

**Health Science Division Meeting**  
**Minutes**  
**1/9/2018**

**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. Be sure to post on Blackboard Spring syllabus in new format.

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

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

**Final Week:** Discussion, faculty feel this worked well and would like to continue with this approach

**Supplies:** Supplies received and Perkins guidelines discussed

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

**Program Directors:** Updates for each program discussed

Submitted by Donna Hans