DEPARTMENT OF KINESIOLOGY & PHYSICAL EDUCATION
REVISED COMMITTEE STRUCTURE
(September 2013)

1. All committees are advisory to Department Head (memberships recommended/appointed by department head except Tenure/Promotion Committee)
2. The Department Head is available to attend the first meeting of the academic year for every committee when requested
3. Determine regular meeting times (1 or 2 meetings per semester or year as a general rule and on an “as needed” basis after the initial meeting.) Obviously need and professional judgment both drive the meeting schedules.
4. Make a list of perceived responsibilities & initial tasks to be accomplished
5. All meetings require that minutes be recorded and retained in the department office (If the departmental secretary is available, invite that individual to the meetings in order to record minutes if you need that service.)

DEPARTMENT STRATEGIC PLANNING & ADVISORY COMMITTEE (STANDING)
(Exchange-driven committee concerning short and long-term planning and curricular issues crossing all programs.)
(2013 - 2016)

Mike Griffin (chair-on-going)
Sonya Sanderson (Undergraduate Teacher Cert. Coordinator)
Matt Grant (Grad Coordinator- M. Ed. and Ed.S.)
Jiri Stelzer- (Fitness Center Coordinator; KSPE 2000/KSPE 2150 liaison)
Jennifer Head (Coaches’ liaison)

- Provide input and review strategic planning (departmental goals and initiatives in concert with VSU and COE goals)
- develops Long Range Plans (3yr; 5yr; 10yr)
- assist department head with schedule development and refinement as well as program-driven issues including equity involving budget and expenditures, course or program development, etc.
DEPARTMENT PROGRAM COORDINATORS (STANDING)
(Exchange-driven committee concerning issues across programs.) (Roles and responsibilities overlap the Department Advisory Committee.)
(2013 - 2016)

Mike Griffin (chair-on-going)
Sonya Sanderson (Undergraduate Teacher Cert. Coordinator)
Matt Grant (Grad Coordinator (M.Ed. and Ed.S.))

- all items listed for Departmental Advisory Committee
- develop goal and curricular needs / changes for the program
- clearly define and oversee assessments and data collection & analysis for the program
- develop alumni data base for their program (or delegate faculty to do so)
- develop recruitment options and strategies and retention options and strategies including program brochures, etc. for their program (or delegate faculty to do so)
- hold a minimum of two program committee meetings per semester
- provide public relations options for the program including brochure, web page items, etc.

CAEP/PSC (FORMERLY NCATE) ORGANIZATIONAL COMMITTEE (SPECIAL)
(2013 - 2016)

George Langford (chair)
Sonya Sanderson, Matt Grant, Jiri Stelzer, Eugene Asola, Han Chen, Mike Griffin (ex-officio)

- conduct program-driven accreditation preparation meetings based on advice / suggestions from department head predicated on the following: program-driven data and assessment organization and modifications as needed; directives from the unit (COEHS) level; exhibit center construction by program as needed; site visit planning as needed.

ASSESSMENT COMMITTEE (STANDING)
(2013 - 2016)

Sonya Sanderson (chair-on-going)
Matt Grant
Teacher Cert. Faculty as needed (e.g., George Langford, Jiri Stelzer, Eugene Asola, Han Chen, Mike Griffin ex-officio)

- clearly defines assessment structure (i.e., list of program assessments) and procedures to utilize these assessments within the program, for institutional, state, and accreditation preparation (IER, IEP, PSC (PAAR & PRS), NCATE/CAEP, etc.
- establishes/modifies and maintains a data bank for aggregated data
- collects, aggregates and disaggregates data where applicable
• continues refinement of the use of Live Text for data collection and for instruction for undergraduate and graduate programs (in the Health & Physical Education)
• indicates how program data are used for program improvement

FIELD EXPERIENCE COUNCIL (STANDING)
(2013 - 2016)

Eugene Asola (chair-on-going)
Sonya Sanderson
George Langford
Han Chen
Matt Grant
Mike Griffin ex-officio

• clearly defines and regularly analyzes existing field experiences crossing all programs
• integrates edTPA into field experiences and program as needed.
• modifies field experiences based on goals / objectives of the department and unit.

FACULTY DEVELOPMENT COUNCIL (SERVES AS AN ADVISORY GROUP BASED ON FACULTY MEMBER NEEDS)
(2013 - 2016)

Matt Grant (chair-on-going)
Eugene Asola
George Langford

• serves to assist faculty with professional development strategies or needs
• actively seeks and identifies campus opportunities for faculty professional development
• when necessary, organizes in-service programs or provides contacts for such opportunities
• develops a Professional Development Plan for the department

TENURE/PROMOTION COMMITTEE
(2013-2016)

George Langford (will rotate off depending on his service on the COEHS T & P committee)
Sonya Sanderson
Jiri Stelzer

• define and potentially refine departmental procedures based on college and university guidelines.
• serve in an advisory role for candidates (faculty moving through pre-, post-, or tenure applications as well as promotion applications)
• communicate to candidates dates and content required
• evaluate applications for promotion and/or tenure and perform pre-post-tenure evaluations
• chair collects written report by each member for each applicant
• chair writes the summary report to department head (individual reports attached)
  (This group will change from year to year based on tenured faculty vote organized by the chair of the committee.)

