Department of Physical Education
Faculty Meeting Minutes
August 18, 2004, 2 PM
Room 216 Pedagogy Lab

AGENDA

Presiding: Murray Mitchell
Present: James Mensch, George Wham, Lynda Nilges, Judith Rink, Patrice Shearin, Karen French, Eva Monsma, Jane Steinberg, Panayiotis Doutis, Peter Werner.

Announcements
1. Projector Schedule (attached). Sent electronically by Debbie. All 3 projectors will be kept in the pedagogy lab and a screen will be attached to the wall. (Number projectors)
2. Meetings will be timely.
   a. 3. Bring your calendar to all meetings.
3. Equipment requests – forms available in a tray under the telephone. Request from area groups would be appreciated.
4. Meeting schedule for fall (attached).

Issues
1. Hiring plan for the College of Education
   PEDU 575 needs another faculty member and/or a faculty member who can teach that and elementary courses. (Nilges) We need a faculty member to help in elementary courses when Peter retires. “French - The dean’s office gave money to help to cover classes Werner taught. The plan for covering all the cost was submitted to the college in April. That money is already in our budget. We had a large increase in instructional cost this year. The number of graduate students increased. Add a person in elementary”
   (Mitchell) The administration would hire 100 new faculty members with research money.

2. Professional memberships for majors
   Discussion of professional membership.
   Clarification: If a student has a mid-semester expiration date, then their professional membership for that semester must be renewed prior to expiration date. VOTE: Yes

3. Cross listing of Dance Classes
   Discussion of fee for dance class.
   Decision: The department will add the requested fees to the PEDU cross listed courses.

Tasks
MM wants to get updated photos of everyone in the department. Please go to website and make note of needed changes for you and/or your area.

2. Department Constitution revision (Karen, Judy, Peter)
   MM: Karen has done a lot on updating the constitution. Please update at next meeting.

3. Spring Schedule of classes (due: 8/25/03) Printer has been down… it is now up.
   EM: 545, could we move it to TTH or 1 day a week in the afternoon?
   KF: 650 might need to be moved.
   JR: Don’t mess with the scheduling because it conflicts with other courses.
   MM: we will discuss it at our next meeting.
   JM: needs to get another grad course in for spring.

4. Summer school plan—begin thinking about what needs to be offered and what you’d be willing to teach.
   We are required to have that in Dec.

5. A Q-Com response will be required. As I get more information on what that response will involve, I'll let you know. It is possible we will need the “extra” Wednesday in September for a meeting to describe faculty responsibilities for that response.
   MM: Sept. 29th may be the needed to have a meeting to work on this.

   Kym Kirby worked on this last semester. It will be updated and sent out this semester.
   MM: who should this newsletter go to? That will be decided later.

7. Peer evaluations of teaching
   a. Peter – Jim
   b. Karen – Panayiotis
   c. Murray – Eva
   d. Lynda – George
   e. Judy - Jane
   These are due this semester…. Before Dec.

**Departmental Duties**
Undergraduate Director Panayiotis Doutis
Graduate Director – Karen French (Murray will help)
Pedagogy Area Head – Judy Rink
Motor Behavior Area Head – Karen French
Athletic Training Curriculum director – Jim Mensch
Athletic Training Clinical Coordinator (undergrad) – Jane Steinberg
Athletic Training Clinical Coordinator (grad) – George Wham
Student Teaching Coordinator – Lynda Nilges
General activity program coordinator – Lynda Nilges
Professional points – Eva Monsma
Athletic Training Club – Jim Mensch
PE majors club – Eva Monsma
MAT advisor- Murray Mitchell
Majors activity coordinator – Panayiotis Doutis

**College Committee Assignments**

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<td>Basic Programs</td>
<td>Eva</td>
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<td>APGC</td>
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**University Service**

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<td>Faculty Senate</td>
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<td>Graduate Council</td>
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**Special Jobs, Events**

**Fall Graduation**
_ Werner, Rink ___Mensch ____________________________

Spring
_ Doutis ____________________________

Summer
_ Karen, Monsma ____________________________

**Event**

Organize dinner for fall graduates
_ Rink________

Spring awards breakfast
Eva

Arrange cater, speaker, coordinate club officers
_ Eva________

Order plaques and checks
Murray

Showcase (2 people)
_ Steinberg & Wham__

Attend, take brochures, create pictures, be able to answer Questions, coordinate participation by undergraduates
_ ________

Spring Award Breakfast
Required all faculty

College of Education Awards Day
_ Peter & Jim_______
Graduate Student Day       Murray

Other Business

Graduate student rep will be shared. Patrice Shearin rep for this meeting.

If you have agenda items for future meetings, get them to us early. Minutes will be available on the web page. We will send electronically in the future.

Jim Mensch… Jim and Peter went to admissions several years ago and they want to go again. They have our cap down way to low. KF… we need to have a target for teaching and a target for AT. Target should be 20 freshman for each area.

Meeting adjourned.