

# MINUTES

## College of Education, Health, and Human Sciences Administrative Council Meeting Friday, January 13, 2017

**Council Members:** Randy Atkins, David Bassett, Sherry Bell, Susan Benner, Ralph Brockett, Bob Cargile, Paul Erwin, Jeff Fairbrother, Ann Fairhurst, Jud Laughter, Gayle Mathews, Norma Mertz, Mary Jane Moran, Julie Morris, James Remington, Bob Rider, Jamia Stokes, Jay Whelan

### **Present:**

Randy Atkins, David Bassett, Sherry Bell, Susan Benner, Joel Diambra, Paul Erwin, Jeff Fairbrother, Sejin Ha, Jud Laughter, Gayle Mathews, Norma Mertz, Mary Jane Moran, Julie Morris, James Remington, Bob Rider, Jamia Stokes, Jay Whelan

### **Welcome**

Dean Rider welcomed the council and opened the meeting.

### **Approval of Minutes**

Dean Rider asked for a motion to approve the minutes from the last meeting (October 2016). Dr. Mertz moved to approve the minutes, Dr. Bell and Julie Morris seconded, and all were in favor. The minutes were approved.

### **Announcements and Dean's Report – Bob Rider**

Gayle Mathews' and Bob Cargile will be retiring on June 30.

Dr. Benner, Dr. Fairbrother and Dean Rider are working together to rethink Bob's position, we have many good recommendations. We will rely on all the department heads to provide input into what we do with that position.

We are still working on the Strategic Plan. We still need to identify Indicators of Excellence in metrics, benchmarks, or other indicators to gage and measure our progress over the next five years. Dean Rider would like to ask each department head for input on how to determine if we are being successful in achieving our seven strategic priorities. Julie has put together our elevator presentation of the Strategic Plan. The 2016-2020 Strategic Plan booklet is a document we can use to recruit graduate students, faculty, donors, etc. Dean Rider reported that the goal with our strategic planning is for the departments to be in alignment with the college and the college to be in alignment with Vol Vision. Dean Rider reported that the end of the spring term is the deadline target date for the Provost Office to have the final draft of the college Strategic Plan.

Dean Rider reports that Beverly Davenport will begin on February 15, as the new Chancellor. Dr. Jimmy Cheek is going to be a colleague in our college. He will be on a sabbatical for a full semester and will join Dr. Mertz's department in the fall.

Update on Jessie Harris building: John Zomchick has made recommendations to Chancellor Cheek and Chris Cimino that they approve replacement of the windows as a starting point. Dean Rider will follow up with Chris Cimino and the Chancellor in the next week.

### **Associate Deans' Reports**

#### **Susan Benner**

Goodrich – Our lecturer this year will be Marian Wright Edelman, who is president and founder of the Children's Defense Fund. The date is not final, but will be in September or October.

Graduate School of Education will hold a community engagement event as a follow-up to the lecture from Dr. Cole. Twenty people will be invited to discuss ideas for recruiting a more diverse student pool for our education programs, especially African Americans. It will be held at the Black Cultural Center the last week in January or first week in February.

Tech Committee – A letter has been sent out to encourage them to get started. We need to do a better job of reporting out on the ways we have used our previous funding. Please provide graphics, videos, and photos of ways that students have engaged in some of the material that you have received from that grant in the past.

James Remington reported that the OIT Security Office has undergone a shift on how they handle security for their technology/computers. Their first goal is to identify where things are and what kinds of things are on everyone's computer. If you have received a new computer, you have had to go through a new classification process identifying what kind of data is stored on your computer. Currently they are in the process of collecting that information. James needs your input on what will work best for each department. We have three options. The first option is for each department to have a staff member assigned to keep all of these things in check. They will have to know what computers are multi-user and classify them every year. The second option is for James' office to handle. They would coordinate with each department to find out what is on each system and would do the classification. The third option is that we can classify these as lab computers and they will be exempt from classification. However, in order to get that exemption, there has to be a procedure and policy in place to periodically wipe all the data off all the computers and redo them.

