

College of Education, Health, and Human Sciences
Administrative Council Meeting
November 14, 2014
MINUTES

Council Members: Randy Atkins, Sherry Bell, Susan Benner, Ralph Brockett, Bob Cargile, Paul Erwin, Jeff Fairbrother, Ann Fairhurst, Gayle Mathews, Norma Mertz, Mary Jane Moran, Dulcie Peccolo, James Remington, Bob Rider, Shawn Spurgeon, Dixie Thompson, Jay Whelan

Present: Randy Atkins, Sherry Bell, Ralph Brockett, Bob Cargile, Paul Erwin, Jeff Fairbrother, Kiwon Lee for Ann Fairhurst, Gayle Mathews, Norma Mertz, Mary Jane Moran, Dulcie Peccolo, James Remington, Bob Rider, Shawn Spurgeon, Dixie Thompson, Jay Whelan, and Jacob Rudolph

Welcome

Dean Rider welcomed the council and opened the meeting. He also welcomed Jacob Rudolph from the Office of Communications & Marketing.

Approval of Minutes

Dean Rider asked for a motion to approve the minutes from the October 10th meeting. Dr. Fairbrother asked for one change to the KRSS October report; one staff member is retiring and one is resigning (not both retiring). Dr. Whelan moved to approve the minutes with the change, Dr. Mertz seconded, and all were in favor. The minutes were approved with the modification.

Announcements

The TPTE mid-cycle review went very well. Dean Rider announced that the exit interview was one of the most positive he has experienced.

Good news was received from NCATE this week. All standards were met. There were some areas for improvement, which is to be expected. Dr. Benner, Dr. Bill Wishart, and others did a good job preparing for the site visit and making it a success.

Dean Rider thanked Dr. Peccolo for coordinating a tribute book to Mr. David Bailey. Mr. Bailey has given significantly to support education and has made a big impact in the lives of students and children. It is the multiplier effect, help teachers to help the children they impact.

Campus Logo Implementation – Jacob Rudolph

Mr. Jacob Rudolph, marketing director in the Office of Communications and Marketing, gave an update on the new campus logo implementation.

The Knoxville campus is planning a roll out of a new logo that features the Power T. The Power T will no longer be used by athletics only, but the whole campus. It is an icon that brings instant public awareness and people have an affinity for it. The general public is unaware that the Power T is used only for athletics.

The roll out will be done in a four phase approach. Administrative offices, colleges, and other student critical areas will roll out first. Phase 2 will include academic departments, phase 3 will include centers, and phase 4 will include outlying groups (none identified for CEHHS in phase 4). Dr. Peccolo sent an email to department heads on November 12th that outlines planning highlights for the college. The roll out will begin in January for phase 1.

Departments do not need to throw away any items that have the current logo on them. Continue to use these items even after the roll out until there is a need to order new.

Jacob will be working with department liaisons upfront to identify what is needed to make this process successful for them. Meetings will be held to go over logo items and how to use them. Because of the importance of the Power T licensing, it will be critical to follow the licensing policy when using the logo.

Discussion followed regarding the use of licensed vendors for promotional items and the cost of using the logo on items to give away (like tee shirts for student groups). Jacob explained that the royalty fee for resale items is what makes using the logo expensive. For items to give away, the royalty fee should be waived, making the item less expensive.

The Big Orange, Big Ideas branding will be kept in place. The color schemes that were rolled out in 2012 with the new branding will also be kept in place.

The new logo will be available beginning January 1. The UT print shop will be prepared to begin using it for new orders.

Standards for use are still being finalized. Discussion about levels and unit marks used with the logo are ongoing. Under consideration is how the organization is best communicated without too much included in the logo.

Jacob thanked the group for their discussion and encouraged department heads to identify the liaison for their department as soon as possible. He is always available for questions, comments, and assistance.

Dean's report – Bob Rider reporting

Matthew Theriot, in the College of Social Work, is leading the development of the QEP for experiential learning. The QEP is part of SACSCOC accreditation process. It is still a work in progress.

Dean Rider thanked the group for getting information to him so quickly for the merit/equity mid-year report. A big thank you goes to Gayle who has been working day and night to finalize the report for submission. The process used is the same as last year, shares based on the amount allocated to the college. Everyone who was recommended for equity will receive equity, but maybe not the full amount requested. Faculty who were recommended for merit will receive a merit increase, but clinical and tenure track faculty were treated differently from each other. Tenure line faculty received shares, clinical line faculty received amounts allocated upon percentages. A share amount this year is \$1,360, about \$260 less than last year. The increases will be in January paychecks for 12 month faculty and in February for 9 month faculty. Overall the process has been fair and equitable and rewards the faculty and administrators in a way that recognizes their contributions to the college. Communication of the increases cannot happen until everything has been approved by the VC for Finance & Administration.

