

ATTACHMENT # 1

**Committee on Accreditation for the
Exercise Sciences**

Report of Corrective Actions Required

October 22, 2007

Walter R. Thompson, Ph.D.
Committee on Accreditation
For the Exercise Sciences

Shala Davis, Ph.D. Committee
on Accreditation For the
Exercise Sciences

Dear Drs. Thompson and Davis,

The following document will provide the Committee on Accreditation for the Exercise Sciences (COaES) with information regarding changes to the Exercise Science program at Indiana University of Pennsylvania in response to your letter dated May 25, 2007. I hope to provide the committee with details and documents regarding changes to our program to address standards that were not met during the site visit in March, 2007.

1. STANDARDS NOT MET:

1. IIB Appropriateness of Outcomes and goals

CORRECTIVE ACTION TAKEN:

While an advisory committee was formed in the early 2007, the committee did not actually meet until September 12, 2007. Attachment #1 which is enclosed contains a complete list of each advisory board member and their respective positions. Attachment #2 is the sign-in sheet for the advisory board meeting. Briefly, the IUP Exercise Science Advisory Committee is made up of 12 individuals. The IUP Exercise Science Program Advisory Board includes fitness facility members, past professors, internship site supervisors and individuals from Indiana Regional Medical Center. Their mission, as described in their invitations, was "to assist with the ongoing maintenance and updating of the Exercise Science program to produce the best possible students to meet the needs of an ever changing workforce". Briefly, 12 individuals were invited while ten attended a dinner meeting held on campus the evening of September 12. A second meeting is planned for sometime in February and after that bi-annually. The advisory meeting was very lively with the committee providing faculty many sound ideas regarding students and curriculum. Meeting minutes will be available for review upon request.

2. STANDARDS NOT MET:

2. III, B la Program Directors Responsibilities

CORRECTIVE ACTION TAKEN:

Dr. Madeline Bayles has received a 2 credit release from classes for the fall of 2007. Meetings with the Dean of the College of HHS and the chair of Health and Physical Education program have resulted in a workload reduction of two-credits for the purposes of program administrative duties which will be available on a yearly basis. There is

already a precedent for this in the Health and PE department, as the program coordinator for the Athletic Training program has received a similar reduction in workload for the past two years. Attachment #3 is copy of that form submitted. The completed and signed form is currently going through IUP administration and will be available for review at the time of the site visit.

3. STANDARDS NOT MET:

III, C. Curriculum

CORRECTIVE ACTION TAKEN:

The Exercise Science faculty committee meet several times throughout the summer to work on many changes in the curriculum. Some we can institute immediately through student advisement, others will require IUP Senate approval. Effective immediately, with May, 2008 graduates, all exercise science seniors will be required to take HPED 492 (currently in curriculum) as a culminating or capstone class. Through the advisement process, students will no longer be allowed to select either HPED 492 or SAFE 314 Ergonomics, but rather must take HPED 492. HPED 492, Health Fitness Instruction is a review class used to prepare students for a variety of national fitness certification exams. Instructor led as well as peer tutoring for the purpose of preparation for the national fitness exams will be part of this course. Students will receive a student satisfaction survey at the conclusion of this class that has several questions regarding program satisfaction as well as questions examining program outcomes. Some of these same questions will be surveyed again when our formal employment survey is administered to all graduates six months post graduation. Also effective immediately, students graduating December, 2007 and May, 2008 will be required to take one of several national certification examinations in the fitness/personal training profession as the final examination in HPED 492, Health Fitness Instruction. . This process was developed with the assistance of the Dean of the College of Health and Human Services. Briefly, students will be eligible to take one of several national certification exams, ACSM's HFI, NSCA CSCS, ACE PT and NASM PT. Students will be required to take a national fitness examination as their final examination and in order to successfully complete HPED 492 Proof of examination as well as a grade of at least 60% on the national examination will be required to receive full credit for the final examination for HPED 492 If students do not successfully obtain at least a 60% on their national fitness certification examination, they will be issued an incomplete for the course and allowed to repeat the examination process up to three times. After that, students will be issued a failing grade for the final exam but will, based upon successfully completing other coursework, be able to pass the course. Students will be encouraged to take the ACSM HFI examination because of the discounted cost and ease of communication regarding examination results. Other NCAA certification exams however, will be accepted but students must submit proof that they have taken the exam as well as the score. Students who have successfully completed their national exam prior to enrolling in HPED 492 will get the final examination but not the actual course waived. These students will be eligible to serve as peer tutors for the HPED 492 course.