Dr. Benner reported a follow-up regarding the discussion we had on diversity and inclusion. The University system will launch its "Student Climate Survey" on January 24. All students on this campus, Martin, Chattanooga, Space Institute and the Medical Center will be invited to participate. Susan Rankin and Associates developed the survey. Melissa Shivers is our campus committee chair; each campus has a committee chair. The students will identify by major, the survey will take about 12-15 minutes, and it will include multiple choices and comments. The survey is for undergrad and graduate students. They are looking for us to help market it. There will be incentives for students to take the survey; incentives not paid for by state dollars. The survey will be open for about a month. We will not get results until next fall.

#### Jeff Fairbrother

A handout for Department Heads was distributed and posted on the SharePoint site.

The classroom upgrade sub-committee asked us to identify people from our college to serve on that committee to provide some insight into the pedagogical impact of the proposals. Dr. Fairbrother gave them two names: Hollie Raynor and Lars Dzikus.

Non-Tenure Track Faculty Evaluations: moving to the online faculty review system is only to digitize the process not change it. The deadline to submit reviews to the Provost is April 1. Our internal deadline will be March 20. Evaluate your NTT Faculty members as you desire and then complete the form as appropriate for their work assignment. You will need to add a memo to explain the interpretation you used to arrive at specific ratings selected in each category. You can evaluate your NTT Faculty with a dossier or you can evaluate them like a lecturer; whatever provides the best fit for their job responsibilities. You can pick the review period, but be very clear and specify that to the faculty member so they know how they are being evaluated. There are three categories of people reviewed: Lecturers, Non-Tenure Track Faculty, and Tenure Track Faculty. The department heads may meet with Dr. Fairbrother to share the different categories so he can have a better understanding and then put together a comprehensive model to advocate when he goes to the associate deans meetings. Let Dr. Fairbrother know if someone's name is not on the Non-Tenure Track Faculty list and needs to be added, or if someone needs to be deleted. Gayle Mathews reported that there is a further breakdown from the HR perspective. If some of the Non-Tenure Faculty and Clinical Lecturers are regular employees with benefits, not term, when merit time comes around, HR will check the system to make sure an evaluation has been done.

Student Faculty Research Awards – we are in our second round. The fall round funded one proposal from Dr. Kintziger from Public Health and eight were not funded.

Graduate School Fellowships – The departments nominate these fellowships to the Graduate School. The handouts for this are on SharePoint. One is the general description of the graduate school fellowship and the other is a guideline for directors of graduate studies to use ADMIT system to nominate. Nominations are going to be done in the ADMIT system. Please pass the handout that is on SharePoint along to your directors of graduate studies. The value of using the ADMIT system is that the only thing you will need to upload is the letter of endorsement; everything else will already be there in the system. There are two deadlines broken down by the type of student: Newly admitted students, the deadline is February 8; returning students, the deadline is March 22.

Top 100 Fellowships (Tennessee Fellowships for Graduate Excellence) - (formerly called the Chancellors Fellowships) – the college received 12 of these. \$10,000 top off for recruiting purposes, up to 4 years. The students must be on an assistantship and a fee waiver. The fellowships are for new students only, cannot be split, and unused funds revert to the Graduate School. This year we need to determine our process. In the past, we have assigned one of these awards to every department and then had a college-wide one for the remaining. Dr. Benner, Dean Rider, and Dr. Fairbrother agreed that we should designate one per department with the stipulation that there is some minimum criteria that we need to agree on that will distinguish the applicant as exceptional. Dr.

Fairbrother asked for feedback from the council. He needs a timeline from the department heads with criteria he can take to the committee.

