

**College of Education, Health, and Human Sciences**  
**Administrative Council Meeting**  
**February 13, 2015**  
**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, James Remington, Bob Rider, Shawn Spurgeon, Jamia Stokes, Dixie Thompson, Jay Whelan

**Present:** Randy Atkins, Sherry Bell, Susan Benner, Ralph Brockett, Bob Cargile, Jeff Fairbrother, Ann Fairhurst, Gayle Mathews, Norma Mertz, Mary Jane Moran, James Remington, Bob Rider, Jamia Stokes, and Jay Whelan. From OIT; Rose Parker and Shane Colter.

**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 January meeting. Dr. Norma Mertz moved to approve the minutes and Dr. Mary Jane Moran seconded. The minutes were approved.

**Announcements**

Dean Rider congratulated Dr. Mertz on her appointment as department head for ELPS. He thanked Dr. Susan Benner for chairing the search.

Dean Rider also commended the department heads, directors, and associate deans for the way they are conducting the numerous searches this year. Each department has multiple searches and there have been other searches as well (such as the Director for Marketing and Communications). The pool of candidates for each search has been strong. The coordination of scheduling candidate interviews with the deans and directors seems to be going very smoothly this year.

Jamia Stokes was welcomed as the interim director of Student Services. This is the first meeting without Dr. Dulcie Peccolo. She will be sorely missed, but Jamia will pick up where Dulcie left off and create her own legacy.

**OIT (Office 365 Email Migration Project) – Rose Parker & Shane Colter reporting**

Rose Parker, IT Manager of the Helpdesk Call Center, and Shane Colter, IT Project Coordinator, gave an overview of plans for migrating employees to Office 365 email.

Everyone will eventually be moved from the current server to Office 365/Volmail (cloud based). One advantage to the move will be the increased storage capacity, from the current 2 GB quota to 50 GB quota. The interface on the desktop will not change. Everything that is saved on the server will move to the cloud.

There are instructions for the migration process online, <https://oit.utk.edu/accounts/email/Pages/migrate.aspx>. On the day of migration, there will be OIT personnel in the building to assist with problems and the Helpdesk will be available. The most concern will be for people who are traveling, especially those who may be overseas.

Shane has reviewed everything for our college with James to plan the migration by building/department. They are planning how and when each department and building will migrate. CEHHS is a large college and only 200 users can be migrated each day. For departments that rely on shared calendars, it will be important for all their users to be migrated the same day.

Several departments use Public Folders. James is working with OIT to convert them to resource mailboxes. They should work just as well as the current situation.

The current windows they are looking at for migration are in February or April. Centers will go with the department they are part of. Retirees will migrate later this year.

There will be a minimal disruption of service when the user is migrated, 5 minutes or so. Web based access will be through Vol Mail, not TMail, after migration. Vol Mail is similar to Outlook 2013. There should not be a loss of email. Everything received during migration will deliver when the migration is complete. Moving faculty and staff to Vol Mail will make sharing with students easier, because students are already on Vol Mail. Email addresses for faculty and staff will not change.

Dean Rider would like migration to be in February if possible. James and OIT will work together to try to meet that date.

### **Dean's Report – Bob Rider reporting**

The academic planning meeting with the Provost was this week. One area the Provost is focused on is graduate enrollment. We will need to maintain where we are strong and redouble efforts where we are weak. Growth depends on how many tuition waivers are available to allocate to new students. Some areas are growing and some are trending down. Strategies need to be developed and Dean Rider knows everyone is aware of that. Undergraduate enrollment is doing very well, especially KRSS. The overall tone of the meeting with the Provost was very positive. The Dean thanked everyone for their work on giving input to the report and to Dr. Benner for putting everything together so succinctly. The Provost commended the college on thinking strategically about allocation and reallocation. The college will need to continue to focus on faculty lines so that they are essential to the purposes for which they are intended. Programs will need to continue to ensure they are efficient and effective.

Most everyone has heard the Governor's State of the State address. He is proposing another pay increase for state employees. UT was recently recognized with the Trailblazer award from APLU for the gains in student retention and graduation rates. This is a result of the hard work done by faculty, advisors, and other staff at the University. The Chancellor mentioned that 55% of the pay increase must be funded by the University. UT has had raises 5 out of the last 6 years. Compare that to Georgia where there has only been 1 raise in the last 6 years.

The Milestone Project is a review of the Vol Vision strategic plan. Dr. Benner is on the committee. Any input or questions should be directed to Dr. Benner. Dean Rider has already given his feedback on the importance of outreach and engagement. In light of the recent Carnegie community engagement classification and the SACS quality enhancement plan of experiential learning, outreach and engagement should be included as a focus in the strategic plan.

The University is constantly trying to identify more accurate data keeping measures. There are still some gaps in getting the data needed. Dr. Fairbrother and Dr. Whelan are on the committee focusing on this issue. Channel information to them to give input to the committee. There was some discussion about Elements and the advantages and disadvantages associated with it.

