

College of Education, Health, and Human Sciences
Administrative Council Meeting
August 11, 2015
MINUTES

Council Members: Randy Atkins, Sherry Bell, Jim Bemiller, 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, Jamia Stokes, Dixie Thompson, Jay Whelan

Present:

Randy Atkins, Sherry Bell, Jim Bemiller, 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, Jamia Stokes, Dixie Thompson, Jay Whelan

Welcome

Dean Rider welcomed the council and opened the meeting. Jim Bemiller was introduced as this year's President of the College Senate. Dean Rider acknowledged Shawn Spurgeon's leadership of the College Senate for the last year. An internal search will be underway this year for a non-interim department head for KRSS. This will be the first full academic year for Jamia Stokes as Director of Student Services and Jules Morris as Director of Marketing & Communications. This year should be a good year, but remember that the dean's office is here to help with any challenges that come up.

Dean's Report – Bob Rider reporting

Faculty evaluation process will slightly change this year. Criteria remain the same, but assessment scale is changing. Five levels; far exceeds expectations, exceeds expectations, meets expectations, falls short of expectations, falls far short of expectations. The system is live now to begin this year's process.

Faculty are hired to meet expectations in three categories; teaching, research, and service. If someone does not meet expectations in one category, overall they do not meet expectations. The bar has been raised and department heads should discuss this and be consistent with faculty evaluations.

Merit increase process went smoothly this year. Only those performing above expectations received a merit increase. Gayle is working hard to close out FY 2015 and do merit. This is the seventh year out of eight that there have been merit increases at UT.

It was noted that clinical faculty, lecturers, and adjuncts, as a group, get lost in the merit increase process. There is not a common way to evaluate them within the college or Knoxville campus. Dr. Thompson is gathering information to lead a discussion with department heads to address this issue. Incorporating it into the bylaws is something the College Senate will be charged with. Dr. Zomchick is also working to address it on the campus level, with the Faculty Senate.

Faculty search process has slight changes this year. Committee chair will meet with OED, not entire committee. At least three committee members need to attend a STRIDE training session. Contact logs are no longer required with the Narrative Summary. Committee members should keep an informal account of contacts in case there are questions later.

Strategic reallocation is the new way of making hiring plans. This year's plan will remain as it was submitted, but going forward the goal will be 6% reallocating of resources. Examples of things that will be evaluated are programs that have large enrollment increases, programs that have enrollment decreases, unproductive faculty, and overstaffing.

Associate Deans' Reports

Susan Benner reporting

Marketing and Communications (Jules Morris)

- Handout provided highlighting recent marketing and communications efforts. First priority is putting building blocks in place.
- New templates for the websites are being rolled out for the campus. Once the new templates are in place for the CEHHS site, the focus will be moving departments to the new templates. The new templates are mobile optimized so the website can be viewed on any device and provides easier navigation. Departments that already use WordPress will have an easier transition as the change will be in the background and most of the work will be done on the campus end. Having great websites are a high priority. They are the first line for communication and marketing. Social media and print drive people to the website.
- Working on a culture of content sharing throughout the college. The goal is to get multiple touches on content. College communicators will attend a workshop August and brown bag lunches throughout the year. A monthly newsletter is distributed with internal marketing tips.
- Templates are available for the new UT branding; nametags, letterhead, presentations, etc.

Travel

- Handouts provided for travel allocations; last year's grand totals and this year's to-date.
- Working to move to an online submission process using PerfectForms (similar to entertainment approval process).
- Travel allocation amounts are the same as last year, for now. Dr. Benner does use discretion when making decisions for travel funding—more expensive trips may get more funding than less expensive trips.

Technology

- The instructional technology process was a huge disappointment this year. The procedure was much different than in the past. All colleges took a big cut in allocations. Computer labs got most of the funding. Last year nearly everything asked for was funded this year almost nothing was funded, except computer labs.
- James will try a new process next year to get new faculty technology needs prior to their arrival on campus. He will be working with departments to identify new faculty and communicating with them before they are on campus. The goal is to have everything in place for their first day.

Dixie Thompson reporting

A folder was provided with seven handouts. Please let Dr. Thompson if you have any questions.

Curricular Items

- See handout for dates for undergraduate and graduate changes—now a two-step process that was initiated last year.
- Submission guidelines (handout) stay the same this year as last.
- Department representatives received a training session on August 3.
- There is an open election underway for representatives to the undergraduate committee.

Course Scheduling

- There was also a session on August 3, related to timetable preparation.
- Note the dates to remember on the handout. The timetable for Spring should be closely scrutinized for corrections prior to student registration. Changes are pending to room scheduling policies and procedures. Late changes will bump you out of the system with no priority to get you back into your usual spaces.

Faculty Searches

- As Dean Rider reported, there have been some slight changes to the faculty search process.

- For the college, the Chronicle advertisement deadline is September 21. The request to search must be approved by the Provost and OED in order to be in the Chronicle ad.
- Please share the interview procedures (handout) with committee chairs.

