COORDINATOR'S MEETING 2.4.09
Suggestions from FM faculty on how to help HMS faculty feel less stressed:

✓ Keep putting descriptive subject line on all emails.
✓ Be VERY selective in sending emails only to those to whom it applies; try to avoid repetitive forwards (sometimes receive same forward from COE Dean, HMS Director, and HMS staff)
✓ In scheduling, if multiple sections are taught in the same semester, let one individual teach them all to lighten class preparation loads.
✓ The idea of only three faculty on HMS faculty committees is a great idea. We agree that not every program needs representation on every HMS committee; further suggestion is to reevaluate committee assignments made prior to this semester to see if some could be reduced in size. Another suggestion was to rotate committee members.
✓ Evaluate tasks related to events such as HMS Honors Convocation—does everyone have to have a preliminary task assignment or would it be just about as easy for the committee to handle all tasks (of course programs would have to still recommend student recipients, attend, and present awards).
✓ Evaluate carefully School commitments to both school and campus-wide events—ask ourselves before committing, why are we doing this? Are we getting enough out of it to merit our involvement & time? (things like Fall HMS Student Forum, Backyard Bash, etc.)

Ask at Coordinator's meeting next week if FM faculty need to do anything more about VISTA article.