## **Associate Deans' Reports**

### **Bob Rider reporting for Dixie Thompson**

Dr. Thompson was attending a conference and unable to attend. Dean Rider distributed a handout about the Chancellor's fellowship program to department heads. Department heads should submit their requests to Dr. Thompson as instructed. The fellowships are to help recruit the best and brightest. CEHHS will receive \$100,000 each year for 4 years. The awards can range from \$3,000 to \$10,000 and must include a tuition waiver. This money is new money for new students. If a student leaves UT before the end of four years, the money will return to the Provost's office. Departments should submit their requests to Dr. Thompson as soon as possible.

### **Susan Benner reporting**

Jules Morris, the new director of marketing and communications, will be joining us on March 2. She will be located in the Dean's suite in the office now occupied by the Center for Sport, Peace, and Society. CSPS will be relocating to offices in the hallway outside of the Dean's suite.

The Tech Committee will be reconvening. OIT has given instructions for use of tech fee money. The committee meeting will be March 9. Some ordering will be able to be done by departments for faster turnaround time, but there will be some items that James will have to order. There are still 3 orders left from last year's money, all are for KRSS. They are working through the purchasing process for those.

The Milestones committee has met once. Many of the committee members are so new to the university they did not know the history of how the Vol Vision plan came about. It is very critical for everyone to give feedback, so please convey your thoughts to Dr. Benner. The committee has a very aggressive timeline.

The State of Tennessee has put into place a new approval process for teacher preparation programs. A 36 member implementation committee has been formed that includes 3 people from UTK; Dr. Benner, Dr. Bill Wishart, and Dr. Lynn Hodge. It also includes a representative from Knox County Schools.

Handouts for Travel and Professional Development are on the SharePoint site. There are 4 PD proposals pending; one each from TPTE, RHTM, CFS, and RHTM.

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

The Student Services office is in transition since the retirement of Dr. Peccolo. There has been some staff shifting; a new administrative assistant is being hired, and there is a need to hire a new advisor.

Preparations for commencement are underway. There are 6 top graduates this year, all with a 4.0 GPA. There are usually only 2 top graduates.

The graduate student colloquium is scheduled for March 6. The Dean's Graduate Student Advisory Board plans the colloquium. They are reviewing proposals and will be notifying students to let them know who will be giving oral presentations and who will be giving poster presentations. Please come out and support our graduate students. See the flyer that was handed out.

EURCA, which showcases undergraduate research, will begin accepting applications today. Please have faculty encourage their students to submit their research. The concern this year is that presenters will need to have prior IRB approval, which may impact the number of submissions. Last year CEHHS was well represented, and a student from KRSS won silver.

Last fall Student Services advised 2,400 students. The advisors are seeing about 400 students per term. Collette, who is no longer at UT, advised about 500 students in the fall. Her departure will make an impact even though a new advisor has been hired. About 2,100 students are expected for spring.

Undergraduate numbers are expected to grow again this year based on regular communication from the Orientation office. The expectation is to see about 650 students for orientation this summer. Our retention rate is just about 90% which is higher than the university average. The time to graduation on average is 8.1 semesters which is so close to 4 years.

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

Staff performance reviews are due to HR by the end of March. HR must have a performance review on file for each employee for merit increases. Gayle has also heard that conflict of interest forms will need to be on file for each employee, too. There have been some problems with Perfect Forms and paper will be used if needed. She will notify departments if anyone is missing a conflict of interest form.

SIF spreadsheet should be coming out soon (mid-February). Dr. Thompson has communicated with the departments for information that is needed.

Chancellor's fellowships – remember to get nominations to Dr. Thompson. Let Gayle know if you have any questions about logistics, account numbers, funding, etc.

Budgets meetings will take place in April. Everything is usually due to the Tower by the end of April. Gayle will be contacting everyone by mid-March to schedule.

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

Uniform Guidance has combined all the federal OMB circulars (regulating what can and cannot be charged to federal grants) into one package. Training sessions are underway to review the changes, and fiscal policies are being revised to reflect the changes. Please let Bob know if there are any questions.

Department heads should be timely with approvals for proposals in TERA/PAMS. Many times proposals are entered with tight turnaround times. Bob is available to approve proposals in the absence of the department head if needed.

The test of the COOP communication process went well. A problem with online access to documents on the network was encountered for Apple users. James is working on a solution.

A handout for department heads only was distributed. It is a limited submission call from the NSF. There is a short deadline to submit interest to the Office of Research. The topic is STEM related training. Faculty should contact Bob if they are interested. Deadline to the Office of Research is February 20.

A handout regarding the Atlanta Census Data Center was distributed. The data there is not publically available through normal processes and is very good for long term research interests. Data types are health, economic, demographic, etc. The application process is long (a year or longer) so long-term planning is needed if there is interest in using their data. UT is a consortium member so there is no cost for getting the data once the application is approved.

