

Department of Kinesiology & Physical Education

Activity (Service Instructor) Meeting Minutes

August 10, 2011

Present: Drs, Griffin, Andrews, Cathey, Waggener, Coaches Doscher, Grubbs, Gast and T Williams. Mr. Allen, Mr. Formes, Mr. Phippen, Mr. Shute, Mr. Martin, Ms. Wright and Ms. Satterfield.

The meeting was called to order by Dr. Griffin at 5:00 p.m.

Syllabus

The syllabi must be uploaded each semester and be in template form. The basic template can be used to fit your class needs. Please be sure that the special needs information is included in your syllabus format.

Departmental Waiver Form

The Departmental Waiver form is to be filled out by each student. This ensures that the health information is noted in the event that there are special needs of the student.

Activity Course Consistency

You must take roll for all of your activity classes each time your class meets. It should also be noted the number of times students are tardy and/or absent. Do not use a sign in sheet.

Instructor Involvement –High Standards

Instructors are expected to participate with students as much as possible. Active participation is required among students. There should be a skills assessment program in place. Get to know your students and their fitness levels. There should also be a cognitive test regarding the skill at hand.

SACS Portal

Your SACS credentials and syllabi must be uploaded into the portal each semester. Karen can assist you with the process.

Comments

Coach Grubbs stated that there are a number of lockers in the staff locker room with locks on them. They have been left unattended over the years. Coach Grubbs would like a sign placed on the lockers giving a deadline for the locks to be removed. After said time the locks would be removed and the contents discarded. Karen will place a sign on the lockers.