

**School of Agriculture and Environmental Sciences  
Department of Family and Consumer Sciences**

**Department Meeting**

**October 23, 2008**

**11:30 am Benbow Hall**

**Minutes**

**Persons Present:**

Giddings, Valerie L.	Oliver, Nancy
Goktepe, Ipek	Purcell, Rosa
Guy, Thurman	Ray, Geraldine H
Kim, Chyer	Sanchez-Lugo, Lizette
Lumpkin, Chantel	Vardell, Rosemarie
Lynch, Patricia A	Walker, Jane T
McMillan, Valerie Jarvis	

Meeting was called to order by Dr. Valerie Giddings.

**Approval of Minutes** was deferred. Dr. Nancy Oliver raised question on whether the peer review policy had been approved as written in the minutes.

**Agenda Items** were introduced and opened for modifications. Dr. Thurman Guy added "Modifications within core structure of seminar course and integration and course sequencing." Dr. Giddings accepted the motion to approve the addition to the agenda.

**Elements of Policy**

Dr. Oliver indicated that she was not aware of approval minutes of peer review process. She gave reference to page 19 of the Faculty Handbook and compare to the Departments policy. The faculty body agreed to read the policy of peer review as related to Departmental requirements. Dr. Rosa Purcell suggested that concerns/suggestions should be sent to the Internal Controls Committee for further discussion.

Activity Required: Dr. Giddings has placed revised policy on the "N" drive. Each faculty will read the policy and submit any suggested revisions to the Internal Controls Committee. Discussion followed Dr. Lumpkin's question "how will this process affect this semester if you are submitting an appointment package for review?" Dr. Giddings advised to go forth

with the peer review process and use forms currently given. For peer reviewers to complete assessment forms, they will need to meet with you prior to class visit, visit the classroom of course being reviewed, and then meet with faculty after classroom visit. Your teaching philosophy will be included in the pre-evaluation meeting. Some faculty members have already contacted their reviewer. Letters should be addressed to Dr. Giddings so the information will be placed in faculty file.

Dr. Walker inquired whether we had voted on the Department's manual. Response, we did not vote on the manual, just the policy.

Spring semester 2009 booklets are out, although not completely accurate. No room numbers are listed for some courses. Faculty was advised to inform students of the errors during advisement and give copies of the updates.

*Activity Required:* A revised schedule will be given to faculty on Friday; therefore, any revisions need to be submitted by the end of this day.

Ninety-nine percent of the textbook requisitions were completed on time. Those that were not completed were courses taught by adjunct faculty that probably were not aware of the Department's deadline.

Registration for student athletes, band members, and honor students will begin October 22. All other students will be allowed to register on November 3. Ms. Goode will be sending the alternate PIN numbers for registration to faculty this afternoon following Department meeting. Faculty was reminded to post times for students to sign up for advisement.

Dr. Oliver informed the group that Tracie Lewis could set up a link on Blackboard for all advisees, must send her their e-mail addresses in ncat.edu. Dr. Giddings will sort by areas and send students e-mail so this can be accomplished for those who want the link.

Faculty was encouraged to use the monitoring forms on the "N" drive and send completed forms to Ms. Mary Westmoreland, Retention Advisor, in Webb Hall. Ms. Westmorland really wants to make a difference in the lives of our students that are experiencing some difficulty in their academics.

Dr. Guy questions whether Ms. Westmorland has access or should have access to students' documents in Banner; this would alleviate the paper and follow-up that each faculty would have to do.

**Committee Reports:**

Advisory Board Committee - Dr. Walker discussed the logistics of the Advisory Board meeting to be held October 25<sup>th</sup> from 8:30 to 1:30 pm in the Dudley Building. Vans operated by Dr. Kim and Crystal Pass will transport the advisory board members to location from CH Moore. Box lunches from Maria's will be available. Faculty members were asked to contribute \$10.00 to help with the cost or any additional donation would be accepted. Doris Newton the outgoing president and Barbara Maddox are expected to lead the Board members into a strategic planning session. Faculty will attend only from 8:30 to 10:00 am. They will return at 12:00 for lunch and closing summary. Students are expected to play a vital role at the meeting in giving updates on each program not lasting more than 15 minutes total for all 4 program areas. Activity Required: Faculty pay \$10. per individual for lunch.

