AGENDA

Attendance

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Melinda Bowen</td>
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<td>Ron Kamaka</td>
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<tr>
<td>Marc Ruh</td>
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<td>Liz Ward</td>
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<td>Brian Crichlow</td>
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<td>Clark Maloney</td>
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<td>Juan Sanchez</td>
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<td>Chris Jackson</td>
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<td>Stacy Parker</td>
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<td>Doug Todd</td>
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<td>Bob Jastrab</td>
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<td>Bobby Purcell</td>
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<td>Iona Uiagalelei</td>
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Adjunct Faculty:

Guests:

I. Welcome - Call to Order 8:30 a.m.

II. Reports

A. Faculty Association-Liz Ward, Chris Jackson, Juan Sanchez
   - Putting on the Hits next weekend March 7th and 8th

B. Academic Senate-Liz Ward, Iona Uiagalelei
   - No Report

C. Curriculum Committee- 4 year review-Juan Sanchez, Iona Uiagalelei, Stacy Parker.
   - 4 Year Review Handout. These courses need to be updated by the end of March if your name appears on the list.
   - Curriculum has kicked back some A & B courses that need quick little modifications. Please reply with modifications so that your course gets bumped up to next level.

D. Certificates-Melinda Bowen, Chris Jackson, Mike Landas
   - Certificate fliers have been distributed to our faculty. If you have any individuals interested, have them contact the leads.
   - Some of our Certificate interns have been hired.
   - We need to promote the Certificates by posting pictures as well as student's and employer's testimonials up on the website.

III. Agenda

A. Growth - The Kinesiology Department added courses for Spring. Enrollment data is available for the Division to determine CRN fill rates. This data provided information regarding the courses and times that are in the highest student demands. Using the data, the following courses were added to the Spring Schedule of Classes:
   - KIN 44 Theory of Coaching
   - KIN 34 Fitness for Living
   - KIN 3 First Aid and CPR
   - KIN 33 Kickboxing
   - KIN I 50A Yoga
   - KIN I 4A Badminton

A question was asked concerning how the Department selects who should teach a class that has been added. Chris Jackson responded that with Theory classes, he and Liz look to see who is qualified to teach the class and what their LHE load is. He also noted that individuals with Masters Degrees or Certificates, should approach the Department Chairs to notify them of their expertise.

B. Class Counts - As noted, the KIN Department was able to add some last minute classes. As a reminder, the 1st meeting is paid for but if by the next meeting the numbers are not adequate, the class will be cancelled. Remind your adjunct faculty about class counts and minimums.

C. 4 Year Review - Handout depicts the courses and authors of courses that need to have their Curriculum reviewed and updated and submit through WebCms.
   - 2 deadlines one for Catalog and one for 4 year review. They are coordinating the deadline - May 31st.
   - Shoot for end of March.

D. Non-Captioned Videos - All video used in class must be Closed Caption including UTube

E. Review of Summer Download - Now we do a "Roll-Over" of Summer 2013. Faculty Assignments have not been made as of yet. We are expecting Growth in Summer and some courses will be available.

F. SLO Completion - we are at 93% and need to get to 100%. Chris Jackson will send an email regarding courses that need data.
   - Make sure data is useful for us.
   - Link it to PIE - difficult to meet SLO due to lack of equipment or facilities.
   - Going to be on a 4 year rotation collecting data to concur with 4 year review.

G. PE AS Degree - do we need it since we have KIN AA - Liberal Arts with emphasis in Kinesiology?
   - Need to inactivate through Curriculum if we no longer want it.
   - We will be adding the Kinesiology AA-T Degree
**H. Transfer AA Degree** - we need to have it submitted by May 31
- Met with Shane and Jamaika Fowler
- All-out memo went out to Community College and CSU Kinesiology Professors to develop a KIN Template
- Highly difficult – Statistics; Algebra/Trigonometry-based Physics or Calculus-based Physics
- KIN 17 Intro to Kinesiology and KIN 3 will need to be submitted for C-ID approval.
- Vote on KIN 17 and KIN 3 to be submitted for C-ID number, KIN 3 is ready to be submitted for C-ID approval (has been approved by C&I) – A motion was made, seconded and carried to submit KIN 17 and KIN 3 for C-ID approval
- Biology and Chemistry are not submitting their courses for C-ID approval for philosophical reason.
- Liz will be speaking to Beta Meyer (Biology); Chris will be talking to Terri Beam (Chemistry) to get them to submit for approval

**I. Course Syllabus** - to Obdulia
- Follow up on your staff/assistant coaches if they are teaching a class to submit their syllabus to Obdulia
- The Department needs the syllabi for Accreditation purposes to show we have SLO’s for each course

**J. PIE - keep updated.**
- The Chairs have been brainstorming to find a way to make updating PIE more efficient. The idea of faculty dropping off index cards with your name, facility or equipment issues to the Division Office as the need comes up may provide a solution.

**K. Families** - For Curriculum purposes; Department minutes are needed to support the Families that we have identified. A motion was made, seconded and carried to approve the Kinesiology Families: Theory, Aquatics, Cardiorespiratory and Body Composition, Muscular Strength, Individual Sports, Combatives, Flexibility and Balance, Adaptives, Team Sports, and Fire Science.

**L. SLO Committee Member** - The SLO Committee meets the 1st and 3rd Tuesdays, 2:45 – 4:15 Building 4; Room 2460. The Kinesiology Department needs a representative to serve on that Committee. Please notify Liz or Chris if you are willing to serve.

**M. Course Assignment Verification** - This is now done online through your instructor portal. This applies to all overload classes and all adjunct faculty. Please notify your staff of this new procedure.

**N. Kinesiology Faculty Handbook**
- Emailed to all Full Time Kinesiology Instructors
- Please review for updating and get back to Liz if you see anything besides the highlighted portions that needs to be changed.
- Highlighted are items that are being corrected.

**O. Future Department Meetings**
- March 28
- April 25
- June 6

**Q. Verify Faculty Directory** – An email was sent out for review that all information is current. Liz will be looking into why Adjunct Professors are not in the Directory. Specially noted are adjunct Head Coaches are not in the directory.

**R. KIN Professor/Softball Head Coach Hire**
- The position was flown and all applicants have been screened by HR for minimum qualifications.
- The hiring Committee is paper screening
- Initial Interviews are scheduled for the end of March
- Final Interview will be April 4
- The new hire will be announced after being approved by the Board Of Trustees

**S. Online Math Classes** - The Math Department is not accepting online Math Classes. The Department Chairs will be looking into why the Math department is the only department on campus not accepting online classes. If this persists, a Resolution may need to be written and brought before Senate.

**T. Department Vote** – An anonymous vote will be taken at the next Department meeting regarding Department Deans being at the Department meetings.

**IV. Adjourn 9:36**