

Penn State Altoona
Division of Education, Human Development, & Social Sciences
Division Meeting

Tuesday, October 5, 2004
Port Sky Special Events Room
12:10 PM – 1:10 PM

***Present:** Margaret Benson, Jamie Brown, Ed Day, Major Royal Downs, Tim Elcombe, Cindy Faith, Nedra Farcus, Tick Hedrick-Sheaffer, Peter Hopsicker, Lauren Jacobson, Suzanne Kuhn, Sharon Lacue, Karyn McKinney, Brad Pinter, Karen Pletcher, Beth Seymour, Theo Sinclair, Renee Steffensmeier, Valerie Stratton, Dave Thompson, Dan Wilshire, Jerry Wright*

I. Approval of Minutes

The Minutes of the September 7, 2004, meeting were reviewed and approved as written.

II. Comments/Announcements by Division Head

(General Comments and announcements were distributed in handout form.)

Dean's Development Fund: Proposals for the Dean's Development Fund are due October 15. Please contact Valerie if you have any questions.

Summer schedule: If you are aware of a course that should be taught during the summer or have an interest in teaching, please let Valerie know as soon as possible.

Spending money: A reminder to have the Request for Expenditure forms signed for any purchases exceeding \$50 (increased from \$25 last year.) Program coordinators should be consulted about large expenditures so that program budgets can be managed.

Request for nominations: The Faculty Scholar Medal for Outstanding Achievement is awarded in 5 areas: arts and humanities, engineering, life and health sciences, physical sciences, and social and behavioral sciences. The award is in recognition of scholarly or creative excellence represented by a single contribution or a series of contributions around a coherent theme. It may be basic or applied work. If you think you know someone worthy of this award, nominations are due by November 1.

Major Event: The 16th annual Major Event is scheduled for October 20 from 10:00 – 2:00 in Adler. Mark your calendars.

III. Reports of Departmental Coordinators/Program Coordinators

ROTC – Major Royal Downs announced that on October 16, 2004, an ROTC team of cadets will participate in the Ranger Rifle Team Challenge. They will be competing against schools from Pennsylvania, New York, and New Jersey. Last year the Altoona team won the competition.

Biobehavioral Health – No report.

Criminal Justice – Ed Day reported that Criminal Justice has been given the approval to hire a part-time adviser. An offer will be made to Scott Kelly, one of our graduates, who is currently working on his master's degree.

Counselor Education – No report.

Education – Dan Wilshire advised that due to the complex nature of the program, the department has been working diligently on developing their strategic plan report.

Human Development and Family Studies – Reported under New Business.

Kinesiology – Jerry Wright announced that the reclassification of ESACT courses with KINES designations is still ongoing. No requirement changes are being made just the replacement of the course designations.

Nursing – No report.

Psychology – No report.

Sociology – No report.

IV. Division Committee Reports

Valerie Stratton reported that she has not heard from everyone regarding volunteer nominees to serve on the Faculty/Academic Affairs Committee. A reminder will be sent again.

V. Report from Senators

Faculty Senate - No report.

Altoona College Senate

HDFS & 2HDFS Program Change – Margaret Benson

The HDFS and 2 HDFS faculty have proposed a modification to the programs by changing the required six (6) credits of Health and Human Development credits to six (6) credits of electives. This has been the practice for some time since it enables students more flexibility within their programs. This change would eliminate the degree audit exception which must be done when a student requests taking a supportive elective course outside the current requirements. The Curriculum Affairs Committee of the Altoona Faculty Senate has, by expedited review, approved the proposed change. Ed Day motioned to accept the proposal which was seconded by all. Motion carried by the Division to approve the HDFS and 2HDFS program changes.

VI. Old Business

Division Strategic Planning 2005 – 2008

The remainder of the meeting was devoted to discussing the draft of the Division's Strategic Plan for 2005-2008 which was distributed in handout form. Valerie will amend the draft to incorporate the changes and additions addressed.

Division Mission Statement - The Division will look at possibly developing a new mission statement for the division. Discussion will defer to a future meeting.

VII. New Business - None

Forensic Business – None

VIII. Adjournment - The meeting adjourned at 1:08 p.m.

**Next Division Meeting - Tuesday, November 9, 2004
12:10 Noon – Port Sky Special Events Room**

Reported by B. Newfield