen/Engstrom) to approve the minutes from the September 19, 2013 department meeting. Motion passed.

Announcements

Faculty Senate Update (Simpson):

Faculty Senate met on Tuesday. Topics of discussion included: reserve balance, program prioritization, and budget reduction.

HWM Update (Simpson):

Directors met on October 11th. Course objectives were mapped out. There are some revisions that will need to be made to courses. Bill will discuss changes with the individuals affected.

UAAC Update (Geidner):

Topics of discussion at the last meeting included catalog copy and military exceptions for the HHP 102 course.

HHP Club Update:

10 students attended the ACSM conference last week. Students will be presenting next week at WHPE and then again at MNAHPERD in November. Membership is up. They are looking for a fundraiser.

Fall Preview Days:

Please let Robin know if you are available to staff the HHP table today from 3-4:00pm or tomorrow from 11-12:00pm.

Grad Fair:

Please let Robin know if you are available to staff the HHP table Thursday, October 24th from 11-1:00pm. Glenn will be out of town.

Overload Policy:

The \$12,000/year cap is gone. System is looking to create a new cap of \$18,000/year or 20% of an individual's salary.

Chair Election:

The Dean will be attending one of our meetings this fall to discuss the chair election process. A vote will take place in February.

Syllabi Requirements:

The Dean's Office is now collecting syllabi and course evaluations to archive. Please review your syllabi and make sure that they include the required information such as program outcomes and objectives. Course syllabus guidelines can be found on the Dean of Faculties webpage.

Advising (Internships/Capstones):

This time was open for any questions or comments on advising/internships/capstones.

Agenda Items – OLD

Catalog Review:

A committee has been formed. No information has been distributed yet.

Community Health Promotion Major (Rankila):

Kim distributed a draft of the revised CHP major for review.

Motion (Reinertsen/Geidner) to approve the revised CHP major as submitted. Discussion followed.

- Motion tabled.

Ed TPA Department Committee:

A committee was chosen: Carlson, Engstrom, Kroll, and Mulhern. Glenn will e-mail committee members.

Agenda Items - NEW

Program Prioritization:

The due date for this is December 6th. The department will have to complete reports for all programs within the department. There will be more to come on this.

Certifications (Rankila/Simpson):

Not discussed at this time.

Other Business

- None

Meeting adjourned (Engstrom/Kroll)

Submitted by: Robin Lisdahl

Next Department Meeting: 11/14/13