**Kinesiology Department Meeting Minutes**

**12/15/2021, 12-12:50pm WC183BC**

In attendance: Brandi Niemeier (chair), Allison Annala, Steve Bartlein, Stacy Boudreau, Jay Cameron, Andrea Ednie, Logan Edwards, Lindsey Greviskes, Kathleen Happel, Bridgette Hermanson, Nikki Hollett, Josh Ireland, Wesley Kephart, Adam Kelly, Elise Knoche, Adam Latella, Pat Miller, Jen Regan, Neil Romney, Keith Scheckel, Jason Shurley, Mike Stibor, Yubing Wang, Jared Wichser

Not Present: Kelly Witte

1. Call to order – Niemeier called the meeting to order at 12:05 p.m.
2. Becky Mueller gave a brief introduction about the office of Researched and Sponsored Programs.
3. Approval of minutes from December 15, 2021. Need to change date to 10/25 in the title. Stibor first, Greviskes second, motion approved.
4. Unfinished Business
   * Ad Hoc Committees, Updates
     + Peer Evaluation Tool (Shurley/Edwards/Kephart/Wang/Stibor) (discussion/action item)
       - Will be used to evaluate your teaching.
       - Questions and input are welcome.
     + Advising Survey (Shurley/Edwards/Kephart/Wang/Stibor) (discussion/action item)
       - Provide feedback and come back in Spring to discuss.
     + Coordinator Evaluation (Greviskes/Happel)
       - Human Performance Coordinator is Greviskes
       - HPEA is Happel and Hollett
       - Working on an evaluation
     + Lunch & Learn (Ednie)
       - The idea is to have it once/month within department.
     + Faculty Search/Screen (Shurley and others) (action item)
       - Review/Vote on Position Description
       - Review/Vote on Committee membership
         * Decide to stop search and reconvene as quickly as possible.
         * Approval of new description. Stibor first, Kephart second, 7 favor, motion approved.
5. New Business

* Curriculum Committee (Mike S.)
  + - M.S. Applied Kinesiology approved
    - COACHING 705 approved
    - COACHING 710 approved
    - PEGNRL 201: new course proposal approved
    - PEPROF 416: name/description change approved (again)
      * There was a short discussion.

1. Reports & Announcements

* Department Chair
  + Meetings:
    - Department Committee
      * Mon 12-12:50 pm, mandatory for full-time and split-appointment staff; optional for adjunct staff
        + What’s in a name?

Discussion on what Coaches title should be.

* + - * Meeting format
        + Maybe there needs to be two meetings for group reports starting in Spring, there could be a possibility if items need more discussion.
      * Discussion
* Department Communication
  + Will start emailing once a week either Thursdays or Fridays.
* Students and Employees – Counseling and mental health support is available online at UHCS and face-to-face at Winther Counseling Services (x2842).
* Learning Technology Center is offering the Online Teaching Institute – everyone is encouraged to inquire about it / participate. It is great professional development plus offers a stipend.
* Technology Assistant (TA) System is being developed to assist hybrid/online classes
* Starter Canvas course is available online at the main page in Canvas
* Live Captioning is available for all classes, including face-to-face/real-time
* Social Media postings – please keep to personal use only unless you are on a campus/department site. Do not mix personal and work-related posts.
* Fleet of bikes to be maintenanced/safety checked regularly; considering a purchase rotation for new bikes; Please consider using bikes for your classes
* Request has been made for any/all “old” office ceiling tiles to be replaced
* Portable webcam/HyFlex option – loaner in Brandi’s office; permanent OWL portable webcams should arrive by January.
* Course loads
* Full-time vs. split-appointment
* Distance Ed opportunities
  + Distance Ed grant form is on the COEPS Canvas site; or contact Brandi for a copy
* COEPS Spring Forum will be Jan. 13, details TBA
* Other COEPS News/Updates
* Format for Department/Committee Reports
  + Committees (Voting groups)
    - Agendas and Minutes posted publicly
  + Councils, Task Forces, Working Groups (Non-Voting groups)
    - Agendas are created/recorded but not posted publicly
    - Notes (not Minutes) are recorded but not posted publicly

~Agendas and Notes are not posted publicly but are considered public record if there is an open records request.

