

Division Meeting Minutes

Physical Education, Health and Dance

February 15, 2018

Attendance: Ball, S.; Dunlap, J.; Freschi, B.; Garcia, C.; Hobbs, M.; Kling, C.; Lee Farmer, L.; McCann, K.; Wade-Gravett, N.

1. Welcome, meeting called to order 12:30pm

2. Faculty Committee Information and Feedback

- a. [Student Success Standards Committee](#) (Ball):
 - i. Steve will be taking over as committee chair for Shawna Bynum.
 - ii. Current items:
 1. Course substitutions: the committee proposes separate forms to be approved by the Board of Trustees, [one for ADT degrees](#) and one for [local degrees/certificates](#). The current form can be found [here](#).
 2. Student Complaint Process: Separation of [current process](#) by instructional and non-instructional complaints. Current discussion of an ombudsperson or 3rd party included in the process to address both, faculty and student concerns about the process.
- b. [Planning and Budget](#) (Freschi):
 - i. The [2017-2018 Final Budget](#) has been approved. 50% of the budget is to be spent on instruction.
 - ii. The 16-17 audit report was approved.
 - iii. 14% in reserve.
 - iv. Jerry noted that the college is still not sure how community/basic aid will affect us. Divisions are currently working on Unit Plans and it was asked if the division will be requesting a full-time faculty position in order to maintain Title IX compliance. Jerry noted that we are currently in compliance, as we have a 50/50 ration of full time instructors coaching male and female sports. Jerry will consider including a request for a full-time position that is not specific to any coaching duties or sports.
 - v. Check [here](#) for the most recent meeting agendas and minutes.
- c. [Faculty Coach Committee](#) (Wade-Gravett, Kling)
 - i. Nadine and Christy have scheduled meeting with new-hires. The requirements for contract and tenured faculty evaluation were reviewed.
- d. [Curriculum](#) (Hobbs)
 - i. The committee is focused on 3 main items. The timeline for the curriculum process, CurricuNET review, and the upcoming vacancy of Curriculum Committee Chair.

- e. [Faculty Business](#) (McCann)
 - i. Faculty Business will meet on Tuesday and a report will follow at the next division meeting.

3. Division Items

- a. Learning Outcomes Assessment
 - i. Nadine identified the courses to be evaluated this spring. She will request that PHYE-201: Introduction to Kinesiology be assessed once the new SLOs are approved.
 - ii. Nadine commended the division on a job well done- the fall 2018 assessments have been entered into TracDat and progress is being made to establish an ongoing cycle for SLO assessment/evaluation.
 - iii. The [course worksheet](#) for reporting results is always available on the [PE website](#) and outlines all of the information to be collected/analyzed.
- b. [75th Anniversary Founder's Day- April 14th](#)
- c. Summer 2018 schedule build has been submitted to Office of Instruction for approval. Once course requests are confirmed, faculty will be notified of their assignments.
- d. Fall 2018 schedule build is under construction.
 - i. Our division will be impacted by the new decision to calculate course load uniformly across campus. Effective this fall, all courses- regardless of instructional method (Lab, Lecture/Lab, Lecture) will be calculated as Lecture courses. This means that the majority of physical education and all of the athletics TOP coded classes will now carry a higher load percentage than previous semesters. This will benefit full-time faculty, as they will be required to teach less hours in order to fulfill contractual obligations (93.4 – 106.6% load). Adjunct faculty will reach the 67% load maximum using fewer instructional hours, meaning this will negatively impact their pay. Adjunct coaches will take the biggest hit, as they will lose an average of 54 hours per semester worth of pay and will not be able to teach the full 350 intercollegiate hours allowed for intercollegiate practice and competition. It is difficult to retain coaches that are hired as adjunct faculty because of the load limitations, and this now presents even more of a challenge to retain quality coaches with less pay and significantly reduced time for training, preseason conditioning, and participation in our intercollegiate conference.
 - ii. Jerry and Nadine will be evaluating several fall scenarios given the new load constraints presented. Once a build is decided upon, faculty will receive the link to the online survey, where they can request assignment to courses in order of preference. Once the fall build has been approved by the Office of Instruction, faculty will be notified of their assignment(s) and will have the opportunity to

accept or decline the assignment(s) before the final draft is submitted.

- e. The adjunct faculty evaluation process is under way. Six faculty have been identified for evaluation and dates to observe classes and solicit student feedback have been set.
- f. There is a new Request for Change of Grade form available in the PE Office. The form is simplified and more appropriate. Please do NOT distribute this form to students. It is to be filled out by the instructor, only.

4. Meeting Adjourned 1:35pm

Courses to be assessed Spring 2018:

Course	Sect Nbr	Course Description	Dates	Days	Start Time	End Time	Instructor
DANS-101	73431	Muscle & Tension Release Tech	01/17 - 05/26/18	TTh	5:00 PM	5:50 PM	McCann, Kelly
HELH-100	72766	First Aid/Safety	01/17 - 05/26/18	TTh	9:30 AM	10:45 AM	Stephenson, Stephani
PHYE-101	73432	Muscle & Tension Release Tech	01/17 - 05/26/18	TTh	5:00 PM	5:50 PM	McCann, Kelly
PHYE-169	72860	Corrective PE for TAs	01/17 - 05/26/18	F	9:00 AM	11:50 AM	Kling, Christy
PHYE-176	72865	Team Sports	02/13 - 05/26/18	TTh	9:30 AM	10:35 AM	Ball, Steve
PHYE-176	72867	Team Sports	01/17 - 05/26/18	MW	7:00 PM	7:50 PM	Parker, Daniel
PHYE-176	72871	Team Sports	01/17 - 05/26/18	Th	6:00 PM	7:50 PM	Ochoa, Rogelio; Simmons, Randi
PHYE-178	72873	Preseas Condition	01/17 - 05/26/18				Wiechers, James
PHYE-178	72874	Preseas Condition	03/12 - 05/19/18				Ochoa, Rogelio
PHYE-178	73280	Preseas Condition	01/17 - 05/26/18	MW	12:30 PM	2:20 PM	Simmons, Randi
PHYE-200	73455	Coach/Athleti Admin	01/29 - 05/23/18	MW	9:30 AM	10:55 AM	Simmons, Randi
PHYE-201	72875	Introduction to Kinesiology	01/17 - 05/26/18	T	6:00 PM	8:50 PM	Carducci, Celeste; Deicke, Susan
PHYE-201	72876	Introduction to Kinesiology	01/17 - 05/26/18				Baldwin, Sally
PHYE-201	72877	Introduction to Kinesiology	01/17 - 05/26/18				Freschi, Robert
PHYE-285	72878	Men Basketball Tm	01/17 - 03/10/18				Ball, Steve
PHYE-286	72879	Women Basketball Tm	01/17 - 03/10/18				Fonseca, Brian
PHYE-290	72881	Golf Team	01/17 - 05/26/18				Freschi, Robert