HEF submitted on Thursday

Video – Ambassadors

Green is the New Black

FND Degree Plan (press release)

Counselor’s Event

Nimitz HS visit on November 5th (CDFL, FND, FM) 30 students. 1:30 – 2:30

Updates from Coordinators

ET Foodbank

Mize – February Counselors Event

Travels – Professional Development

Office hours (HMS & PCOE)

October 30th – (Martin and new faculty) Becky Greer – lead 1:00pm – 3:00pm

FAR’s & Notebooks – due Noon on 15th
NACOGDOCHES, Texas - Within the last year, Stephen F. Austin State University's School of Human Sciences' Food, Nutrition and Dietetics program has expanded its degree and minor options to meet the needs of the growing interest in nutrition and health.

New Degree Plan Focus Area

Students can now choose from three focus areas within the Food, Nutrition, and Dietetics degree plan: dietetics courses with a registered dietitian focus, pre-professional courses with a registered dietitian focus, and food and nutrition courses with a non-registered dietitian focus. The dietetics and pre-professional focus areas are suited for students looking to become a registered dietitian nutritionist (RDN). In addition, the pre-professional focus area prepares students who want to pursue a pre-professional degree, such as medical school, pharmacy school, dental school, etc.

The food and nutrition courses with a non-registered dietitian focus area is the newest addition to the degree plan. This focus area allows students to choose courses specific to their career goals, allowing them to develop skills in areas such as communication, marketing, management, and health sciences.

Dr. Lynda Martin, Director of the School of Human Sciences, said this focus area is directed toward "...community-based professions. Students can take their passion, match it with nutrition and move forward to a fabulous career," Martin said. "This degree allows students to do what they love."

Dr. Darla O'Dwyer, Dietetic Internship Director and Associate Professor, believes this degree option is a great opportunity for students who love nutrition. Dr. O'Dwyer collects data on graduate employment and is pleased to comment that SFA students, who have recently graduated with this degree, have secured great jobs in the field. SFA alumni have obtained jobs as a nutrition surveyor at Texas Department of Aging and Disability Services, an assistant food service director for Houston Independent School District, a representative for nutraceutical and pharmaceutical sales, and nutritionists for the Special Supplemental Food Program for Women, Infants, and Children (WIC), to name a few. With this degree, students can also find jobs in journalism, marketing, home health, and more.

New Minor

In addition to the new focus area, the program has implemented a new minor: Nutrition in Healthcare. "With this new minor we hope to attract students who might be majoring in biology, chemistry, or other sciences and are also interested in the field of nutrition," O'Dwyer said. What is unique about this minor is that students will learn how to practice effective communication skills, look at real life scenarios from case study applications, gain experience through participation in
community outreach, and apply their biochemistry knowledge to health and disease."

For more information, contact Dr. O'Dwyer at dodwyer@sfasu.edu or Dr. Martin at martinlj@sfasu.edu.

-SFA-
SCHOOL OF HUMAN SCIENCES
PROPOSED OFFICE HOURS POLICY

Adoption approved by faculty vote
Faculty Meeting
February 19, 2010

General Policy
It is the intent of the faculty and staff of the School of Human Sciences, within reason, to be available to students and prospective students. In order to accomplish this goal, faculty are required to fulfill posted office hours of eight (8) hours per week for the duration of each Fall or Spring semester and four (4) hours per week for the duration of a summer term for a standard teaching load. Office hours must be scheduled on a minimum of three (3) different days each week. Faculty should plan to have some Friday office hours or, if not, be willing to schedule Friday appointments with prospective or transfer students in their respective program areas. Each program area must devise a plan so that appointments with prospective or transfer students are equally shouldered.

Virtual Office Hours
For faculty teaching an on-line course or courses, one virtual office hour per course up to a maximum of three (3) virtual office hours may replace physical office hours, if desired. The remaining 5-7 office hours must be conducted face-to-face in the physical faculty office and follow general policy above.

Missing Office Hours
As professionals, faculty must honor the general policy of meeting students’ needs and keep missing of posted office hours to a minimum. If a faculty member cannot be present during posted office hours, he/she must post a written message on the office door stating that he/she will not be present during scheduled office hours, time of return, and alternate contact person [sample attached]. Alternate contact person should be posted only after asking for and receiving permission to do so. Reasonable effort to notify students via class and webpage announcements or webmail is expected. Every effort should be made, if within the control of the faculty member, to schedule meetings at times outside of posted office hours, to plan ahead in scheduling office hours that will accommodate university responsibilities, and to respond to student emails, mailbox and voicemail messages in a timely manner.