Graduate Student Appreciation Week is April 3-7. There is an initiative to have a 3-minute thesis competition: one slide with 3-minutes to talk about it. The colleges are responsible for holding semi-finals. We have up to four people that we can submit for this competition. There is a \$1,000 prize for the top three and a \$250 prize for the remaining nine. The finals will be during Graduate Student Appreciation week. Deadline to submit names to the Graduate School is February 20. We are going to organize a semi-final sometime between February 20, and Spring Break. Dr. Fairbrother will send the department heads some information and a handout regarding the competition. This is for graduate students only.

Dr. Fairbrother congratulated the Jessie Harris building departments as they were successful in getting the University Space Committee allow them to convert JHB-12 into a student lounge. Please make sure you thank the following people if you see them for helping to make this happen; LTC Jared Crain in MILS, Jennifer Hardy in the Office of the Registrar, and USC co-chairs Jeff Maples and RJ Hinde.

#### **Budget Report – Gayle Mathews**

Course fees next year; waiting on Beverly Davenport, but she is not a proponent of course fees. If you want to request course fees for next year, Gayle will get that to you as soon as she can.

Academic Planning meeting scheduled for March 31.

SIF Funds will be received after spring semester; Dr. Fairbrother will let us know.

Budget – Gayle will get with you toward the end of March to work with you.

#### **Student Services Report – Jamia Stokes**

Staff Advisory Board held a book drive and an educational toy drive for South Knoxville Elementary in December and is very proud of that success.

They are in the process of going through an advising transformation as part of the University's Strategic Plan. The Advising 2020 Plan is going to phase out faculty advising by 2020. The goal is to create opportunities for more professional advisors to join campus in order to see that all students are getting the same type of academic advising experience. This will result in CHHS hiring three new professional advisors over the course of 3-4 years. We will hire the first one this year. The office is being renovated in March to create more space for the new academic advisor.

CHHS is starting to offer Praxis exams on campus on Saturday mornings starting this spring. Lisa Emory will be coordinating and James Remington will handle the technology. They will provide you with dates starting this spring.

Graduate Student Advisory Board Research Colloquium is scheduled for March 3, from 9am-2pm. We are back to two poster sessions and held at the Black Culture Center.

The Educators Hall of Honor nominations are due on February 8. Graduate students receive a \$5000 scholarship award. Nominees not selected last year may be nominated again this year, if they are still here.

Exhibition of Undergraduate Research – EURECa – please encourage your faculty who work with undergraduates to apply. Abstracts are due on March 11. The activities will be April 17-21. Jamia will put a handout regarding this on SharePoint.

The college has a Graduate Student Scholarship for students in the former College of Human Ecology. Please encourage your students to apply. The committee meets in May on study day to make those awards.

Commencement undergraduate ceremony is Friday, May 12, 8:30am. The first planning meeting is January 26. Dean Rider asks the council to think about this and send your recommendations for a commencement speaker. We need to know before the end of March.

#### **Research/External Funding Report – Bob Cargile**

No report

### **Marketing & Communications Report– Julie Morris**

Websites are now transitioning to the new template; we are working to have everyone moved over very soon. Julie is currently working on a marketing plan starting this calendar year. She is going to pilot working with the undergraduate and graduate advisory boards to build our college with student brand ambassadors for content information from your departments.

A monthly communication launched last semester – Marketing Mojo. It has tips and tricks to educate and train on basic marketing knowledge. The Research In a Nutshell videos also launched last year. One will come out each month. They are quick, one-minute videos highlighting faculty research. The videos explain the research, its impact, and where to get more information. Last year we had over 40 news releases and over 100 placements in media.

Our social media is doing really well. Our Instagram account is the biggest one on campus outside of the University of Tennessee itself.

### **Development Report – Randy Atkins**

Handouts were distributed.

Thank you to all who attended the fundraising Summit yesterday, it went really well.