Promotion and Tenure

- See the handout for this year's P&T considerations. Let Dr. Thompson know if changes are needed.
- Add lecturers going forward for promotion. Lecturer promotion review process starts in Spring.
- Please review the faculty mentor council listing and let her know if changes are needed.
- Please review the promotion and tenure committee and let her know if changes are needed.
- Note the dates for the receptions in Fall and Spring.
- See the handout for 2015-16 faculty evaluation and promotion dates.

SACS

- September 15, is deadline for departments to submit information into Client Assist.
- Dr. Thompson will engage each department on student learner outcomes after September 15.
- Expect to see more information on the QEP.

Professional Development Awards

- Information regarding this should be coming soon from the Graduate School.

Unit Statistics

- Last year's academic unit statistics were better than ever. The statistics will be used for APRs.
- Stats can be broken down by concentration and show a five year trend. Helpful for planning and reallocation.

Research

- IRB has been a challenge this year. Staffing has been increased and training will be available.
- TERA-PAMS will be replaced this year. Details to come.
- Timely submission of proposals is imperative. Communicate early with Bob and Kelly so they can help!
- Changes are coming to the Office of Research and Engagement. They will be shared as they come.

Research/External Funding and COOP – Bob Cargile reporting

- Awards are up from two years ago, \$19 million in FY 2015 compared to \$9 million in FY 2013.
- Number of proposals is far from where it should be. It is encouraging that two new faculty worked on proposals this summer even before they got to Knoxville.
- A handout showing awards by department and center was distributed.
- THEC teacher improvement grant proposals are due August 24.
- The Continuity of Operations Plan (COOP) was distributed. Departments should review contacts and update as needed. Let Bob or Beth know what changes are needed. A communications test will take place again in January.

Student Services Report – Jamia Stokes reporting

- A summary of enrollment handout was provided. Retention rate is something the advisors are focusing on. Retention rate by college is not available yet, but will be shared when it is received.
- Projections look for enrollment to be up again this year. Kinesiology and Audiology are both growing fast. Enrollment information will be given to department heads soon.
- Teacher licensure numbers should be static this year.
- 678 students went through orientation this summer. This number includes all of the students who attended orientation, or were registered at the time of the retreat.
- Academic advisors saw 5000 students last year. They anticipate the same numbers this year.

- Overall advisor assessments are good. Students would like to see information about career opportunities earlier. Student Services is considering ways to help students connect their majors with career possibilities.
- Career Services surveyed our graduates this year. Data should be available soon.
- The learning community, ConnectEd, had 16 students last year and 14 are back this year. There are only 10 new students this fall. In 2016, the community will be open to the full college in order to fill 20 beds. The program may be dropped if the numbers are not reached.
- Banner is still assigning new graduate students to Dr. Thompson for advising. Annette reassigns the students to the correct department advisors. There is no timeline as to when the Graduate School will implement a fix on the front end.
- Tennessee Promise is on the radar, but the plan to handle the influx of transfer students is unclear.
- There was discussion regarding the drop in percentage of UTK students identifying as Black or African American. There are no longer diversity based scholarships—scholarships are now race neutral. There is more recruiting based on income and high school. Most of the scholarships have high GPA and ACT requirements that are difficult to achieve. The freshman class has 18% minority students and Admissions is happy with that. There is discussion on the campus level to add diversity to the strategic plan.
- The Dean's Graduate Student Advisory Board needs students—departments should nominate them. Crystal Baldwin and Jamia are coordinating the student advisory boards this year.
- Jamia is scheduling meetings with faculty advisors in the departments to discuss UTrack. Faculty advisors will now have to advise students about being on-track and making decisions if they get off-track. She wants to make sure faculty advisors are comfortable with messaging and how to converse with the students.
- The reason students leave UT must be documented. Please share that information with Student Services so they can report the reasons to the Provost's Office.

Budget Report – Gayle Mathews reporting

- Year-end should close out in a week or so.
- Carry over requests will probably be due by end of August or early September.
- Start-up request forms have been completed and new account numbers are available now.
- August is the busiest month for payroll. Please get all paperwork in ASAP so payroll can run and no advances are needed. Get IRIS approvals done as soon as they come in. Gayle is watching inboxes to push things through as fast as possible.
- F&A should be received around September or October, if nothing changes this year. Start-up funds will be distributed to departments after the college gets F&A.
- Adjunct funding requests have been approved and should be funded by the end of September.
- Merit has not posted. Letter templates have gone out to department heads. Across-the-board has posted already.

College Senate – Jim Bemiller reporting

- Dr. Bemiller is transitioning in as president of the College Senate, taking over for Dr. Spurgeon. He will be meeting with Dean Rider, Dr. Thompson, and Dr. Spurgeon to determine goals for this year.
- Work on bylaws started last year and will continue this year. Assistant professor mentoring program has come to fruition and associate professor mentoring will now be a focus area. A civility statement has been drafted and presented to the Dean.

Development Report – Randy Atkins reporting

- Development highlights handout was provided.

