

College of Education, Health, and Human Sciences
Administrative Council Meeting
Friday, October 9, 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, Paul Erwin, Jeff Fairbrother, Ann Fairhurst, Gayle Mathews, Norma Mertz, Mary Jane Moran, James Remington, Bob Rider, Jamia Stokes, Dixie Thompson, 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 September meeting. Dr. Mary Jane Moran moved to approve the minutes, Dr. Paul Erwin seconded, and all were in favor. The minutes were approved.

Dean's Report *Dean Rider reporting*

- The January meeting will be used for strategic planning. Please review the current plan, benchmarks, and priorities. Please be thinking about what the college needs to be focusing on. Currently there are six priorities, there could be less or more going forward. Some of the metrics are current and others are not. Some goals have been met, some not. Is the bar too high to reach? Does the college need an information specialist devoted to analyzing data and assisting departments with accreditation? Are we benchmarking the right institutions? The goal is to refresh and tweak the plan. More information will be shared before the meeting.
- Thank you for the response to strategic reallocation. The deans and Gayle are meeting today to review and plan. This is the first time going through this process. We will learn more after the Provost and others have reviewed the plan and given their feedback. The submission deadline to the Provost is October 19.
- The faculty review process is now underway. Remember that “meets expectations” is the new normal. Someone who meets expectations is performing their work at the level they were hired to do. Some exceed or far exceed expectations by the grants they secure, the scholarship they produce, or the service excellence they provide. Department heads have the job of judging and making tough decisions. The deans are available for assistance if needed.
- The university is projecting for growth next year. Projections: undergraduate enrollment 22,000; first time freshmen 4700-4850; transfers 1400-1500; and returning students 16,000. The Tennessee Promise will impact the transfer numbers. Retention is going up due to the good work of advisors and faculty advisors.
- Dean Rider met with the Provost and RJ Hinde last week to discuss the new space policy. The college will still get first right of refusal for conference room space in the buildings. Other programs may request access to space as a need arises. He has asked that 412 not be globalized because of the proximity to the KLASS center. Dr. Thompson is working with the departments to determine what other spaces need to be held back. There will be more information to come on this topic.
- Please remind faculty about the first year retention early alert document for students not attending class. Please document the names of the students not attending and advisors will follow up with the students to find out why they are missing.
- The research misconduct policy has been revised. According to Taylor Eighmy there are instances every day of misconduct. The federal government is cracking down with significant fines. Please have a frank discussion with faculty and make sure they are aware. The policy is available on the ORE website at <http://research.utk.edu/policies/>. Dr. Thompson is working closely with the ORE and will relay information as she gets it.

Associate Deans' Reports

Susan Benner reporting

- Travel distribution report is available on the SharePoint site.
- Professional development proposals are due to Drs. Benner and Thompson by Wednesday, November 4.
- The Goodrich lecture was on Tuesday. Dr. Bryk had a good visit; it was his first time in Knoxville. He met with various individuals and groups including President Joe DiPietro and NIMBios. Thank you to everyone for helping to make it a successful day.

Dixie Thompson reporting

- The Spring timetable is now live. Registration begins October 12. Please be watchful of capacity and long wait lists. Let Dr. Thompson know right away if resources are an issue.
- Summer/Mini term timetable review will be coming up at the end of October. Preliminary will be due in early December. The deadlines are earlier than previous years. The university wants to move to earlier dates so students can plan earlier for summer.
- Fall timetable review will be in November. Preliminary will be due in late December.
- Dr. Thompson will be talking with department heads about space that is under consideration for nationalization. The goal is to find a solution that shares space without compromising the work of the units.
- The curriculum review process is underway. The undergraduate meeting is next week, and the graduate meeting is November 11.
- Some departments are having problems with the faculty review process. Tenure track probationary faculty must initiate a review for the department head to have access to the form. Please make sure that all the retention reviews have been initiated.
- The deadline for promotion and tenure, or just promotion, dossiers to the college is January 4. The original dossier and 4 copies are requested.
- Invitations from the ORE are going out for responsible conduct workshops. It is good for faculty to attend if possible.
- Campus Chest campaign is underway. Email notices have been sent to employees.

