

Health Science Division Meeting
Minutes
12/1/2017

Present: Andenora, Berry, Blatt, Bush, Dahlem, Fitzgerald, Hans, Hess, Kahl, Keyser, Krupinski, Kuca, McIntosh, Peterman, Pitcher, Shelek, Silvestri, Stephens, VanFossan, Warren, Watson

Assessment: Pam Sharma gave updates on Assessment. She has been meeting with faculty individually to assist with Assessment Forms, answer questions, et.

Budget: Complete purchase order by next Friday so that I can review, approve and send on to ensure that supplies have been ordered before faculty leave in December and are here in January before classes begin. Think about requests for Perkins and submit.

Dates: Faculty return January 8, Faculty Enrichment day is January 9, classes start Tuesday, January 16, 2018.

Finals week: New approach with faculty using week 16 to conduct final course activities during scheduled class days and times rather than scheduled final exam dates & times as in the past. Evaluate how this works and we will discuss in January.

Grades: Final Grades are due before noon on December 18th. Try to post them on Blackboard and NOW by Friday.

Spring & Summer Booklists: Review and make necessary changes and submit

Spring Syllabus: All are to be on the new template and posted to Blackboard

Spring Events: Open House in March, Pinning in May, et. Review dates and needs. March 30 will be a professional development day.

Data Basis: Review of the Data Bases and agreed that Health Sciences does not need OVID.

Fall 2018: Proposed Fall 2018 Schedule draft due by December 11

Program Updates: Discussion related to Program Updates

Submitted by Donna Hans