

FAYETTEVILLE STATE UNIVERSITY  
Fayetteville, North Carolina

Department of Health, Physical Education and Human Services

MINUTES of  
August 15, 2008

The Department of Health, Physical Education and Human Services held its Faculty and Staff Meeting on Friday, August 15 in the Conference Room, 306 of the Health, Physical Education and Recreation Complex.

**Call to Order**

Dr. Gloria Elliott, Interim Chairperson, called the meeting to order at 10:10 a.m.

**Office Hours**

Faculty were reminded that they should maintain eight weekly office hours. Office hours for August 18-20 are 9:00-12:00 and 1:30-5:00.

**Teaching Load/Student Advisement**

Faculty was asked to document each time they advise their students. A copy of the advisee list was distributed to faculty.

**Faculty Status Information**

Copies of the faculty status information form were given to faculty.

**Absences/Class Coverage**

Faculty were informed if they are going to be absent from work not to cancel the classes.

**Class Roster Verification Form**

Faculty was given a copy of the class roster verification form.

**New Class Withdrawal Form**

A copy of the new class withdrawal form was given to faculty. Instructors' signatures are now required.

**Committee Assignments**

A copy of the department's committee assignments were distributed to faculty.

**Advisement Plan**

The advisee list was distributed to faculty. The department must submit an advisement plan.

## **Professional Development Activities**

Faculty were asked if there were any professional development activities/training they are interested to let Dr. Elliott know.

## **Faculty Profiles**

Faculty were asked to update their profiles and submit them to Mrs. Bowden.

## **Update Syllabi**

The course syllabi must be updated with the new standards. A copy of the new standards was distributed to faculty.

## **Program Revisioning**

Our programs need to change which is similar to the NCATE process. The program revision must be done collectively by June 30<sup>th</sup>.

## **Update on New Degree Proposal**

New Degree Proposal must be revised to conform to NC Tomorrow language guidelines. All course syllabi must be submitted with the proposal.

## **Conflict of Interest Policy Form**

Copies of the Conflict of Interest forms were distributed to faculty.

## **External Professional Activities for Pay Form**

Copies of the External Professional Activities for Pay forms were distributed to faculty.

## **Adjournment**

The meeting was adjourned at 11:30 a.m.