Also in response to deficiencies sited in standard III C, please note that while IUP's Exercise Science curriculum does include a biomechanics (HPED 315, Biomechanics) course, a graded exercise testing course (HPED 411, Physical Fitness Appraisal), and a required internship(HPED 319, Pre-Professional II), several new courses have been added to the curriculum. These include the addition of a **math prerequisite** prior to taking HPED 315, Biomechanics, a **separate lab added to Exercise Physiology**, the addition of a **second required internship experience**, HPED 493, Internship, an **additional practicum in Personal Training** and finally an **additional practicum in Electrocardiography**. Also, the sequence of the curriculum has been altered to better reflect required pre-requisite and professional content. These changes have been enclosed as attachments #4 and #5. Several of these new courses will be taught for the first time in the spring semester, 2008 on a temporary basis. Note however, new courses as well as adjustment in the sequencing of classes must be approved on a permanent basis by the IUP Senate. This process will take approximately one year.

4. STANDARDS NOT MET:

IV,A, 2. Documentation

CORRECTIVE ACTION TAKEN:

Effective in the spring of 2007, all Exercise Science faculty will have individual folders for each student advisee. Documentation will follow the format provided by IUP however all exercise science faculty will maintain a record of grades and the semester each class is taken on the student advisement sheet. Close attention to course sequencing will be maintained by making notes on student's progress each semester and recording deviations to the suggested sequence. This process began in the spring of 2007 and currently all exercise science faculty maintain individual advisement folders. We will provide the site reviewer with a sample of student advisement folders.

5. STANDARDS NOT MET:

IV, B, 1. Outcomes Assessment

CORRECTIVE ACTION TAKEN:

Assessment of student outcomes will be meet in several ways:

Effective May, 2007 the grade point requirement for students to transfer into exercise science was raised to a 2.5.

Effective fall, 2007 for freshman, a 2.5 GPA will now be required to enroll in both levels of internship experiences, HPED 319 and HPED 493.

Effective immediately for freshman and sophomore the following classes now require a minimum of a "C" or better.

HPED 221 Human Structure and Function
HPED XXX Exercise Leadership
HPED XXX Personal Training Practicum
HPED 343 Physiology of Exercise
HPED 375 Physiology of Strength
HPED 410 Exercise Prescription
HPED 411 Physical Fitness Appraisal

Students were notified of these changes in classroom meetings and through handouts (enclosed) during the first week of scheduled classes.

Effective immediately all Exercise Science graduates will be required to sit for a NCAA certification exam no later than the spring semester of their senior year. This will take place as part of a capstone experience, HPED 492, Health Fitness Instruction. .

Effective Spring, 2008 all seniors will complete a student satisfaction survey during their culminating experience HPED 492, which will be followed six-months later by an electronic employment/graduation survey. Records of student/parental email address will be maintained and updated on a yearly basis for the purpose of tracking the exercise science students after graduation. .

6. STANDARDS NOT MET:

IV, B, 2. Outcomes Reporting

Effective August, 2007 demographic and outcomes information will be kept on all exercise science students and updated annually by the academic advisor and program director. This serves two purposes; first to maintain up to date contact information on the students for purposes of employment and graduation survey and also to track yearly outcomes in terms of required grades for core exercise science classes. Completed information sheets from all exercise science students will be available for review.

Graduation and employment survey have been written and are in place for electronic distribution for the students graduating December, 2007. They were developed with assistance from IUP, Applied Research Lab and will be distributed electronically through Student Voice. Copies of the graduation and employment survey are enclosed as attachments #6 and #7. The link to the online version of the graduation and employment surveys will be available for review during the site visit. In addition, samples of the student satisfaction survey taken from HPED 492 this past May will be available for review. Content of the student satisfaction surveys will closely match content contained in the graduation survey.

