

Kinesiology, Sport and Leisure Studies
Minutes
August 25, 2020
11:00 a.m.
Microsoft Teams Meeting

Present: Dr. Rodney Blackman Dr. Aaron Livingston
 Ms. Breleisha Gilbert Dr. Catalina Palacios
 Ms. Barbara Lewis Dr. Larry Proctor

Excused: Dr. Martin Ayim
 Ms. Yvonne Calvin

Presiding: Dr. Obadiah Simmons, Jr.

Call to Order: The meeting was called to order at 11:00 a.m.

I. Welcome

Dr. Simmons opened the meeting by welcoming everyone in attendance.

II. Approval of Agenda

The agenda was approved as printed with no additions.

III. Old Business

A. 2020 Fall Semester Teaching Schedule & Classroom Assignments

- The fall teaching schedule is tentative.
- There will be a possibility of one or two overloads this semester.
- There will be a few classroom assignment adjustments to make certain that all classes that are assigned to Dr. Simmons are covered.

B. Class Roll/Roster & Attendance Banner System Entry

- Faculty must enter attendance in Banner daily, whenever the class meets or how the courses are designed.
- It is critical that attendance is entered due to most of the students are on financial aid and determines if they will receive their refund checks on-time.

C. KSLS Advisement

- Dr. Simmons is serving as the academic advisor for all freshmen and transfers. A number of students are changing their major to our department and several students are coming by the office for advisement. Dr. Simmons may ask for assistance with advising the freshman students.

IV. New Business

A. Academic Affairs Reorganization

- Dr. Simmons has been asked by Dr. Walton to assume the responsibilities that took place in the Dean's Office. Dr. Harrison is no longer with the University. She has retired for the second time. During this interim period, Dr. Simmons is functioning as the Facilitator in the Office of the Dean of College of Educational and Graduate Studies.
- The plan is to consider a reorganization of the Division of Academic Affairs.
- The Board Meeting is scheduled to meet on September 3rd.

- Dr. Simmons will spend majority of his time in the Dean's Office. He will discuss a few items with Dr. Walton in terms of giving some additional assignment duties to certain KSLS Faculty to assume some responsibilities of the department head's duties. He will meet with some faculty individually with additional information at a later date.

B. *List of Students Approved for 100% Online Courses*

- The list of students who have been approved to take all of their classes 100% online will be emailed to the faculty today.
- If a course is set-up as a hybrid, faculty must accommodate the students who have been approved for 100% online instruction.
- Faculty must make every accommodation for the students to make-up any missed coursework, exams and/or assignments due to late registering. Faculty were asked to not to compromise the delivery or course requirements to accommodate students.

V. **Updates/Announcements**

A. *LAHPERD, LRPA, NASSM, NRPA, ATRA, SHAPE, SOPHE, ATRA, COSMA, CAEP, etc.*

- Most professional meetings adopted a virtual conference.
- LAHPERD rescheduled their meeting until the spring.
- Faculty were asked to submit new dates/changes of the national/professional organizations, even if they are a virtual conference as soon as possible. There is a fee for virtual conferences. The information will be forwarded to the QEP Office which is funded through Title III.

B. *Questions/Answers*

- Dr. Palacios asked the following question: What does the "C" stand for on the paid indicator class roll? She was instructed to email the Registrar's Office to acquire as to what the "C" means.
- Ms. Gilbert asked the following question: Will the pending list of 2020 fall candidates for graduation be updated? She indicated that several students were not on the list. The students were instructed to submit the online application for graduation form. Dr. Simmons will follow-up with the Registrar's Office. Dr. Simmons suggested that all issues be resolved now or early in the semester before midterm, especially since we are working in a virtual environment.
- Dr. Proctor asked the following question: When is the best time to begin meeting in preparation for the PETE Self-Study report for accreditation that is due this fall? Dr. Simmons indicated that he had a brief conversation yesterday with Dr. Johnson and she mentioned that the report for the College of Education is due in the spring. Dr. Simmons will follow-up with Dr. Johnson to get clarification to determine if our departmental report will be included in the College of Education's report. Dr. Simmons indicated that they can start meeting to work on the report.
- Ms. Lewis asked the following question: What constitutes an absence if the student does not look at the assignment on Canvas? Dr. Simmons indicated that it is up to each faculty to make that decision. He recommends that a faculty be an advocate to give every opportunity to the student. For example: If he noticed that a student has not viewed/completed an assignment, he will send a message to the student to minimize issues.
- Dr. Palacios asked the following question: Will students be automatically dropped from Canvas if students are not listed on the paid indicator class roll or submit their names to be removed from Canvas? Dr. Palacios indicated that students have access to Canvas, completing coursework and progressing of the course, but not listed on the class roll. Dr. Livingston indicated that it is good practice to always continue to

check the class roll against the students accessing Canvas and alert the student and the Registrar's Office immediately to rectify the issue. Also, attendance can be done online through your assignments.

- Dr. Simmons had to join a Teams meeting with Curriculum and Instruction which was scheduled at the same time as our departmental meeting.

VII. Closing Remarks

*A. Department Head/*Provost's Office*

- Provost Walton and other University Officials have a standing open invitation to attend all KSLS departmental meetings.

B. Announcement

1. Next KSLS department meeting is scheduled for September 29th at 11:00 a.m.

C. Adjournment

The meeting was adjourned at 11:38 a.m.

Recorder: Sheila Griffin



Kinesiology, Sport & Leisure Studies
Tuesday, August 25, 2020 – 11:00 a.m.
Microsoft Teams Meeting

A G E N D A

- I. Welcome
- II. Approval of Agenda
- III. Old Business
 - A. 2020 Fall Semester Teaching Schedule & Classroom Assignments
 - B. Class Roll/Roster & Attendance Banner System Entry
 - C. KSLS Advisement
 - D. Other(s)
- IV. New Business
 - A. Academic Affairs Reorganization
 - B. List of Students Approved for 100% Online Courses
 - C. Other(s)
- V. Updates/Announcements
 - A. LAHPERD, LRPA, NAASM, NRPA, SHAPE, SOPHE, ATRA, COSMA, CAEP, etc.
 - B. Other(s)
- VI. Action Items
- VII. Closing Remarks
 - A. Department Head/*Provost's Office
 - B. Announcements
 - 1. Next KSLS Department Meeting: **September 29th @ 11:00 a.m.**
 - 2. Other(s)
 - C. Adjournment

[*NOTE: Provost Walton and other University Officials have a **Standing Open Invitation** to attend all KSLS Departmental Meetings.]