

Kinesiology, Sport and Leisure Studies
Minutes
November 30, 2021
11:00 a.m.
Microsoft Teams Meeting

Present: Dr. Rodney Blackman Dr. Catalina Palacios
 Ms. Breleisha Gilbert Dr. Larry Proctor
 Ms. Barbara Lewis Ms. Teshia Lincoln

Absent: Dr. Martin Ayim
 Dr. Aaron Livingston
 Dr. Patricia Simmons (Excused)

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. University Reading Days & Final Exams

- Reading period is scheduled for December 2nd – 3rd.
- Officially, the students are not to have any additional required coursework or exams during the reading period.
- Reading period is set aside for students to study and prepare for the final examinations.
- Last day of classes is December 1st.
- Final examinations are scheduled for December 6th – 10th.
- Faculty were reminded to honor the final examinations schedule and not to administer the final examinations early. Students can take the exam after the scheduled date prior to submitting final grades.

B. Update Class Rolls & Prepare Final Grade Sheets

- Faculty were reminded to update class rolls and prepare final grade sheets.

C. Completion/Submission of Final Grades

- Faculty were encouraged to submit final grades accurately and timely.
- Final grades are due December 14th.

D. 2021 Fall Semester Academic Calendar.

- Faculty were asked to note the adjusted 2021 fall semester academic calendar changes and University deadlines.

IV. New Business

A. 2021 Fall Semester List of Majors (Kinesiology, Leisure Studies & Sports Administration)

- 2021 fall semester list of majors was emailed to the faculty.
- The intent of the list is to provide an even number of advisees per advisor.
- Advisees will have the same advisor until the time that they finish their degree program.

- Academic advisement will be according to a student's major and done by the appropriate faculty member in the discipline.
 - Dr. Patricia Simmons and Ms. Lincoln will be part of the advisement process.
 - Dr. Livingston will strictly advise graduate students only.
 - Dr. Simmons will advise freshmen and transfer students only.
- B. *Adjustments to 2022 Spring Semester Schedule*
- Adjustments will be made to the 2022 spring semester schedule.
 - Faculty will be assigned to courses in their area of specialty. For example, leisure studies faculty will only teach leisure studies courses.

V. **Updates/Announcements**

A. *Professional Conferences & Meetings*

- Title III funds are available for travel via the QEP Office for approved conferences.
- Faculty were encouraged to submit travel requests for professional conferences, meetings or workshops scheduled for the 2021-2022 grant year once the conference information is available.

B. *GSU Faculty Senate*

- Faculty Senate provides funding for faculty who are presenting at a professional conference, convention or similar professional organizational meeting. The maximum amount of funding is \$500.

C. *COE Meal Function*

- The College of Education Christmas meal function is scheduled for December 14th at the cost of \$25 per person. Ms. Melanie Monroe is spearheading the function.

D. *Other*

- The end-of-the-semester materials are due December 16th.

VII. **Closing Remarks**

A. *Department Head/Dean/*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 January 25th at 11:00 a.m.

C. *Adjournment*

The meeting was adjourned at 11:36 a.m.

Recorder: Sheila Griffin



Kinesiology, Sport & Leisure Studies
Tuesday, November 30, 2021 – 11:00 a.m.
Microsoft Teams Meeting

A G E N D A

- I. Welcome
- II. Approval of the Agenda
- III. Old Business
 - A. University Reading Days & Final Exams
 - B. Update Class Rolls & Prepare Final Grade Sheets
 - C. Completion/Submission of Final Grades
 - D. 2021 Fall Semester Academic Calendar
 - E. Other(s)
- IV. New Business
 - A. 2021 Fall Semester List of Majors (Kinesiology, Leisure Studies & Sport Administration)
 - B. Adjustments to 2022 Spring Semester Schedule
 - C. Other(s)
- V. Updates/Announcements
 - A. Professional Conferences & Meetings
 - B. GSU Faculty Senate (*Livingston*)
 - C. COE Meal Function (December 14th @ \$25.00/pn)
 - D. Other(s)
- VI. Action Items
- VII. Closing Remarks
 - A. Department Head/*Dean's Office/*Provost's Office
 - B. Announcements
 - 1. Next KSLS Department Meeting: **January 25th @ 11:00 am**
 - 2. Other(s)
 - C. Adjournment

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