7. STANDARDS NOT MET: V, D. Students Records

Effective May, 2007 all exercise science faculty maintain advisement records for each exercise science students. Advisement records include advisement activity for the coming semester, notes regarding student progress and any deviations from the suggested academic sequence as well as a record of all coursework, grades and semester classes are taken. A separate demographics and academics progress sheet is maintained by the exercise science program director for the purpose of monitoring academic outcomes and for graduation and employment surveys. Each semester reports with outcomes related to successful completion of core required classes with "C" grades or better will be generated by the office of the Dean of Health and Human Services and will be provided to the program coordinator. All these forms have been discussed previously and will be available for review.

ATTACHMENT # 2

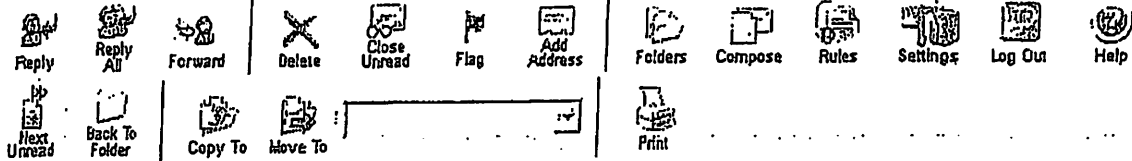
List of NCCA Fitness Exams
(The National Commission for Certifying Agencies)

NCCA Accredited National Fitness Exams

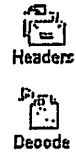
1. The American College of Sports Medicine:
www.acsm.org Health Fitness Instructor
2. American Council on Exercise:
www.acefitness.org Advanced Health and Fitness Specialist
3. The Cooper Institute:
www.cooperinst.org
Personal Trainer
4. International Fitness Professionals Association
www.ifpa-fitness.org Certified Personal Fitness Trainer
5. National Academy of Sports
www.nasm.org Certified Personal Trainer
6. National Council on Strength and Fitness
www.ncsf.org National Certified Personal Trainer
7. National Strength and Conditioning Association
www.nscs.org Certified Strength and Conditioning Specialist
8. National Federation of Personal Trainers
www.ndeita.org Personal Trainer
9. National Exercise Trainers Association
www.nfpt.org Certified Personal Trainer

ADDITIONAL EMAILS

IUP I-Mail: Message from InBox Folder

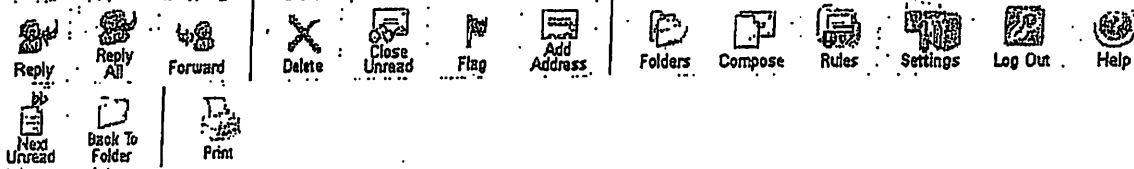


From: "Madeline Paternostro Bayles" <mpbayles@iup.edu>
 Subject: HPED New Courses
 Date: Thu, 17 Apr 2008 18:10:08 -0400
 To: mrearick@iup.edu
 Cc: mpbayles@iup.edu



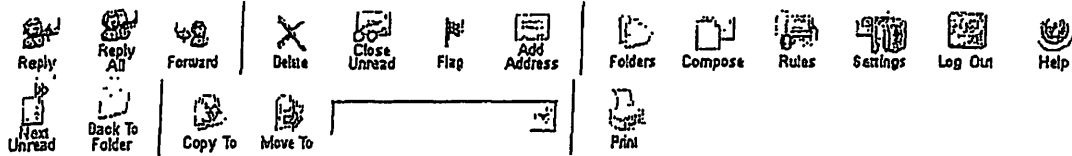
Marcy,
 This is Madeline Bayles from Health and PE. Our Exercise Science track is going through a track revision.
 We are proposing four new courses. Listed below are the courses and CIP numbers. I have selected course numbers I believe to be inactive or not currently listed. Please let me know if they need to be changed in any way. Thank-you for your time.

