

**College of Education, Health, and Human Sciences**  
**Administrative Council Meeting**  
**April 10, 2015**  
**MINUTES**

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**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, Julie Morris, James Remington, Bob Rider, Shawn Spurgeon, Jamia Stokes, Dixie Thompson, Jay Whelan

**Present:**

Randy Atkins, Sherry Bell, Ralph Brockett, Bob Cargile, Jeff Fairbrother, Ann Fairhurst, Norma Mertz, Mary Jane Moran, Jules Morris, James Remington, Jamia Stokes, Dixie Thompson, Katie Kavanagh representing Jay Whelan, and Provost Susan Martin

**Welcome**

Dr. Thompson facilitated the meeting for Dean Rider this month. Dr. Thompson welcomed the council and opened the meeting.

**Approval of Minutes**

Dr. Thompson asked the council if any changes were required for the minutes from the March meeting. No changes were needed so she asked the council if all agreed to approve the minutes and all were in favor. The minutes were approved.

**Announcements**

- Annual Faculty & Staff Recognition Ceremony – Thursday, April 23, 3:00 p.m., UC Ballroom
- Administrative Council Retreat – Tuesday, August 11, 8:00 a.m.-12:00 p.m., Four Points Sheraton/Cumberland House, Sanders Room

**Dean's Review Process – Susan Martin**

No report for the minutes.

**Associate Deans' Reports**

*Dixie Thompson reporting*

Summer is approaching! Now is the time to look at summer school enrollment and decide which classes need to be cancelled due to low enrollment. Please try to cancel classes by May 18 so students can make registration decisions. If you need to keep a class with low enrollment, please let Dr. Thompson know the case to pro-rate the instructor's salary. It is a good time to recruit for enrollment in classes—get the word out to your students. Under-enrolled classes may go forward if the overall departmental summer budget is balanced. Let Dr. Thompson know the justification so she can answer any questions that she receives. The rules are similar this year as last.

Don't forget to review mini-term classes, too. They sometimes get overlooked.

Summer school spreadsheets are essentially the same this year as last. Please let Gayle know if you have any questions about summer school money.

Departments will be getting something soon about the Spring 2016 timetable review. The deadline will be in June. Please get faculty feedback now to make projections for next spring.

Be prepared for room scheduling issues for Fall 2015. A larger than normal class of freshmen, losing space due to building changes, and other things will affect room assignments. Millie is working to get rooms assigned now, but it is difficult because student counts can change before classes start. Setting caps too low or too high can make it even more difficult. Please work with Millie so she can try to find the best way to work around issues and get the correct rooms reserved.

Millie will be leading CRC training sessions for staff this summer. The CRC format is anticipated to be the same next year as it was this year. The goal is to provide staff with enough support so they can prepare the materials correctly.

CRC deadlines and meeting dates were discussed. Fall is when the bulk of graduate and undergraduate CRC work is done. Deadlines to submit materials are usually within one week of each other. This can place an undue burden on departments and the dean's office. Edits and changes make it a great time crunch and it can be 100% of some people's effort for 2 weeks or more. A suggestion for change is to have the undergraduate meeting and catalog consideration in October and the graduate in November. The submission deadline for initial review for undergraduate would be in September and graduate in October. There will be earlier meetings of both the undergraduate and graduate CRC committees, so departments will still have the opportunity to submit early if materials are ready. Meetings of the councils will still follow the college by-laws even if submission dates shift. Dr. Thompson will put together the schedule and communicate it to the departments.

Four departments are still waiting for SIF undergraduate money. Dr. Thompson and Gayle just received the spreadsheet and they are sorting through it and working with the departments. Gayle anticipates distribution of the money in May or June.

End of semester academic procedures were sent out by Sally McMillan on April 9. There are important things that need to be taken care of before the end of semester. Please remind faculty.

APR dates are being set now for fall.

ORU deadline is May 1. The ORU process is about return on investment, specifically for faculty with high potential for funding. Dr. Thompson encourages submissions.

NIH – several faculty members are taking advantage of the various opportunities that the Office of Research and Engagement is providing to increase NIH submissions.

The 3<sup>rd</sup> round of professional development funding was cancelled due to lack of funds.

Julie Morris and James Remington reporting

Travel allocations have been posted on the SharePoint site.

Jules will be spending the summer gathering content for Accolades. Please let her know alumni to feature. She needs this information as soon as possible so she can conduct interviews over the summer. Also, let her know of any items of interest to highlight. The information she collects will be used for social and print media in addition to Accolades.

James submitted the tech fee request. He will know by the end of the month what gets approved. He anticipates that the majority of it will be funded.