- The Journey to the Top 25 Campaign is currently in the silent phase. Steering committee has been recruited and will be meeting soon. Goal is to raise \$40 million, currently at \$18 million. At 50% of goal the campaign will go public. Pass along stories and names to help promote the good work being done in the college.
- The Community Schools Program has been replicated at Inskip Elementary Schools thanks to generous donors.
- A sponsor has been secured for the Educators Hall of Honor—the first sponsorship for a CEHHS event.
- Randy met with the longest tenured donor to the college, contributing to UTK for over 65 years. Randy presented him with a certificate from Dean Rider.
- Annual giving was up for FY 2015. Both the number of donors and gifts increased. The Big Orange Give was also successful and will be held again this year.
- The Joan Cronan Lady Vols Endowment was created in KRSS and was awarded to a softball player this year.
- Two CEHHS alumni were selected for alumni awards—Carol Aebersold and Ann Skadberg.
- The Board of Advisors meeting is coming up in September. Department head luncheon on Thursday as usual. Department heads will also be invited to a reception on Thursday. KRSS is being highlighted this meeting.
- Student Awards Ceremony is in September. Student Services is helping with student invitations.

Departmental Reports

Nutrition (Jay Whelan reporting)

- 2 new faculty members have arrived, Ahmed Bettaieb and Betsy Steeves. Dr. Bettaieb brings a \$750,000 K99 award with him. Trying to renovate building to accommodate them.
- The new science lab classroom building breaks ground next week, completion is projected in 3 years. There will be 7 labs on the 6th floor, shared with microbiology.

Educational Leadership and Policy Studies (Norma Mertz reporting)

- New faculty member, Lisa Driscoll, has arrived. She has a background in law, finance, and policy.
- Patrick Biddix is in Montreal on a Fulbright scholarship.
- The new undergraduate leadership minor begins this semester.

Child and Family Studies (Mary Jane Moran reporting)

- New faculty member, Julia Jaekel, has arrived with her husband and children from Germany.
- ELC held their first summer institute, which was very successful. The focus was outdoor education and developing children as scientists in the natural world. The institute may help with funding, recruitment, and visibility on the national level.
- APR provided good results. Thanks for the support from the dean's office and colleagues.

Theory and Practice in Teacher Education (Sherry Bell reporting)

- Nils Jaekel will be joining the department in Spring; his area is in ELS and language acquisition.
- 2 promotions; MariBeth Coleman tenured and promoted to associate professor, Blanche O'Bannon promoted to full professor.
- MariBeth Coleman is working with Rickey Hall on the campus-wide access committee.
- Susan Groenke and the Special Ed program worked with the Boys & Girls Club this summer.
- New faculty members; Joshua Kenna in Social Science Ed, Joy Bertling in Art Ed, Michelle Swaney moving to lecturer position in ASL and Ed Interpreting.
- Planning a recognition event this Fall in conjunction with the Goodrich lecture.

Educational Psychology and Counseling (Ralph Brockett reporting)

- 3 of 5 searches were successful; hired Casey Barrio Minton, Craig Howard, and Laura Wheat moved to tenure track. 1 search continuing and 1 search closed.
- 3 retirements
- Completed APR, using results for strategic planning.
- As a result of strategic reallocation it was decided to stop enrolling new students into one graduate program.
- Success with University Assisted Community Schools. Bob Kronick received another grant to support that work.
- Melinda Gibbons received a NIH grant. Her project deals with intervention in STEM areas in rural high schools.

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

- Big thank you to Gayle Mathews who helped to keep department running this year. The department was understaffed entire year and had no budget support staff for 2 months.
- Hired 9 people, faculty and staff. Joshua Weinhandl, Jeffrey Graham, and Lyndsey Hornbuckle are filling faculty positions. Kayla Whitt and Amy Kennedy filled staff positions.
- Search is open for Assistant Professor of Practice.
- 15 NEST students, from South Korea, arrive this week, staying through February.
- APR is scheduled for this year.
- Congratulations to Dawn Coe and Angela Wozencroft who received tenure and promotion.
- Dr. Fairbrother was promoted to full professor and selected for the SEC academic leadership development program.

Public Health (Paul Erwin reporting)

- Jeanne Brewin, accounting specialist, passed away this summer impacting the staff and faculty. Much appreciation goes to Gayle Mathews and her staff who kept the department going.
- Samantha Ehrlich's K01 submission received a high score; hoping to hear it is awarded.
- As a result of Dr. Erwin's trip to China, they may have a visiting scholar for six months.
- Search is open for health policy and management position.
- Planning for October site visit from Council on Education for Public Health. Kathy Brown is leading this effort. The department has been continuously accredited since 1969.
- Growing relationship with TN Department of Health. Involved in several studies with them. Will be replicating, for the State, the staff training program that they have been providing for the local Department of Health.

Retail, Hospitality, and Tourism Management (Ann Fairhurst reporting)

- New faculty member in Retail Consumer Science, Michelle Childs, coming from Canada.
- Sejin Ha received tenure and promotion.
- Faculty busy attending and presenting at conferences this summer.

Adjourn

Dean Rider thanked the council for their leadership to the college and the meeting was adjourned.

**Next Administrative Council Meeting
Friday, September 11, 2015
10:00 a.m. – 12:00 p.m.
412 Claxton Complex**