Proposals delivered in FY 2017: 20 representing approximately \$10,581,000 in gift solicitations. Randy thanked and gave much credit to Dean Rider for his help and influence with Mr. David Bailey in securing the largest single gift the Graduate School of Education has ever received. Dean Rider reported that they have recommended that the University approve the naming of the Graduate School of Education to the David T. Bailey Graduate School of Education. His latest gift is the largest he has given to date.

Journey to the Top 25 Campaign – we are almost to 80% of \$40,000,000 goal. Our current total is \$31,792,217. We are in the planning stages of a public launch kickoff. The campus will probably launch this fall.

Dean's Board of Advisors awards. Two documents were distributed to the council, one is the Faculty Salary Support Award and the other is the Annual Faculty/Staff Award. The board has established two awards and the criteria for them. The nomination form is on the back of the handout. Randy will send these out electronically next week as well. Randy would like to see more diversity with respect to the departments. If you have questions, let Randy know.

Educators Hall of Honor is April 20, at the Hilton Knoxville. There are seven nominations currently. The committee meets January 30, to approve the nominations for induction.

Dean's Board of Advisors meeting is April 20-21, also at the Hilton Knoxville. There will be a department highlighted at this meeting (not selected yet).

### **College Senate Report– Jud Laughter**

Minutes from the last Senate meeting and an attachment of bylaw changes were distributed to the council.

They are writing a thank-you letter regarding the Jessie Harris building.

Bylaw changes – please review the changes the Senate is recommending. Most of the changes are to let departments decide what is best for the department. We are adding a new section to define the Graduate School of Education. Instead of saying, “governed by appointment letters,” we would like to change it to, “governed by departmental guidelines or bylaws,” which can include an appointment letter. Jud suggested to the council that they might want to take out Lecturer, Senior Lecturer, and Distinguished Lecturer to be in line with the faculty handbook listing them as non-tenure track faculty. Voting members: taking out anywhere it said, “tenured and tenure track faculty,” and making it just “faculty,” because the departments can decide who they want to vote. CRC's – Academic programs – not just majors, this would include majors, minors or anything you want to call an academic program. Look through these recommendations and give any feedback for your department regarding approval or changes.

### **Departmental Reports**

*Theory and Practice in Teacher Education (Dr. Sherry Bell)*

- President elect Trump's nominee for Secretary of Education is Betsy DeVos, a strong proponent of school choice, vouchers, and charters. She has no educational experience. If you have any interest in public

education, you may want to call or email our senators. This could be a very significant shift in public education in the United States.

*Child and Family Studies (Dr. Mary Jane Moran)*

- Dr. Moran spoke with Walter Gilliam, who is the PI for the Yale Child Studies Center, who will give a lecture to her class. This is a great opportunity for the Graduate School of Education and the college, therefore Dr. Moran is coordinating with James to have multiple sites on campus when he is giving his lecture. This is a very important study for anyone working with families and young children. Dr. Moran will send out an announcement. It will be held on Monday, February 13, from 4-5pm.
- Dean Rider reported that Hillary Fouts, Julia Jaekel, and Tricia Hepner from Anthropology are organizing the University of Tennessee Refugee Conference, a UT Conference and Workshop. The title is, “Interdisciplinary Perspectives on Refugees, Displacement, and Resettlement.” This conference is a free, one-day event. It will be held on Friday, February 24, in the Stokely Hospitality Suite in the Haslam business building.

Time ran short and the following departments could not report:

*Retail, Hospitality, and Tourism Management (Dr. Ann Fairhurst)*

*Public Health (Dr. Paul Erwin)*

*Kinesiology, Recreation, and Sports Studies (Dr. David Bassett)*

*Nutrition (Dr. Jay Whelan)*

*Educational Leadership and Policy Studies (Dr. Norma Mertz)*

*Educational Psychology and Counseling (Dr. Ralph Brockett)*

**Adjourn**

Dean Rider thanked the council and adjourned the meeting.

**Next Administrative Council Meeting  
Friday, February 10, 2017  
10:00 a.m. – 12:00 p.m.  
412 Claxton Complex**