Funding is hovering around \$10 million. December and January are traditionally slow months for awards to come in.

### **College Senate – Bob Rider reporting for Shawn Spurgeon**

Dr. Spurgeon was unable to attend the meeting. Dean Rider has asked the Senate to discuss civility/collegiality and determine if the college should include it in the by-laws or evaluations. In the faculty handbook, the criteria for promotion from associate to full professor includes wording that says the person must demonstrate that he or she is able to get along with colleagues. Dean Rider has had to

handle several situations at UT where that statement has had to be used because the person does not demonstrate their ability to get along with colleagues. Every department has examples of situations where there have been communication issues showing a lack of civility or collegiality. It's not pervasive, but it's problematic. It takes productive time away from the head, associate deans, and dean. The college could start from day 1 with faculty to press the issue of collegiality. It is really problematic when the bad behavior impacts students. Dean Rider encourages department heads to find out how the faculty feels about this issue.

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

A packet of handouts was distributed.

Randy thanked everyone who was able to attend the Fund Raising Summit. Dean Rider participated in a panel discussion at the summit. These types of retreats are good for sharing ideas and reinvigorating everyone.

Annual giving progress is good this fiscal year over last. This is due to the impact of programs like Big Orange Give, Big Orange Family Campaign, Vol Starter, and others. They encourage people to give who haven't given before. There have been 24 proposals delivered to potential donors representing approximately \$2 million dollars. There have been some significant gifts secured from donors with the expectation of more to come.

The agenda for the Dean's Board of Advisors meeting in March was discussed. CFS will be the department highlighted. Thanks to Dr. Moran for being willing to have the department highlighted as they are very busy with their review at the same time. The graduate students' research will also be highlighted in a poster session. Those who present orally at the colloquium will present their posters at the BOA meeting. Jamia's staff is working to coordinate that. The department head/subcommittee luncheon will take place on Thursday. It is optional so please let Randy know if the department will be taking advantage of this opportunity. The Educators Hall of Honor is Thursday evening. There are 7 inductees this year. The event will not be open to the whole college, it is by invitation only.

Nomination forms for 2 awards (one faculty, one faculty/staff) were discussed. The forms are available on the SharePoint site. Get nominations in by March 13. Dean Rider and the associate deans will be reviewing the nominations and passing them on to the Board to select winners. The awards will be presented at the annual Faculty and Staff Recognition ceremony on April 23.

### **Departmental Reports**

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

- An offer was accepted to fill the biomechanics position
- An offer is going out today for the sport management position
- Interviews start next week for the coordinator position
- There are a couple of open positions that will have searches next year
- NEST visit is going well.
- Up to 30 international visitors are expected this summer.

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

- Finishing 2 searches
- Marylenna Honeycutt is retiring. Will be filling her position.

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

- Working on offer for faculty/center director position for Ed Leadership
- Bringing candidates to campus for Ed Admin position

- Beginning this fall, the department will be offering an undergraduate leadership minor. This is the first venture outside of graduate education for the department.
- Sponsoring a Higher Ed scholar, Dr. Kelly Ward, open talk on Tuesday, February 17
- Hosting a group of civil rights activists from Alabama, a group of Knoxville activists will join them for a panel discussion, activities take place week of February 23, includes a showing of the film Selma, result of a Ready for the World grant awarded to Karen Boyd.

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

- The university has just launched a new minor in entrepreneurship. One of RHTM's courses is one of three required courses for the minor.
- An offer has been extended for the retail position and negotiations are underway
- Interviews start next week for the hospitality position

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

- February 27 is the African American Read In, co-sponsored by the Center for Children and Young Adult Literature, Dr. Susan Groenke is coordinating
- March 28 is the Holocaust Workshop, not open to the public, targeted for pre-service and in-service teachers of 6-12, result of attendance at week-long event by Dr. Dorothy Hendricks and Dr. Deborah Wooten
- 2 Social Science positions open, 5 candidates being brought to campus for interviews

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

- An offer has been made to the top candidate for their search
- Hosting an institute on June 5-6 at the L&M Stem Academy. The title is, "Cultivating our natural learning community." Focused on teachers of young children through 3rd grade who work with children in the outdoors and natural spaces. Nationally renowned author Richard Louv will be keynote speaker. About 300 people will be attending. Working with many entities throughout the community.

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

- APR self-study is due today
- 5 searches this year.
  - 2 offers accepted, 1 Counselor Ed and 1 Instructional Technology
  - Interviews next week for second Counselor Ed position
  - Scheduling interviews for a third Counselor Ed position
  - Closed a search in Statistics and Quantitative Methods

*Public Health (no report this month)*

**Adjourn**

Dean Rider thanked the council and the meeting was adjourned.

**Next Administrative Council Meeting  
Friday, March 13, 2015  
10:00 a.m. – 12:00 p.m.  
412 Claxton Complex**