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

They have received 300 RSVPs for commencement, 500 are expected to graduate for spring/summer. The program is being edited now. Encourage faculty to attend to give their support. Students will have a processional in before the program starts then faculty will proceed in. Even though colleges have been encouraged to cut the student processional to save time, it has been decided for our college that it is too important to cut.

Over 1,500 students have been advised this semester and there are 400 more that need to be advised. Walk-in hours will be used to catch everyone.

Admissions enrollment is expected to be 200-300 more next year. Orientation will be very busy this summer.

Seven students and 4 faculty judges will be participating at EURECA. This is the Exhibition of Undergraduate Research and Creative Achievement.

Faculty interested in learning more about adding an engaged learning component to their classes may ask Jamia for suggestions. UT is partnering with communities to work on projects. She identified at least 13 projects that fit the mission of CEHHS.

There has been a debate this semester about hood colors for master's degree students. All MS degrees use gold, although historically education uses light blue. CEHHS will be using gold for all.

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

No report

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

Through March awards are not up much over last year, \$10.5 million compared to \$7.5 million. 81 proposals for \$31.5 million have been submitted compared to 71 for \$28.5 million last year. Last year was a low year. On average the last 5 years have been down.

Training opportunities continue through the Office of Research & Engagement. Workshops are listed on their website, <http://research.utk.edu/training-workshops/fdt/>. Remind faculty to review the list and attend.

Dr. Thompson reminded department heads to encourage faculty to use SciVal. Bob can work with them through the process. They can also provide more training for departments or college wide.

Dr. Thompson also reminded department heads to encourage faculty to enter the last 3 years of publications into Elements. It does not take that much time and it is critical information that departments will need to access. There are several ways to import data using Endnote and other systems. Library staff can also assist. Faculty need to take the initiative. The campus is moving to it and it is important.

### **College Senate – Shawn Spurgeon reporting**

No report

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

Handout – monthly Development report for April

Randy thanked everyone for their participation in the Dean's Board of Advisors meetings last month. It was a full few days of meetings and events.

The College Fund and annual giving are up compared to last year for number of donors and dollars raised. The Big Orange Give, Vol Starter, and other campaigns have helped get those numbers up.

Six nominations have been submitted for UT alumni awards including; distinguished alumnae, professional achievement, and professional promise. Two are on the short list. Please send copies of the nominations to Jules so she can highlight the alumni.

We are at 45% of goal for the Journey to the Top 25 campaign. When the 50% mark is reached, the campaign will be publically kicked off, probably next year. The goal is \$40 million.

Planning is underway for the next Dean's Board of Advisors meeting, September 17-18. Tony Brown will chair the board next year. The department to highlight has not been decided.

### **Departmental Reports**

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

- The Holocaust workshop was a success. Teachers, who can influence the next generation, were invited to the event, and it was also open to the public. Henry Fribourg was a featured speaker.
- The Art Education position has been offered to an outside candidate. This position is being moved from tenure track to clinical.
- Filled 1 Social Science Education position, but not the second. The department is looking for someone to fill a clinical position for one year.

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

- The annual pop-up boutique is coming up in a few weeks. The boutique will be in Downtown West. This is a service-learning project that benefits the Habitat for Humanity.
- Approximately \$45,000 was raised at the Appalachian Spring event.
- One search is still open.

#### *Public Health (Dr. Paul Erwin reporting)*

No report

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

No report

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

- Dr. Angela Wozencroft was selected for the 2015-2016 UTK Leadership Program.
- Searching for a new coordinator for academic advising. Looking for someone with experience advising large numbers of students.
- Search continues for the Sport Management position. A candidate will be on campus next week.

#### *Nutrition (Dr. Jay Whelan reporting)*

No report

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

- Dr. Patrick Biddix won a Fulbright award and will be in Canada next year.
- Dr. Terry Ishitani won a Chancellor's award for excellence in teaching.
- One faculty position has been filled. Dr. Lisa Driscoll is very eager to start in the fall.
- A candidate is still considering an offer to fill the second faculty position.

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

- Waiting for the final APR report. It may be delayed slightly due to a death in the family of one reviewer.
- A candidate has been hired for the clinical mental health position.
- Two candidates have declined the school counselor position. The department is regrouping and will be keeping the search open.
- Dr. Bob Kronick won a \$100,000 award from United Way.

**Adjourn**

Dr. Thompson thanked the council and the meeting was adjourned.

**Next Administrative Council Meeting**

**RETREAT!**

**Tuesday, August 11, 2015**

**8:00 a.m. – 12:00 p.m.**

**Four Points by Sheraton Knoxville Cumberland House  
Sanders Room**