* Department/Committee Reports
* HPEA Licensure (Nikki/Kathleen)
  + The HPEA curriculum proposals were approved by UCC; Faculty Senate will review them next.
* HP (Lindsey)
  + Applied Kinesiology Program proposal approved by UCC
  + Currently working on Program Authorization for Applied Kinesiology
  + Considering proposing that some of the minor introductory courses be available as Gen Ed courses
* Curriculum (Mike S.)
  + NA
* Kinesiology website work group (Logan & Kim)
  + Additional members from HPEA and HP
  + Considering establishing as a Committee
* COEPS Committee Reports
* Constituency Standards Committee (Jason)
  + 4th/5th year and early tenure recommendations are under review
  + Meeting to review 6th year/tenure and promotion to professor is 12/14
* Curriculum Committee (Andrea)
  + Curriculum proposals MUST be submitted to COEPS CC the Friday before their meetings. This deadline has been unclear in the past but the committee plans to adhere to it more strictly moving forward.
  + M.S. Applied Kinesiology approved
  + Physical Education, Health Education and Adapted PE major and associated courses approved with very tiny revisions
  + PEPROF 165 revision was sent back because description is too similar to PEPROF 166
  + PEPROF 270 and 311 prereq changes were approved
  + PEPROF 315 cross-listing with U-Rock course was approved
  + PEPROF 416 title and description changes were approved
  + PEGNRL 201 was approved as a new course
* Strategic Planning and Budget/CPARC Committee (Lindsey)
  + Working on a report from COEPS to the UPARC on areas of growth for our programs. HPEA and HP programs are included.
* Graduate Programs Council (Kelly)
  + NA
* Inclusive Excellence and Diversity Committee (Kathleen)
  + NA
* International Education Committee (Nikki)
  + NA
* Salary Committee (Kelly)
  + NA
* Scholarship and Awards Committee (Wes)
  + Scholarship applications opened on Dec. 1
* Teacher, Education, Licensure & Field Experiences (TELFE) Committee (Jay)
  + NA
* Technology Committee (Logan)
  + Needing to add KINES program coordinators to the website work group
  + Ideas/discussion on where department and program specific contents/resources will “live,” i.e., on the UWW website or on the CANVAS site
  + “Contact Us” information (looking for consensus on relevant sections to provide)

● University Committee Reports

* Faculty Senate (Jason)
  + Meeting on 12/7 discussed tenure-line spreadsheet with Provost; includes faculty lines by department and college.
  + Faculty Senate gearing up for email initiative to help increase enrollment. Each department should identify a “sender” of emails who will get any responses from students.
* Academic Staff Assembly (Kim/Bridgette [Instructional])
* NA
* University Curriculum Committee (Andrea)
  + Physical Education, Health Education and Adapted PE major and associated courses approved with very tiny revisions
  + PEPROF 270 and 311 prereq changes were approved
  + PEPROF 315 cross-listing with U-Rock course was approved
  + Currently working with a UCC sub-group to propose updates/changes to the curriculum handbook - contact Andrea with any requests/ideas regarding changes or additions that should be made
  + Working with another sub-group on revisions to Courseleaf course and program forms - please share your feedback or ideas with Andrea
* Elections Committee (Lindsey)
  + Faculty Senate positions are still open for those who are interested in engaging in this University service.
* Academic Development Committee (Wes)
  + NA
* Audit & Review Committee (Andrea)
  + NA
* Library (Kelly)
  + NA
* Other Committees/Reports
  + NA
* Kinesiology Office Report (Kim)
  + NA

1. Adjourn

* The meeting was adjourned at 1:53 pm.