Associate Deans' Reports

Dixie Thompson reporting

Room scheduling for Spring term is beginning. Millie is working on it now and the process takes a while. She is working to get classes placed as close as possible to locations the instructors need.

Minutes for the Undergraduate and Graduate Council meetings will be coming out soon. Please review them. It is important information that is forwarded on and becomes a part of the official catalogs.

Faculty Searches - Please make sure to schedule candidate meetings with the Dean's staff (associate deans and directors) using the guidelines distributed at the retreat. Please ask Beth if you need a copy.

A discrepancy between the OED search procedures and the faculty handbook has come to light. The handbook mentions that faculty will vote on faculty searches, but the OED guidelines do not address it. This issue will be brought to the Council of Deans for discussion. Dr. Thompson is available to assist the departments as they go through their searches to make sure correct procedures are followed.

Thank you for those who attended the meeting with Dr. John Zomchick regarding Elements. Also thank you for the feedback. The feedback has been to either extreme and will be valuable for the roll out when it does come online. It is frustrating now, but will be a useful tool. Focus only on the last 3 years for now.

Dossiers are due to the Dean's office by January 2. Submit the original, 4 copies, and supplemental materials. Give them to Millie.

Graduation is coming up—watch for communication.

Information will be coming out soon about Gen Ed and SIF funds. Money will be distributed, but not ready yet. Schedule based on your plan. If your needs are higher than planned, please discuss it with Dr. Thompson.

There is confusion about the Chancellor's fellowship. Our college has an extra \$100,000 to use for the fellowships this year. Each department will be able to give a fellowship to 1 person they identify who already has a fee waiver—each will receive \$10,000. The people chosen should be new in 2014. Please tell Gayle who the 1 person is who will be getting the fellowships in your department. The college has 2 additional fellowships to give. Please send nominations for the additional fellowships to Dr. Thompson. The fellowships are a 4 year commitment. If the person does not stay the full four years, the money must be returned to the Chancellor's office. Questions about the spreadsheet were raised, but Gayle does not have answers for all of the content on it—do the best you can.

Susan Benner reporting

Travel allocations are posted on the SharePoint site.

There are 3 pending professional development proposals for GSE.

Melanie Bullard, candidate for director of marketing and communication, will be visiting the campus on the 18th. She is a very strong candidate. Dr. Benner has talked to her on the phone and is in full recruiter mode to get her here. Melanie is a UT alumna with experience and strong recommendations. Her resume is posted on the SharePoint site. She is currently at Appalachian State University.

Historically there has been a regional educational laboratory in the Appalachian area. It has had its ups and downs and a group is now trying to reconstitute it. Dr. Benner is attending a meeting in Charleston, WV, with the Regional Educational Laboratory Appalachia Higher Education Consortium. Representatives are from Kentucky, West Virginia, Virginia, and Tennessee.

The faculty refresh has been submitted. The refresh is a 5 year refresh, basically those who did not get a refresh as planned last year are getting one this year. James will be meeting with department heads after the approvals are in to see how to accommodate those who are just past the cutoff date. Ordering will begin as soon as approvals are in. Expect delivery in January and February.

Planning for instructional technology money will begin as refresh winds down. Remind your tech committee representatives and be thinking about the department's wish list for that money. Turnaround time will be tight to report to the Tower.

Student Services Report – Dulcie Peccolo reporting

Please give the names of your department liaisons for the logo roll out to Dr. Peccolo. She will share that information with Jacob.

The Dean's Staff Advisory Board is initiating a walking program for the college. Dr. Fitzhugh has been very instrumental in getting the program underway. The objective of the program is to be healthy while getting to know individuals from all over the college. Be watching for communication about the kick-off event.

The Graduate Student Advisory Board will be doing their panel—information went out about that. The panel will be discussing how to explore graduate programs for undergraduate students. A representative from Career Services will be part of the panel. The board members have been working on communicating this event for a good turnout.

Colette Magoon is moving to California. Interviewing to fill her position will begin soon. There are 60 strong candidates in the pool.

All of the advisors are working hard this year. Approximately 1,700 students have been seen this semester. The goal is to accommodate everyone by the holiday break.

Budget Report – Gayle Mathews reporting

All money has been distributed; F&A, Gen Ed/SIF. Summer school incentive funding, second session has been funded. Will be distributing based off of the summer spreadsheet, about 75% with the college holding 25% to fund travel. Let Gayle know if you are missing any other money that has been promised.

Carry over—just received notice that the 3% entitled amount is approved, anything over 3% was not approved. Decisions will have to be made about that.

Research/External Funding – Bob Cargile reporting

Awards are up fiscal year-to-date: FY 2015 is at \$9.3 million, FY 2014 at this time was at \$6.3 million. Total for FY 2014 was \$11.1 million.