- HPED 342 Physiology of Exercise Lab CIP 999999
- HPED 285 Exercise Leadership CIP 999999
- HPED 286 Personal Training Practicum CIP 999999
- HPED 414 Exercise Electrocardiography CIP 999999

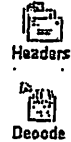


A service of the Technology Services Center
 Last updated: 03/13/2004 by jbr

IUP I-Mail: Message from InBox Folder



From: "Marcy Rearick" <MREARICK@iup.edu>
 Subject: Re: HPED New Courses
 Date: Tue, 22 Apr 2008 13:27:39 -0400
 To: "Madeline Paternostro Bayles" <mpbayles@iup.edu>



Hi Madeline,
 Sorry for the delay in getting back to you.
 Following is the information you requested.

HPED 285, 286 and 414 are available number.
 HPED 342 is not available, however 347 and 348 are available numbers..

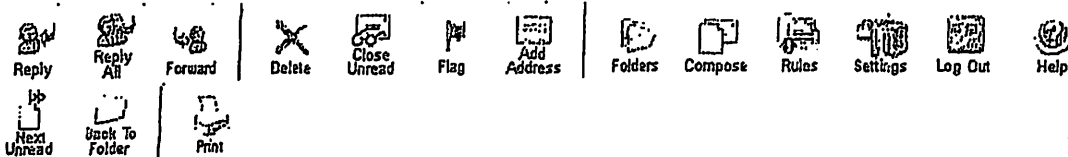
Marcy

----- Original Message -----

From: Madeline Paternostro Bayles
 To: mrearick@iup.edu
 Cc: mpbayles@iup.edu
 Sent: Thursday, April 17, 2008 4:10 PM
 Subject: HPED New Courses

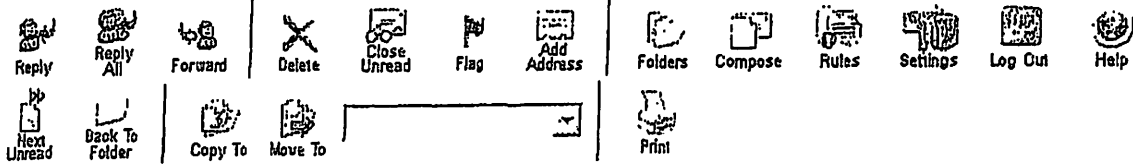
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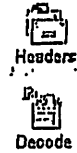


A service of the Technology Services Center
 Last updated: 03/13/2004 by jbr

IUP I-Mail: Message from InBox Folder



From: "Marcy Rearick" <MREARICK@iup.edu>
 Subject: Re: HPED New Courses
 Date: Tue, 22 Apr 2008 13:38:27 -0400
 To: "Madeline Paternostro Bayles" <mpbayles@iup.edu>



You should be good to go.
 Thank you for inquiring.

----- Original Message -----

From: Madeline Paternostro Bayles
 To: Marcy Rearick
 Sent: Tuesday, April 22, 2008 1:34 PM
 Subject: Re: HPED New Courses

On Tue, 22 Apr 2008 13:27:39 -0400
 "Marcy Rearick" <MREARICK@iup.edu> wrote:

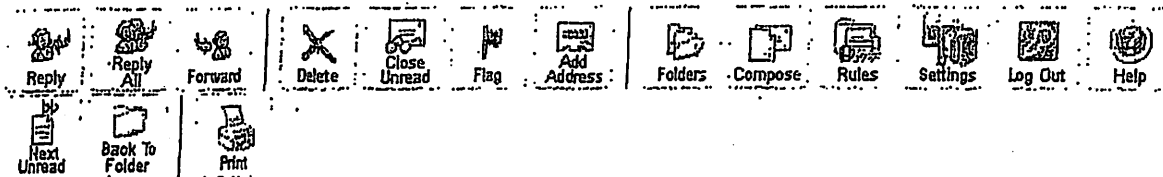
Thank-you Marcy,
 I will then take HPED 347 Physiology of Exercise Lab, along with 285,
 286, and 414. Let me know if I need to do anything else.

