

## **Minutes**

Dance, Health & PE Division Meeting  
Thursday August 22, 2013

### **Meeting Attended by:**

Steve Aggers  
Rob Hager  
Colleen Matsuhara  
Marguet Miller  
Melinda Smith  
Kathy Walton  
Jane Witucki

Meeting began at 1:05pm

Attendees were welcomed back for the new semester. The following procedures were reviewed:

- Posting office and teaching hours

- Return to chairperson workload form showing all courses taught, committees serving on and office hours.

- Reminder to have students process adds within the first 2 weeks of classes. No drops until after the second week of classes. Students who do not attend the first week of school should be dropped immediately.

- Send chairperson a copy of course syllabus ASAP. Need a separate syllabus for each section taught even if the course is the same.

- Division completed SLO Assessments for every class taught in Spring 2013. Let's do the same again for Fall 2013. Assessment forms will be sent out in the next 2 weeks along with course outline for review and updates.

- Course Updates – 4 levels need to be submitted for all activity classes. Separate outcomes for each level needed

- Everyone is being evaluated this semester. One week notice will be given prior to evaluation. Instructor can request another day/time for evaluation if they want to.

- Evaluation will make note of SLO Assessment completion and syllabus will be reviewed. Melinda and Colleen will be manning the student DH & PE Welcome Table on 8/23/13.

### **Dance:**

- Construction update – New 4000 sq. ft. studio to be built in lot 4. Raised sprung wood floor to be installed in Studio A. PECN & S will be updated and refreshed.

- Course Updates need for all dance classes – 4 levels needed for each one.

### **Health:**

- Health 7 Physical Fitness & Nutrition is archived.

- Health 2 Health & Fitness now offered for POPP program and ACT online. Online Health 2 course is not very successful. Suggested we offer 1 online Health 2 section in Fall for

online international students and 1 evening face to face Health 2 class for the ACT students in the Spring.

Donna Laws, no word from her so we assume she is not available to teach in Fall.

Setareh Torabian Riasati will be teaching her classes.

Melinda Smith will be on sabbatical in Spring 2014. Instructors need to be found for her classes.

**PE:**

Kinesiology, Kinesiology Athletics and Kinesiology Major name change is complete. The department name remains Physical Education.

Course Updates need to be considered along with SLO assessments. All activity courses need to be broken down into 4 levels.

Meeting adjourned at 2:30pm