

Administrative Council Meeting
Minutes
January 11, 2008

Present: Susan Benner, Blue Dean, Joy DeSensi, Tom George, Vena Long, Gayle Mathews, Steve McCallum, Mick Nordquist, Dulcie Peccolo, Nancy Fair Rutherford, Scotty Warden, Jay Whelan, Bob Rider, presiding.

Welcome, Approval of Minutes, Announcements

Dean Rider began the meeting by welcoming Blue Dean, the new CEHHS Development Director, and stated that Mark Burns is now serving as interim director for the Library. Dean Rider also congratulated Dr. Nancy Fair Rutherford on her recent marriage and announced her name change.

The December minutes were approved.

Dr. Rider updated the council on Dr. Cagle's recent illness and short hospital stay. Dr. Cagle is resting comfortably at home after a minor heart procedure and should return next week.

Following his recent resignation, Loren Crabtree will be honored at a reception on Thursday, January 17, from 4:00 until 6:00 p.m. in the UC Ballroom. Dr. Crabtree's resignation has been a topic of conversation at the university and President Petersen recently met with the college deans. Jan Simek was named as interim chancellor and Dean Rider stated that he is a very strong supporter of our college and will be much involved in our programs. The council members discussed the recent state of the campus with Chancellor Crabtree's resignation. Dean Rider stated that the university will continue to move forward but encouraged faculty members to attend the Faculty Senate meetings to ask questions and address any concerns. The president hopes to have a new chancellor by next fall and has vowed to include faculty input in the selection.

Dean Rider met with Anne Mayhew who is now the part-time director of the External Scholarships Program. These scholarships include external scholarships such as the Rhodes, Fulbright, Wallace, etc. Dr. Mayhew will review resources and opportunities and groom students for consideration for these scholarships. Dean Rider is very interested in promoting this within our college and department heads were asked to identify potential candidates within their departments. Her office is located in F101 Melrose Hall and her email address remained the same.

Associate Deans Reports

Tom George reporting

The most recent draft of the THEC proposal which changes concentrations to majors in the doctoral programs is going to Katie High, Associate Vice President for Academic Affairs, UT System. Hopefully it will be placed on the THEC agenda in June for final approval and ready by August 2008.

Another Undergraduate Honors Committee meeting will be held on January 25 to discuss the proposal. Representatives from each department should bring suggestions and feedback from their faculty to the meeting.

The faculty and staff award nominations/applications are due Friday, January 18.

Curriculum materials for the next catalog are going before the Graduate and Undergraduate Councils later this month.

Vena Long reporting

The Governor's Academy is moving along. Dr. Long will begin scheduling the P&T college committee meeting right away. All the dossiers have been submitted and the review process will begin soon.

Bob Cargile and Dr. Long will be meeting with various groups soon. Money is very tight and they will have to move from governmental funds to the foundation for the next few years.

The Graduate School Colloquium will be held on March 7 and proposals from students must be submitted soon. Please donate door prizes to the students for this event and make plans to attend that day.

Retention forms for tenure track faculty are due today.

Budget (Bob Rider reporting)

Dean Rider and Gayle Mathews will meet with Provost Holub and the new budget director on March 3. The dean asked that department heads submit any budget anomalies within their department as well as any specific challenges or requests. Please submit empirical data and rationale to validate any requests. The dean and Gayle will also meet with the interim chancellor in March. This year, the deans will hold a preliminary meeting with the provost before the final budget meeting takes place.

Deans Council (Bob Rider reporting)

The recent council meetings have centered on the resignation of Chancellor Crabtree. Other issues may be temporarily on hold.

The university- wide Strategic Planning initiative is still underway. Subcommittees will be reporting to the Provost and the Strategic Plan should be ready by March. The dean will make a report to the provost on where our college has opportunities to recruit graduate or undergraduate students and how we can best distinguish ourselves as a college in the future. Public Health, Pre-K, Math and Science Ed, are just a few areas in which we are very much involved and where we might acquire additional resources.