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 > Following is the information you requested.
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 > HPED 285, 286 and 414 are available number.
 > HPED 342 is not available, however 347 and 348 are available
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> Marcy

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 > Cc: mpbayles@iup.edu
 > Sent: Thursday, April 17, 2008 4:10 PM
 > Subject: HPED New Courses

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> HPED 286 Personal Training Practicum CIP 999999
> HPED 414 Exercise Electrocardiography CIP 999999



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Last updated: 03/13/2004 by jbr

IUP I-Mail: Compose a message

Send Draft Address Book Directory Search Attach Check Spelling Folders Rules Settings Log Out Help

From: "Madeline Paternostro Bayles" <mpbayles@iup.edu>

To: Gary.Stoudt@iup.edu

Cc:

Bcc:

Subject: Exercise Science Curriculum Revision

Options: Notify when Delivered Save copy in Sent Items

Dr. Stoudt,

Hi, this is Madeline Bayles from Health and PE. I am the undergraduate Exercise Science track coordinator. As a result of a national accreditation we received several months ago our curriculum is going through a major track revision which may involve your department. In the proposed curriculum revision, we will require all exercise science students to take MATH 101 in addition to their current MATH requirement of MATH 217, Prob and Stats. Many of our undergraduates already take this class so there is not a lot of reason to panic. However, since our major has approximately 40 students/class we are calculating that you could see an additional 20 students/year spread across fall, spring and summer semesters. If you have any additional questions please do not hesitate to contact me at x7835. Thank-you. Our proposal is about to leave the HPED department and head off to the HHS undergraduate

Attachments:

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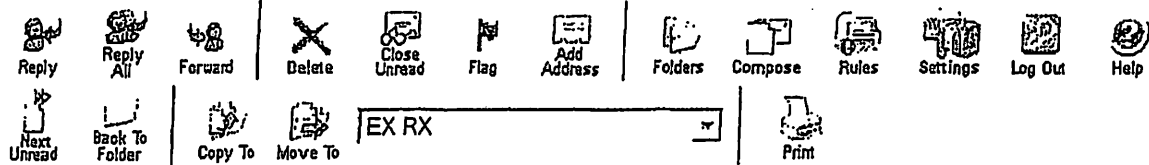
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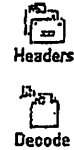
Browse...

A service of the Technology Services Center
Last updated: 03/13/2004 by jbr

IUP I-Mail: Message from InBox Folder



From: "Gary Stoudt" <Gary.Stoudt@iup.edu>
 Subject: RE: Exercise Science Curriculum Revision
 Date: Fri, 6 Feb 2009 09:51:37 -0500
 To: "Madeline Paternostro Bayles" <mpbayles@iup.edu>



Madeline,

I apologize that this got lost in my morass of emails. Considering the number of sections of MATH 101 and 217 that we offer, we should be able to accommodate your changes.

Gary

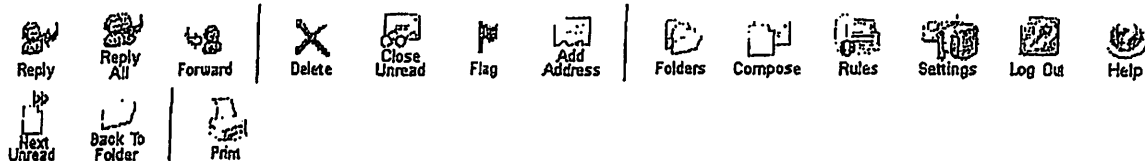
Gary Stoudt, Acting Chairperson
 Mathematics Department

-----Original Message-----

From: Madeline Paternostro Bayles [mailto:mpbayles@iup.edu]
 Sent: Tuesday 20 January 2009 8:43 PM
 To: Gary.Stoudt@iup.edu
 Cc: mpbayles@iup.edu
 Subject: Exercise Science Curriculum Revision

Dr. Stoudt,

Hi, this is Madeline Bayles from Health and PE. I am the undergraduate Exercise Science track coordinator. As a result of a national accreditation we received several months ago our curriculum is going through a major track revision which may involve your department. In the proposed curriculum revision, we will require all exercise science students to take MATH 101 in addition to their current MATH requirement of MATH 217, Prob and Stats. Many of our undergraduates already take this class so there is not a lot of reason to panic. However, since our major has approximately 40 students/class we are calculating that you could see an additional 20 students/year spread across fall, spring and summer semesters. If you have any additional questions please do not hesitate to contact me at x7835. Thank-you. Our proposal is about to leave the HPED department and head off to the HHS undergraduate curriculum committee.



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