

Health Science Division Meeting
Minutes
8/24/2017

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

Office Hours: Required 8 in office plus 2 by appointment. Post office hours on your door for students. Discussion related to concern about safety.

Calendar: Fill in completely with classes, labs, clinicals and office. Include time and location. Share the Outlook Calendar (with full permission to view) with me, Carol Pegg, Terri Klepack, & Judi Hendrickson

Syllabus, Outlines, MCG's: Send a soft copy to Carol & Judi before the first day of class. Make sure MCG's are up to date

Assessment: Continue to conduct Assessment Activities. Contact Pam Sharma for questions

Work load: Complete fall 2017 Health Science Faculty Workload documentation, have program Director Sign and submit to me via soft and printed copy

Spring Schedules: I will send out in September for review and to make recommendations and changes for Spring 2018. Think about Faculty Teaching needs, adjuncts. Does the program need more adjuncts- let me know so Human resources can advertise if needed.

Travel: Use the new form and send to me for approval

Program Directors: Updates for each program discussed

Submitted by Donna Hans