

## **Dewar COEHS Meeting Documentation Form**

This form should be completed by all non–statutory committees/groups for meetings associated with the COEHS.

Statutory committees are required to maintain formal minutes.

The completed form should be filed according to approved COEHS policies and procedures.

**Committee/Group Name:** KPE Faculty

**Chairperson/Responsible Contact:** Mike Griffin

**Purpose of the Meeting:** Information Items – Fall 2014 Academic Year – Fall 2014 Semester

**Date:** 8-4-2014      **Time:**                      **Location:**

e-meeting

**Primary Outcomes and/or important information items:**

- 1. Welcome Back! Hope you had an enjoyable and productive summer!**
- 2. New doc student from the Czech Republic – Mr. Michal Vorlicek**
- 3. Office Changes –**
  - a. Several of the Athletic Department coaches & or staff will be occupying three of the offices across the hall which were vacated by Chuck, Lori, and Stacey. Our Czech visiting faculty member will continue to occupy the office on the far right side of that group of offices.**
  - b. We are converting the office last occupied by Serina McEntire into a conference room which can be used for small meetings and research collaboratives. I am in the process of furnishing it with a small table and chairs.**

- c. **We are converting the Human Performance Lab (room 142) into a student-driven space targeting our majors. This area will include a small table, some chairs, a sofa or two, etc. along with a few desktop computers. For some time now, our students have really had no area in which to congregate before, after, or in-between classes. Majors' Club meetings and other student activities can be held in the space as well.**
- 4. Use of copiers in the department- In general, do not use our copier to copy tests or large documents. Utilize the COEHS copy center for those large copy jobs. See Blanche in the COEHS Copy Center.**
- 5. Book Orders- Please make sure you declare your book orders through the Data Warehouse by the due dates. If you are not requiring a textbook for your courses, you still have to indicate NO REQUIRED TEXTBOOK in that system. I have done that for those that were not completed for the fall 2014 semester, but going forward (related to spring 2015 and future terms), please take care of this. Note: I am hoping that the system will be upgraded to accommodate these kinds of issues in the near future. I will keep you posted.**
  
- 6. Digital Measures (All SACS info. (faculty credentials and syllabi uploads) are now submitted through the Digital Measures portal (see link below)-  
<https://apex.valdosta.edu/apex/f?p=406:1:3990978555320480>  
Everyone should already be pretty proficient with this process by now, but in the event that you have not kept up with this required task, see the following directions:  
(Login with Blazeview (computer login info); click "red" applications portals tab; scroll to fourth "box" and click the Login to Digital Measures link; for faculty credentials piece, click the education link; click add a new item; populate the required areas for each degree; save and return to add degrees. For syllabi upload, click the scheduled teaching link. For each course, click on the course; select the store file link; select browse to**

locate the PDF or MS Word doc; once the syllabus has been uploaded using the correct COE syllabus template, hit save and add another to add additional syllabi. **THIS IS REQUIRED EVERY SEMESTER!** (Karen can assist you with these tasks.)

7. COEHS Policy Information- This new college-level policy guidance is located on the COEHS website.  
<http://www.valdosta.edu/colleges/education/deans-office/policy-and-procedures-manual.php>
8. New Departmental Policy & Procedure Document – This document will be placed on the KPE website.
9. Office Hours- Post on your door; provide a copy to Karen. (10 hrs. /week minimum- distribute across the week.
10. Syllabus Format- The required syllabus format is located off of the COEHS website under the Resources for Faculty and Staff tab and is the thirteenth item from the top:  
<http://www.valdosta.edu/colleges/education/deans-office/resources-for-faculty-and-staff.php>
11. Course Instructional Reminders / Items- We have discussed these before. If you have questions, please see me.

-Faculty punctuality, faculty attendance, scheduled class cancelations, faculty cell phone usage during face to face courses (none), make-up work, deviation from course syllabus, faculty availability to students, course evaluation objectivity and consistency, appropriately rigorous, yet fair course content and assignments, etc. (Share this info. with GA's).

**For coaching faculty and anyone who will miss class – Please communicate with Karen so that she will know how to respond when students inquire about why classes are not meeting. If someone is covering your class, let us know. When absent from campus, please complete (one week in advance when possible) the Faculty Absence**

**Form. Karen has copies up front.**

- 12. CAEP & GA PSC Accreditation preparation, submission, and site visit- The COEHS including our departmental programs will “experience” electronic preparation and submission along with a site visit from national and state accreditation evaluators this fall and spring. Much preparation has and will continue to occur in concert with this process. The PRS documents are due in September.**
  
- 13. Research Graduate Assistants- Scheduled use by faculty for fall semester. I am currently working on this schedule.**
  
- 14. Kinesiology & Physical Education web site update- The website should be accurate. Please let me know if you see any errors or items in need of modification.**
  
- 15. Student Assistant Workers (Front Office)- Lacey and Tiffany are our two primary student assistant workers and can really help with varied tasks. Funnel your requests to utilize their assistance through Karen.**

**Actionable Items/Planned Follow-up:**

**None at this time.**