

Faculty Council Meeting
College of Public Health and Health Professions
January 14, 2009, 4:30-5:30 P.M.
Dean's Conference Room, 4102

MINUTES approved 1/28/09

Council members in attendance: Dr. Ron Rozensky, Dr. Niccie McKay [nonvoting] proxy for Dr. Harman, Ms. Sara Plager, Ms. Emily Pugh, Dr. Joel Bialosky [nonvoting] proxy for Dr. Chmielewski, Dr. Mary Ellen Young, Dr. Babette Brumback, and Dr. Joanne Foss, Mr. Robert Wretchford [Curriculum Committee student representative], Ms. Paulette Chaplin [recorder]

The meeting was called to order by Dr. Rozensky at 4:35 P.M.

Minutes

1. The draft minutes of September 3, 2008 were reviewed.
 - a. **A motion was made by Dr. Young to accept the minutes as written. The motion passed.**

2. **Faculty Council Amendment**
 - a. Dr. Rozensky stated that the amendment to the PHHP Constitution was still at the UF Attorney's Office awaiting review.

3. **PHHP Faculty Meeting**
 - a. Dr. Rozensky inquired if there were any items from the Faculty Council for the agenda of the PHHP Faculty Meeting on February 13, 2009. Dr. Rozensky will not be able to attend but Ms. Pugh will report in his absence.

4. **Student Evaluations for Courses with Less than Ten Students**
 - a. Dr. Foss led a discussion regarding the possible development of a college wide policy regarding student evaluations for courses with less than ten students. Two issues were of particular concern:
 - a. For many of these courses there were no evaluations in the files of individual faculty to include with their tenure and promotion application, and
 - b. How to protect the anonymity of the student when submitting the evaluations for these smaller course.
 - b. Faculty Council members reported the following:
 - a. Communicative Disorders has developed their own form for practicum evaluations and they "batch" those for one year before they are given to faculty.
 - b. Clinical and Health Psychology has similar process for intern evaluations.

- c. Behavioral Science and Community Health also has their own form and process for practicum evaluation and they also do an evaluation of the training site.
 - d. Occupational Therapy students complete the UF on-line form. Intern evaluations are held until the students graduate.
 - e. Regarding the need for student anonymity, there was a discussion pertaining to how to assure that students were aware of the grievance policy if they have concerns about an instructor or course.
 - f. Mr. Wretchford inquired if it was possible to evaluate more frequently with oversight by the department chair.
- c. Recommendation: There was consensus that the College develop a policy that**
- [1] gives the student an opportunity to provide feedback for all courses of ten or less students,**
 - [2] the policy allow students the option of providing the feedback,**
 - [3] students be assured of a method, by department, that would protect their anonymity, where appropriate, and evaluations be “batched” by course\instructor until there are at least five students having completed the evaluation,**
 - [4] insures students are aware of the policy and procedures for filing a grievance regarding a course or instructor, and**
 - [5] PHHP faculty are made aware of this policy to evaluate all courses, no matter the size of enrollment, as an aide to assuring there be adequate data to support their tenure and promotion and offering them ongoing feedback to improve the quality of instruction within the College, and**
 - [6] students feel empowered to evaluate and comment on their educational experience[s].**
 - [7] It will be requested that the Dean’s office formulate such a policy and return it for review and vote by Council.**

5. UF Course Management System

- a. Dr. Foss reported on the UF Course Management System. Because Blackboard and Web CT will not be able to merge as anticipated, UF is reviewing software and developing a transition process for a course management system. Dr. Foss is participating on this campus-wide committee which meets weekly.
 - i. Recommendation: For informational purposes, this item will be added to the agenda of the PHHP Faculty Meeting on February 13, 2009. Dr Foss will report.**

6. Faculty Communication with IT

- a. Dr. Foss lead a discussion regarding the possible development of a standing Information Technology Committee which, up until now, has been an ad hoc committee only. A standing committee would require an amendment to the PHHP Constitution. Possible items for this committee to address are:

security, MAC support, web site development, program licensing, statistical packages, and IT operating hours and availability to faculty; to name a few.

- i. Recommendation: Drs. Foss and Rozensky will ask Dr. Robinson as past chair of the ad hoc committee, to discuss with the ad hoc committee (1) whether they see a need for a standing committee, and (2) ask that committee if it would develop a mission statement and to identify priorities for a standing Information Technology committee including the statement for inclusion in the PHHP Constitution. They will draft an amendment to the Constitution for consideration based on those discussions.**

7. Academic Industry Relations

- a. Dr. Rozensky discussed the PHHP policy regarding academic industry relations which is being required by the Health Science Center.**
 - i. Recommendation: The PHHP Academic Industry Relations policy should be an agenda item at a future PHHP faculty meeting and that Council will discuss any feedback received by faculty.**

8. Next Meeting

- a. The next meeting of the Faculty Council is Wednesday, January 28, 2009 at 5:00 P.M. to 6:00 P.M. Dr. Perri will attend to discuss the Faculty Council's role in reviewing and monitoring any upcoming budget planning issues related to President Machen's presentation to the Faculty Senate.

9. Adjournment

- a. The meeting was adjourned at 5:40 P.M.