INTERNATIONAL/CULTURAL EXCHANGE/DIVERSITY COMMITTEE COUNCIL

Jiri Stelzer (chair-on-going)
Han Chen
Eugene Asola

• generates and evaluates ideas for exchanges and other aspects of the BOR-mandated (4%) internationalization process
• refines and implements Department Diversity Plan (see draft generated by the Department Head)

HEALTH & FIRST AID COUNCIL
(2013 - 2016)

Jiri Stelzer, Health and CPR/First Aid Coordinator, (chair-on-going)
Jennifer Head
(Other departmental faculty as needed.)

• meets at least annually to discuss health and first aid delivery and content issues across all faculty who deliver instruction in these courses
• determines text needs and orders textbooks and equipment
• determines consistent assessment measures across the program
• solicits student input
• recruits and screens adjunct instructor candidates for the program
• assists with the development of the schedule for the program.

SERVICE/ACTIVITY COURSE COUNCIL
(2013 - 2016)

Mike Griffin, (chair-on-going)
Jennifer Head, Mike Doscher, Herman Burge, Todd Guilliams, Jiri Stelzer
• provides input regarding program missions and philosophy (including course offerings)
• provides suggestions for equipment orders
• consults with and discusses with committee members and the department head varied consistent assessment measures across the program (e.g., skill assessment, written assessments, attendance, etc.)
• solicits student input relative to program interest
• recruits and screens adjunct instructor candidates for the program
• revises and adds course offerings as needed.
• assists with the development of the schedule (added courses) for the program as needed.

**PERSONNEL COMMITTEE – (ROTATING MEMBERS WHEN APPLICABLE)**

(2013 - 2016)
George Langford
Sonya Sanderson
Jiri Stelzer

• assists department head relative to personnel needs within the department including job descriptions, PMF forms, etc.
• assists with all personnel issues related to new hires, screening, interviews, etc. based on university and college protocol

(This group will rotate yearly with three members serving each year (elected) and the chair rotating off each year. If there is no personnel action within a given year, the committee may elect to remain in tact.)

**STUDENT/FACULTY APPEALS & GRIEVANCE COMMITTEE (STANDING)**
(Dept. committee convened as needed.)
(2013 - 2016)

Sonya Sanderson (chair on-going)
Matt Grant
George Langford

• reviews varied forms of appeals open to students
  • evaluates written appeals as needed
  • assists with directing students and faculty to the appropriate appeal information.
  • calls meetings as requested or required
  • makes recommendations in writing to department head as needed.
**RESEARCH COUNCIL**  
*(2013 - 2016)*

Matt Grant (chair) (on-going)  
Jiri Stelzer  
Han Chen  
- communicate with faculty about research being conducted within the department  
- Organize at least one meeting per semester where research ideas are shared among committee members as well as interested faculty and students  
- Determine potential research or grant-writing opportunities

**TECHNOLOGY COUNCIL (STANDING)**  
*(2013 - 2016)*

Jiri Stelzer (chair-on-going)  
Consults with faculty as needed.  
- develops procedures to communicate latest technology application for faculty  
- provides assistance as well as inservice options and/or sessions for technology advancement for departmental members

**HONORS/AWARDS COUNCIL (STANDING)**  
*(2013 - 2016)*

Han Chen (chair on-going)  
Consults with undergrad. and grad. coordinators regarding awards as needed.  
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- determines a systematic protocol for defining program honorees for the COEHS Honor’s night and Honor’s program for the university  
- collects ballots based on criteria and corresponds with appropriate personnel within the COEHS and within the university structure

**OTHER**

FACULTY MENTORING (Full-Time Personnel): Appointed as needed.  
FACULTY MENTORING (Part-Time (adjunct) Personnel): Open  

**FACULTY/STUDENT OMBUDSMAN**
George Langford (continuing)
- town hall meetings with students
- entertain faculty discussions as needed

**MAJORS’ CLUB ADVISOR**
Sonya Sanderson (currently)
- serves as the faculty advisor for the HPE majors’ club through the organization of service, professional projects (research, presentations, etc.), and social activities.

**TEACHER CERTIFICATION EXTERNAL ADVISORY BOARD**
*George Langford* (chair on-going)
  - Mike Griffin
  - Sonya Sanderson
- organizes and assists with the restructuring of the External Advisory Board
- leads meetings involving faculty and the External Advisory Board for departmental and curricular items.

**ADVISORS**
- *Graduate MEd*: Matt Grant
- *Graduate EdS*: Matt Grant
- *Undergraduate HPE*: Stelzer (Freshmen + Sophomores)
  - Griffin (Freshman + Sophomores) – Orientation Sessions
  - Asola (Freshmen + Sophomores) - Orientation Sessions
  - Chen (Freshmen + Sophomores) - Orientation Sessions
  - Grant (Freshmen + Sophomores) - Orientation Sessions
  - Langford (Certification Only + Freshmen + Sophomores) - Orientation Sessions
  - Sanderson (Juniors + Seniors) - Orientation Sessions

*Note:* **ALL 9 month teaching faculty as well will attend designated advising orientation sessions (the schedule will be printed ahead of time) scheduled during the summer as a part of their faculty responsibilities during the summer term regardless of the period of time for which they are scheduled to teach during the summer.**

**TEACHER CERTIFICATION OFFICER**
George Langford (continuing)

**LIBRARY LIAISON**
Eugene Asola (continuing)

**WEB MASTER**
Open (currently managed by dept. head) (continuing)