Faculty Meeting Minutes 
September 16, 2005

In attendance: Bridwell, Daniel, Gilbert, Greer, Marques, Mize, Perritt, Saracino, 
Swearingen, Underwood, Wittenbach, Pfaffenberg, Fredrick, Russell

Not in attendance: Martin

Dr. Greer opened meeting asking faculty to vote on whether to have baskets for homecoming. 
Faculty decided to make 3 baskets. Dr. Greer will send a memo regarding what faculty will 
bring. Baskets will be made the 27th or the morning of the 28th.

Decide on a date for the Department tour for the College of Education. Dr. Underwood spoke 
about what each program would do. Dean’s advisory committee will have to approve what is 
decided. Sally Ann Swearingen and Marie Saracino to chair the committee, Lynda Martin and 
Carl Pfaffenberg to help. Dr. Wittenbach and Dr. Kenner are on the Dean’s Council.

Dr. Martin needs AAFCS information completed, Nelda to e-mail form set up in excel to faculty 
to complete because original form is hard to fill in.

Two program areas need to be completed. Vita - Dr. Marques and FAR – Faculty Activity 
Reports must be completed and turned in by _____________. Dr. Martin needs a hard copy of 
report to be given to her. Dr. Daniels and Dr. Pfaffenberg are to complete their reports early 
because of the Pre-Tenure or retention review.

Faculty meeting times decided:
October 21, 2005 at 12:00 p.m.
December 02, 2005 at 12:00 p.m.
January 12, 2006 at 1:15 p.m.

Faculty retreat voted down.

Spring classes begin January 17, 2006.
Progressive Dinner discussed for December. Need four hosts for holiday celebration. Dr. 
Underwood will e-mail about the time and who will host.

Dr. Mize corrected and confirmed advising hours. Copy of list was given to Nelda and Mildred. 
It was decided that if a instructor could not meet their advising hours that they would not have 
anyone cover for them. They will put a note on their door notifying them they would not be in 
and to come to the office and we will speak to them.

The Mission Statement was voted in unanimously with one change. Faculty would like to post 
the statement in both buildings.

New mission for the department was voted on:

Prepare professionals to seek and apply knowledge in Human Sciences 
for the benefit of individuals and communities in a global environment.

FCS – Course questions – course composite for HMS 478 due to Dr. Underwood by October 31, 
2005. Dr. Underwood will send an e-mail to remind faculty.
FCS – Competency Statement must be on Course. Course number must be on degree plan. Coordinators must clean up and have course numbers -8 professional standards-shows were course is being taught.

Composite Teaching Certificate Degree plan need 50 questions on each course on degree plan.

Parent's Day – Ambassadors? Open building for tour?

Spring courses –
Chair Curriculum Committee
100 & 400 need to be offered in the spring
10:00 – 10:50 – HMS 100 Dr. Martin
12:30 – 1:45 – HMS 400 Dr. Martin
   - HMS 300 Mckibben Bld

Dr. Martin – Pagoda Room & Living Room
Change Pagoda Room to Lounge
Change Living Room to Dining Room – Quantity Services
Sally Ann Swearingen
Voted to make change.

Dean's Council – standardized syllabi format must be ready by spring.
Accredited programs – will there be any exceptions?