If, in assisting students visiting the school, it is determined by the HMS director or staff that a note was not posted and the faculty member is not present during posted office hours, the faculty member will be notified of the error on the first offence. On the second or subsequent offence(s), the faculty will be requested and required to complete a sick leave form, taking 4 hours personal leave time for each half day that any office hours were missed; if the faculty has no accrued leave time, he/she will not be paid for the missed hours. Email messages to entire HMS faculty & staff are not necessary, but updating the department calendar in the HMS office is encouraged, to keep other faculty informed. Abuse of this policy, i.e., excessive missing of posted office hours, may be included on Administrative Evaluation of Annual Faculty Activity Report (FAR).

Changes in Office Hours
If circumstances warrant, a faculty member will be allowed to change office hour schedule only once during a semester. When office hours are changed, the change should be given to the HMS director and staff, given to the students in writing, announced in class, posted on the course syllabus and course web page.

Office Hours during Final Exam Week and Beyond
Alternate office hours may be posted for final exam week based on the official final exam schedule. The HMS director and staff must be notified and the schedule must be posted on course web pages and the individual faculty office door a minimum of one full week before final exams begin.

Faculty are not required to be available to students after final exams for assigned courses and posted office hours for final exam week have been completed. If students have further questions regarding courses or grades, faculty will be available during office hours the following semester.

SAMPLE

Message to be Posted on Office Door when Unable to be Present during Posted Office Hours

* * * * * * * * * * * * * * * * * * * * * * *

[Faculty name] will NOT be in during office hours on [date]. Will return [day and time]. Please contact [name of alternate contact person] if you need immediate assistance.
PCOE Office Hours (2015 Spring)

Faculty members are required to maintain at least eight (8) hours per week, during which faculty will be available for meetings with students. Two hours (25%) of the required eight hours may be online office hours. Online office hours require synchronous communication (chat, text messaging, video conference, etc.) that can be documented. A minimum of six hours (75%) must be scheduled across a minimum of three days during each week of each term.

Summer teaching office hours are required at a rate of 50 minutes/week for each credit hour (2.5 hrs for a 3 credit hour course).

Adjunct faculty members are required to maintain office hours at a rate of one hour/week for each course. Adjuncts assigned online courses may schedule online office hours. Online office hours require synchronous communication (chat, text messaging, video conference, etc.) that can be documented.

Office hours must be published in syllabi, must be posted on course websites and at faculty offices, and must be submitted to the department/school office before the first day of classes each term.

For students’ sakes, rescheduling or canceling office hours should be kept to an absolute minimum. When faculty members are unavailable during scheduled office hours, students and the department/school office must be informed via email and a written message posted on the office door. The missed hours must be rescheduled; failure to reschedule office hours will require a Request for Leave submission. Office hours are excused for approved off-campus attendance at professional conferences/meetings, but students and the department/school office must be informed in advance, using the previously described procedures.

Exception #1:
Elementary Education faculty with field experience site placements may schedule two office hours (25%) at the field experience site.

Exception #2:
Faculty teaching doctoral courses may use the Saturdays with scheduled courses as one of the three days required for on-campus office hours.

NOTE: With the approval of the SFA Workload Policy by the Regents in late January 2015, the required office hours will change. The change, requiring a minimum of five (5) hours weekly during the two long semesters, will take effect in the 2015 Fall semester. New PCOE guidelines will be developed and posted.

[approved: 1/12/2015; updated 3/27/2015]
Nelda Frederick

From: Lynda Martin
Sent: Tuesday, November 03, 2015 8:01 AM
To: Nelda Frederick; Stephanie Milford
Subject: Fwd: Oct 30 HMS Faculty Meeting

Nelda

Please load this on the web with the fac mtg info for Oct 30

Begin forwarded message:

From: Rebecca Greer <greer@sfasu.edu>
Date: November 2, 2015 at 6:28:07 PM CST
To: Lynda Martin <martinli@sfasu.edu>
Subject: Oct 30 HMS Faculty Meeting

Dr. Martin,
Faculty meeting went smoothly on Friday afternoon. Regarding HMS office Policy, after brief discussion, it was moved by Sally Ann Swearingen and seconded by Darla O’Dwyer that the School of Human Sciences Office Hours Policy dated Feb 19, 2010 be dropped and that the School go by PCOE Office Hours policy alone, effective immediately. There were 13 faculty present at the time it was addressed. A vote was taken and the motion passed with a unanimous vote of those present.

Becky

Rebecca Greer, Ph.D.
Professor – Fashion Merchandising
School of Human Sciences
Stephen F. Austin State University
Nacogdoches, TX