

LSUHSC
School of Allied Health Professions
Faculty Assembly Delegates Meeting
Minutes
12/8/09

Present: Erin Dugan, Rennie Jacobs, Larry Broussard, George Hebert, Tamara Gravano, Jan Case, Tina Ginaldo, Jerald James, Scott Rubin, Jo Thompson, Michele Zitzmann (secretary)

- 1. Call to Order @ 2:05 pm**
- 2. Approval of Minutes**
Minutes were distributed by email. They were approved as written with one correction/addition (noted in red).
- 3. Allied Health Week**
The Health Fair went well, but only had about 30 attendees. Those involved would like to have another fair in the future. Ideas were discussed about how to advertise future events.
- 4. Dept. of Physical Therapy Site Visit**
Went very well. Should receive official results in the spring.
- 5. Fire Drill**
Went well with no reported problems.
- 6. Dean's Report**
 - a. Plans to work on the 5-year Strategic Plan after the new year. Work groups will be established to work on various topics. Groups will be appointed through each department. The Dean will discuss the plan for the groups at the General Faculty meeting on Dec. 15. He would like to have a ½ day seminar in late spring/early summer to present what the groups have accomplished. Goal to have plan established: July 1, 2010.
 - b. The Dean would like Faculty Assembly to create a mission statement to present to the SAHP faculty.
 - c. The plans for the new HDC building have been changed to include a 4th floor.
 - d. There are plans to reopen the child care center at NOA, near Children's Hospital.

7. Faculty Assembly Newsletter

An electronic copy will be distributed in January. Tina will send a preview copy to FA delegates. The deadline for additions, etc. is January 8, 2010.

8. 40th Anniversary

The newsletter will be distributed in March, 2010. The new home page of the website will be ready in January. Robert is helping a lot with all of these projects.

There will be a continuing education event on Saturday, March 13 from 9:00 am – noon.

In the Fall semester, there are plans to have a Professional Development series (resume writing, interviewing, etc.) & Job Fair for the students. Funds from the job fair will be distributed to the departments.

9. General Faculty Meeting

Erin is putting together a PowerPoint presentation to present at the meeting. She will send the template to those who are involved in presenting at the meeting.

10. Elections

An electronic ballot will be sent out prior to the meeting on Dec. 15, 2009.

11. Course Evaluations

It is still open to students. Will close on Dec. 11th. Reminders will be sent to students to complete the evaluations before the semester break.

12. SAHP Grants & Research Forum

The next forum will be January 12, 2010 at noon (same time as Faculty assembly meeting). It was decided to **move the FA delegate meeting to 10:00 am on Jan. 12th.**

13. Mission Statement

Erin distributed materials regarding the development of a mission statement. She will email information on the LSUHSC mission statement and strategic plan to those involved. A committee was established to work on the mission statement. Erin volunteered to be chair of the committee. George and Jerald volunteered to be on the committee. The committee will report their progress on Jan. 12 at the next delegate meeting.

15. Adjournment – 3:05 pm

Next meeting: Tuesday, January 12, 2010 (10:00 am)