School of Human Sciences
Faculty Meeting
Friday, March 27, 2009
Design Center, HMS So. Building

Minutes

Present:  Leisha Bridwell
          Phyllis Gilbert
          Becky Greer
          Michelle Jones
          Janie Kenner
          Mary Olle
          Mitzi Perritt
          Carl Pfaffenberg (came in at end)
          Chay Runnels
          Sally Ann Swearingen
          Rachel Underwood
          Sheryl Wittenbach

Excused:  Lynda Martin
          Tara Newman
          Carol Bradley
          Marie Saracino
          Brenda Marques
          Darla O'Dwyer

Becky Greer called the meeting to order at 12:00 noon in Lynda Martin’s absence.

Phyllis Gilbert shared ideas about improving HMS Workplace and distributed a Health, Fitness, Work Environment Questionnaire for faculty to complete and return to her. Donna Teal has begun to evaluate ergonomics of HMS faculty offices.

Mitzi Perritt updated faculty regarding details and assignments for HMS Honors Convocation to be held April 8, 2009, 3:00 p.m.

Sally Ann Swearingen discussed restructuring of HMS committees initiated by HMS Coordinators. Swearing distributed list of proposed committee assignments for 2009/2010, in which each faculty had 2 to 4 HMS responsibilities and no committee had more than three members. This was designed to reduce stress on faculty who were previously carrying more school responsibilities and to insure that everyone is doing their part. Each committee is to elect their chair. With smaller committees, it will be the committee’s responsibility to seek input from all program areas when appropriate and to keep the faculty informed of activities through committee reports at faculty meetings. Each committee is asked to
complete responsibilities without delegating duties to non-committee members; however, faculty are asked to cooperate in providing input to committees as requested.

Lynda Martin asked Becky Greer to appoint a Promotion Committee. The Promotion Committee will be comprised of Carl Pfaffenberg, Janie Kenner, & Mitzi Perritt. The Promotion Committee is listed on the 2009/2010 HMS committee assignments list distributed by Swearingen.

Sally Ann Swearingen reminded faculty to complete (by program area) the facilities needs survey she distributed before Spring Break. She encouraged faculty to be open to new/best uses for spaces.

The following dates were reviewed:

- Showcase Saturday – March 28
- COE Teaching Excellence Luncheon – April 2 (Chay to be honored)
- Senior Interior Design Exhibit – April 3
- Interior Design Guest Speaker – Renderer – April 3
- Interior Design Advisory Board Meeting – April 3
- University Teaching Excellence Convocation – April 16, 3:45 p.m.
- Ahead of the Curve – April 17 (Chay & Carl participating)
- Research Academy – April 24
- “I Do” Wedding Dress Exhibit, Heritage Luncheon (must purchase ticket to attend) – April 24
- UPW Dean’s Luncheon – April 24
- Maymester, Summer & Fall Registration begins April 28
- Faculty Staff Appreciation Day – April 29, 3:30-5:00 (Showcase form distributed in mailboxes – complete and return to Lee Stewart by April 8)

Greer announced that Maymester, Summer & Fall Schedule of Classes is now available to students. She reminded faculty (by program area) to be sure dates and information about advising procedure is provided to students; also by email to Dr. Martin, and HMS staff to be sure that when a student comes by the HMS office, the correct information can be given out.

The meeting was concluded with brief program area reports and FTGOTO items. The next HMS faculty meeting is scheduled for April 24 at 1:45 p.m.

Meeting adjourned 1:10 p.m.