Burlington Library Project (Bob Rider reporting)

This project is a community outreach initiative in East Knoxville which was set up by the Chancellor's office. A new section of the library has been added and will house four spaces: Architecture, Business, a shared space for Nursing and CEHHS, and a general classroom area. The purpose is to give faculty and students in these four colleges hands-on experience in their area of study and to expand on our community outreach efforts. Department heads should think of ways to utilize this opportunity. The dean will arrange a meeting to discuss and assess this opportunity and to work out the arrangements on how and when it will be operational.

The council also discussed the shortage of available space on campus for other programs and anticipates additional space eventually.

Educational Leadership Retreat (Bob Rider reporting)

Dean Rider would like to start an off-site leadership retreat for associate deans and department heads to interact and share positive leadership concepts among themselves. It will be an informal gathering to learn more about what each department is doing. More information will follow.

College Senate (Bob Rider reporting)

Dr. Davis Wiley was unable to attend the meeting but Dean Rider applauded the strides she has made in her role as president of the College Senate. The College Senate web site has been set up and she will work with Jay Cabler to link it to the college home page.

Development Report (Blue Dean reporting)

Blue is excited to be a part of CEHHS and looks forward to representing our college to the community. She will set up individual meetings with each department soon.

Dean Rider announced the \$2 million gift given by the Korn family to begin the KLASS (Korn Learning Assessment and Social Skills) Center in the Department of Educational Psychology and Counseling. Dean Rider and Dr. McCallum praised Chris Skinner's work in moving this initiative forward.

Dean Rider and Dr. Joe Johnson will also meet today with Sharon Miller-Pryce and Jim Shelby of the Knoxville Trust Company. This is an outside resource which we can utilize to identify

potential donors for our college. Dean Rider will share many of CEHHS's ongoing programs and projects with them.

Dean Rider handed out a draft of our new magazine, *Accolades*. The final copy should be ready very soon. He thanked Dulcie Peccolo for her hard work with the magazine and also thanked the departments for their good work which made the magazine a success. On that note, he added that he wants to include faculty members and department heads in meetings held with our donors to talk about the positive things happening in the various departments.

Departmental Reports

Nutrition (Jay Whelan reporting)

Dr. Whelan commended his faculty members for working long hours over the holiday break to write grants.

ESLS (Joy DeSensi reporting)

Three searches are underway and they expect to receive Mary Hum's acceptance letter any day. Searches in both Leisure Studies and Exercise Physiology are underway and should be completed soon.

EPC (Steve McCallum reporting)

The \$2 million gift for the KLASS Center is exciting news for EPC.

The TN Consortium for Professional Psychology, which is closely associated and supported by EPC, was awarded APA accreditation this past fall.

RHTM (Nancy Fair Rutherford reporting)

Their search is moving along and they hope to bring applicants to campus in February.

The annual RHTM fundraiser will be held on March 29 at the Crowne Plaza and she wants to make the event very student-oriented. The theme for their event will be called "Rollin in Rocky Top." The half sister of Melanie Griffith will be the featured guest chef.

The Culinary Institute will feature more Tennessee grown food products this year.

TPTE (Susan Benner reporting)

Four searches are underway.

All P&T and Tenure-Track Faculty Retention forms have been completed and submitted to the Dean's office.

CFS (Mick Nordquist)

Candidates are coming to campus to interview for the two open positions in Early Learning Education and Adolescent Development.

Greer Fox has returned from a Professional Development Leave and Deloris Smith will be leaving soon on Professional Development leave.

Mary Jane Moran has just been awarded a grant.

Other Business

Computer Upgrade Report

Scotty Warden stated that he has sent the FCUP List (faculty computer upgrades) to department heads—there were very few this year. The Faculty Upgrade Program may also include computers for adjunct and clinical instructors.

The SCUP (staff computer upgrades) list is coming out this afternoon and Scotty must know the type of computer you request, i.e., laptop or desktop. Printers and scanners are allowed for departments or individuals under the SCUP but are not included with the FCUP.

The deadline to OIT is February 1. Please get the requests to Scotty by January 29.

Save the Date List

A hand-out was given with the dates of important spring events including the Graduate School Colloquium, the Board of Visitors spring meeting, Retiree's luncheon, etc. Dean Rider also announced that the University New Faculty Orientation is August 13. August 12 is the date for the CEHHS New Faculty Orientation breakfast.

Tom George

Several council members praised Dr. George's hard work involving THEC proposals.

The meeting was adjourned.