Proposals are up this year over last year. To date this year 45 proposals have been submitted for \$17.4 million. This time last year we had 33 proposals for \$12.7 million. Interest and activity is up this year.

Both sessions of SciVal training are finished. There were 22 total attendees. Another training session may be scheduled if needed.

Dr. Cihak has requested a training session for tenure seeking faculty. The session will be held in December and will include representatives from the Office of Research.

College Senate – Shawn Spurgeon reporting

The spring will be busy for the college senate. There are 3 initiatives that are continuing this year; associate professor mentoring, assistant professor mentoring, and campus civility.

The senate has requested that Dr. Zomchick meet with them and give direction on moving associate professors to full professors. That meeting will occur in the spring. More information will follow.

The senate is benchmarking assistant professor mentoring procedures at other universities. The goal is to build on what is in place here. Dean Rider commented on the importance of the senior faculty to mentor junior faculty. He recommends incorporating this when communicating about the role of a full professor—that mentoring junior faculty is expected of a full professor.

The senate will be working on civility and how to incorporate it on the college level. The Faculty Senate rejected working on this at the university level, but there is still interest in this topic on the college level. There is a need to include civility into the work we do. Dr. Thompson suggested looking at the governing documents and include statements regarding civility into the bylaws. Dr. Mertz also suggested that putting civility into practice is important and helping people to understand why it is important.

Dean Rider commented that mentoring, collegiality, and civility all go hand-in-hand. It should be incorporated into the culture and people held accountable. Not just top down, but at all levels.

Development Report – Randy Atkins reporting

The monthly development report was distributed. October was a little slower than normal due to Randy being out of the office.

A handout for the Big Orange Family Campaign was distributed. Debbie Archdale is leading the effort for CEHHS this year. Debbie has contacted the department representatives from last year. A representative is needed from each department. Contact Debbie if you have questions about department representatives. Contact Randy if you have questions about how the campaign can benefit your department.

The TPTE awards ceremony went well. It was held in October in conjunction with the Goodrich lecture. It was well attended, approximately 150 people were there.

The Dean sent out a notice about annual alumni awards. This is an opportunity for our alumni to be recognized. Please submit nominations to Dean Rider.

Big Orange give was very successful. The goal was \$15,000 and was exceeded by 124%. This was an online campaign through social media.

Annual reports are being compiled for families and friends of individuals who established endowments. The reports include financial information and highlights scholarship recipients and amounts awarded. Reporting used to be a central responsibility, but has shifted to the colleges now. Reports should be sent out by December 1.

Dean Rider and Randy are recruiting members for a Journey to the Top 25 campaign steering committee for the college. Each college will be in control of when and how their campaign will be done. We are already at 40% to our goal and will probably start the campaign when we are at about 50%. Goal is \$40 million.

Bob Cargile added that Campus Chest Campaign just ended at 110% of our goal. Almost \$20,000 was raised.

Departmental Reports

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

- Held a very successful recognition ceremony. Over 100 people attended. 9 people were honored; 3 alumni, 3 community advocates, and 3 school collaborators. Also presented 2 faculty awards and recognized graduate students.
- Mid-cycle program review just completed. No formal report yet. Seemed to go well.
- 2 searches; 1 search for 2 positions in Social Science Education due to retirements, and the other in Art Education for a clinical position.

Retail, Hospitality, and Tourism Management (Dr. Kiwon Lee reporting for Dr. Ann Fairhurst)

- 2 searches; reviewing applicants this month.

Public Health (Dr. Paul Erwin reporting)

- 2 searches; just approved to make an offer for 1.

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

- 1 search; will be holding Skype interviews for the top 7 candidates to narrow the pool to 3 for campus interviews. Adding the Skype interviews is a new process for them.

Kinesiology, Recreation, and Sports Studies (Dr. Jeff Fairbrother reporting)

- 2 faculty searches for 6 new faculty positions. Interviews are scheduled for the next few weeks.
- Plan to interview for 1 staff position soon.

Nutrition (Dr. Jay Whelan reporting)

- 2 searches
- Dr. Dallas Donohoe recently published a paper in Cancer Discovery, the top cancer journal in the world. His name is starting to get around for the work he is doing.

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

- 2 searches; preparing for campus visits.

Educational Psychology and Counseling (Dr. Ralph Brockett reporting)

- Getting ready for their academic program review. Dr. Gary Skolits has been assisting the program areas prepare.
- 3 searches; 1 for Counselor Education, 1 for Instructional Technology, and 1 for Statistics Quantitative Research Methods.

Adjourn

Dean Rider thanked the council and the meeting was adjourned.

Next Administrative Council Meeting
Friday, January 9, 2014
10:00 a.m. – 12:00 p.m.
412 Claxton Complex