

Department of Kinesiology & Physical Education

Faculty Meeting Minutes

August 13, 2010

Present: Drs, Griffin, Andrews, Carter, Cathey, Darling, Hagood, Langford, Sanderson, Stelzer, Waggener, Ms. Howard, Ms. Walters, Mr. Tucker, Mr. Conner, Ms. Head, Mr. Gast, Mr. Hansen, Mr. T. Williams, Mr. Hill and Mr. Hoff.

The meeting was called to order by Dr. Griffin at 9:04 a.m.

Dr. Griffin introduced our new faculty Susan Hagood, Michael Cathey and Tom Darling.

Dr. Griffin provided the following updates and reminders:

The new Health Science Building construction plans are in progress. Dean Lee asked Dr. Griffin, Carter, and Conner to work on the size modifications for the building plan. They will reduce the square footage amount and send the report back to Dean Lee. When construction begins, it may take up to two years.

Accreditation decisions for teacher education programs in the COE were addressed related to the Continuation or Transformation Initiative options. Our non- teacher certification areas are not affected. The decision has to be voted and set in place during the fall semester.

Class teaching driven aids and or equipment needs are considered high priority and should be requested in advance in order to secure and address the need. Classroom electronic teaching aids as well as teaching equipment needs for faculty should be requested to Dr. Griffin as soon as possible. An order has been placed for updated equipment for the CPR First Aid courses.

Course syllabi updates are required each semester. They must be in PDF format and then uploaded into the portal link below.

[www.valdosta.edu/sacs/portal/](http://www.valdosta.edu/sacs/portal/)

If you have any questions or problems, see Karen and she will assist you.

The Registrar's Office has developed a new Withdrawal Policy that began this semester. Students are allowed only five withdrawals in their college career at VSU. This will make more classes available to students.

There are security issues regarding our building. Please keep the windows closed. If there are temperature issues, contact Dr. Griffin or Ms. Jarvis. In an effort to increase building security, the building including classrooms will be re-keyed. We do not have a definite date on the beginning of the re-key process at this time.

Post your office hours on your door for fall, and e-mail a copy to Karen for her records. (Pay attention to due dates for proof rolls (all courses) and in-progress grades (for 1000-2000 level courses (not including activity classes.)

Faculty Release Time for Research- (If you plan to apply for a 3 hr. load release time, please fill out the form and notify the office so that there is time to find a replacement for the teaching position.

Transportation (Motor Vehicle) Training is required for all faculty and staff. This policy is for state vehicles or your personal vehicle if you are on Official VSU business.

<http://blazeview.valdosta.edu/webct/entryPageIns.dowebct> Print your grade, and deliver to Karen when completed.

The Ethics Training is required for all staff and faculty.

<http://www.usg.edu/audit/compliance/ethics/> Give Karen a copy when you have completed this.

Students that e-mail faculty must create messages that are in a professional format. E-mails from students that are written in text format or using slang language should be redirected or e-mailed back to the student with a request that the student resubmit the e-mail in a professional manner. E-mail communications with students should always be at the students' valdosta.edu address.

Cell phone use by students in our office has been prohibited. There are several signs located in the main office reminding students to refrain from using cell phones in the office. Please remind students to turn off cell phones in the office. This will lower the disturbances of faculty members in nearby offices.

Dr. Andrews reported that there will be a student-driven KSPE Departmental Video. Dr. Andrews's requested still shots, videos, and or suggestions for creating the video. The video will be a collaborated directional video to emphasis our department. Danny Smith has been working with Stan to develop this project. The video will be located within the VSU site so that students can view and see the programs that KSPE offers.

Ms. Howard reported that library requests for textbook orders should be placed as soon as possible. Orders may be submitted by Title, Author, Publisher, Publication Date and Edition if there is a specific edition requested. Ms. Howard indicated that it can take up to a year for orders to be shelved in the library. Ms. Howard can place a rush order if necessary. Orders for books are requested from January through March. Journals can be requested until May 1<sup>st</sup>.

Dr. Carter reported for the Exercise Physiology program. He indicated that they have approximately 39 students. The Health Science Building will create additional hands-on training for the students.

Mr. Conner reported that in the Athletic Training program they have a 90% pass rate on the certification exam. When the new Health Science Building is completed, Athletic Training students will have an on-site clinic. The students currently are working at the Houston Clinic for

their clinical training. The new on-site lab will be used to assist athletes and the general public. This will provide additional hands-on training for students while serving the community.

Dr Sanderson reported that in the Health & Physical Education Undergraduate Program there are 29 seniors, 28 juniors, and one student teacher enrolled. She requested that the undergraduate health and physical education advisors should remind students who are interested in the HPE program to take the 2999 class as soon as possible. The class is only offered six times a year, and if a student does not take the class early in their academic career, there may be a delay of up to a year in gaining admission into the program. The Spring 2010 Semester Health & Physical Education Majors' Club "Car Wash" event raised five hundred dollars for the Relay For Life Program.

Dr. Langford reported that the Health & Physical Education Graduate program is running smoothly. He is excited about hiring the two new faculty members in the HPE program.

Dr. Andrews reported that in the Coaching Pedagogy (EdS) program there are nine students enrolled in the cohort. The current group of students is scheduled to complete their research for twelve weeks on site at their place of employment. The students present research the following summer and they will begin capstone Spring semester.

Dr. Griffin mentioned that SafeAssign is a helpful tool that can be used by students and professors. The use "Safe Assign" must be requested before the start of the semester. It will be included on Banner under the course description.

<http://www.valdosta.edu/academic/UsingSafeAssign.shtml>

Ms. Jarvis reported that the new fax machine is set up and works similar to the older fax machine. This machine faxes, scans, and copies. Karen will assist you if needed.

Ms. Jarvis also mentioned that the campus mail policy change went into effect last semester in routing all mail from KSPE via Campus Mail.

Announcements: August 24<sup>th</sup> Athletic Training will be using classrooms 180 and 181 for student physicals.

There has been an influx of student noise in the hallway and outer offices. Suggestions are appreciated. Benches may be moved in some areas (one outside of the fitness center) and placed in other areas in the hallway so that students can have a place to sit without sitting on the hallway floors and blocking access students and faculty members who move through the hallways.

There are two new work study students, and one will monitor the lab (for noise, music, talking, etc.). One will work in the office.

Meeting adjourned at 9:45 a.m.