Recruitment/Retention Committee - Dr. Lynch/Dr. Lumpkin passed out minutes from meeting held on October 17. Some areas currently being worked on include: website with recruitment focus, list serve created for all students within Department, brochures, curriculum plan, FCS @ncat.edu e-mail address site, development of form letters for recruitment, student involvement in recruitment and retention committee meetings, community engagement by students, and a model of professional development engagement plan (PDEP) created by Dr. Thurman Guy. Dr. Ray added that two or more students need to represent the FCS Department in Webb Hall at 9:00. Also SAES Ambassadors are needed during University Day and other recruiting activities such as AGGIE NIT~S. Drs. Guy and Lynch informed Dr. Ray they had names to submit/or have submitted names for Ambassadors from their areas. Activity Required: Sign-up for AGGIE NITES.

Library Committee - Dr. Giddings gave Dr. Wheelers report. The library allotment for this year is \$8000. We need to utilize these funds. Deadline for orders to Dr. Wheeler is November 14<sup>th</sup> and deadline for submission to library is December 1, 2008. Activity Required: Submit library order ASAP.

Curriculum Committee - Dr. Lizette Lugo discussed the change in courses from 600 to 500 levels. All area leaders have received this list of 22 courses. The required documents for submission to curriculum committee chair are due Wednesday, October 29. A hard copy and an electronic copy should be sent to her. Questions regarding the deadline dates to SAES and Senate Committees refer to the e-mail that was sent. Dr. Guy proposed that FCS 612 become FCS 460 to be taken in the junior year and FCS 514 become FCS 560 to be taken in the senior year as the capstone course. Some discussion and opposition ensued regarding FCS standards for capstone courses. Dr. Guy's statement above was put into a motion and it was seconded; the motion carried with the following amendment: *provided the course changes do not interfere with requirements as governed by the American Association of Family and Consumer Sciences (the department's accrediting body).*

Technology Committee - Dr. Oliver announced the committee had not met since her last reporting period but will meet again on Tuesday of next week and expects to be moving forward on the web page.

Internal Control Committee - Dr. Rosa Purcell informed the group that the committee will require input from the faculty. Currently they are working on the peer review process, mission statement, new employee orientation and structure, and transfer student policy. The handbook is being reviewed page by page. Therefore your patience and assistance is needed.

Reappointment & Tenure Committee - Dr. Valerie McMillan informed the group that there were three reappointment packets reviewed and could anticipate additional communication before a narrative is brought forth.

Outreach and Collaboration Committee - Dr. Rosemarie Vardell announced participation of FCS faculty in the Novo Nordisk Pharmaceutical Company collaboration with the Greensboro Community and A&T in bringing an awareness of Diabetes and Obesity. A round table will be held in CH Moore on October 31 from 12:00 to 2:00 pm and a Community Wellness Weekend Activities from 10:00 am to 2:00 pm on Nov 1 at the Alumni Center. At the Full Student Body Meeting, 59 students were in attendance.

Evaluations are being summarized. Committee meeting scheduled for November will be preparing internship opportunities. Dr. Giddings will get a list of students participating to faculty.

Further Developments - Dr. Giddings announced the FCS participation in the Grand Opening of the NC Research Facility on Monday, October 20 (Drs. Giddings, Goktepe, Lynch, Ahmedna, Seo, and an array of FNS students).

Faculty may sign up for AGGJE NITES now, one of our recruitment efforts. See e-mail that went out a few days ago.

Open searches for jobs in FCS include: Director of Child Development Lab; Research Associate in FNS; Scientist for research grant from Department of Homeland Security; Research/Housing - Dr. Hinnant-Bernard's position, Student Teaching Position.

**Announcements** - in addition to the announcements made by committees:

November 17 - 21 International Education Week will be celebrating the country of Turkey. There will be visitors from the United Nations, Turkish food and coffee.

November 20, April Few from Virginia Tech, will be recruiting in FCS.

Motion to adjourn: 1:00 pm

*\*Note:* Mohammed Ahmedna was at the Kannapolis Site, Salam Ibrahim had taken students on tour to Ohio, and Meeshay Wheeler experienced illness in her family.

Respectfully Submitted by  
Dr. Patricia Lynch