Budget Report Gayle Mathews reporting

- Department heads have been notified of funding status. Distance Ed and Summer Incentive were received too late to process in September, but should be available next week.
- Carry over was approved. Three percent of the base budget was approved with an additional amount over base. Some will be going back to the departments.
- F&A has been received and should be distributed by the end of October.
- Faculty start-up carry over was posted in September. New faculty start-up will be funded now that F&A has been received, then ORE can fund their portion.
- SIF and Chancellor Fellowship funding will be received eventually, no exact date available now.
- There is nothing new to report about fee waivers. The Tower is still working on the process to request reimbursement. They are testing it now. November 10 is the tentative date to submit requests.
- The next workshop is scheduled for November 10. The entire workshop will be on reconciling ledgers. It is important for staff to attend these meetings. This is an area that it is good to have cross-training of staff.

Student Services Report Jamia Stokes reporting

- Walk-in advising will take place on November 18-19. Additional hours will be added if needed.
- Faculty advisor meetings are taking place in October and November. The meetings are covering advising, retention, helping students, etc. The goal is to meet with faculty advisors every fall.
- Faculty advisors are being added to the Grades First online notes system. Notes are kept on this system when an advisor meets with a student. The system is web based and easily accessible for those who need to meet with students.
- The Graduate Student Advisory Board is planning two events. Open Mic Nite with the Deans is on October 27. The graduate student colloquium is March 4. Prizes and awards are appreciated from the departments. Department heads will be receiving a formal request letter soon.

- The Staff Advisory Board is hosting a safety workshop on November 3. The workshop will be in two parts—active shooter and general personal safety. The workshop is open to staff, faculty, GA's, and student workers. The flyer will be on the SharePoint site.
- Jamia is on a task force on how to better support transfer students. There are challenges with transfer students that need to be overcome; admission standards, seats in classes, retention, etc. The task force is considering how to improve their experience from admission through orientation.

Research/External Funding *Bob Cargile reporting*

No report

College Senate *Jim Bemiller reporting*

- Serena Matsunaga attended the last meeting to present a Vol Vision 2020 update. Feedback is being gathered so a college-wide faculty meeting is being planned. Senators are also gathering feedback in their departments.
- The other topic in the last meeting was professionalism, collegiality, and civility. Department heads are encouraged to include this topic in their department meetings so feedback can be brought back to the Senate. Dean Rider has been asked to attend a College Senate meeting to discuss it.

Development Report *Randy Atkins reporting*

- Handout—monthly development report
- Thanks to everyone for their support of the Board of Advisors meeting and the Student Awards Celebration.
- College Fund/Annual Giving from alumni and friends continues to increase in both dollars raised and number of donors.
- Proposals delivered are at \$2 million. Some of the gifts secured this year were the result of proposals delivered over a year or more ago. Discussions today can have an impact in the future.
- Journey to the Top 25 campaign will be on the agenda for the next 5 years, it ends in 2020. The steering committee has been meeting. The kick-off is tentative for Spring 2016.
- The Big Orange Give online giving campaign is getting underway. The goal is to raise \$1 million dollars.
- The Fundraising Summit for Academic Leaders is scheduled for January 22, 8:00-1:00. Please hold that date on your calendars.
- As of the end of September, the college has raised \$1.4 million.

Departmental Reports

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

- 2 faculty searches are ongoing.
- Welcoming a new assistant professor of practice in the Spring.
- Preparing for the academic program review.

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

- Hired a new faculty member, Stefanie Benjamin, to start in January. First time in 7-8 years that the faculty has been full.
- Preparing for the mid-cycle review.

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

- Nothing new to report this month.

Nutrition (Dr. Jay Whelan reporting)

- Nothing new to report this month.

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

- 1 search to replace Priscilla Blanton who is retiring in December.
- The department is hosting a 1 hour condensed version of Rape Aggression Defense training for women students, and researching to find a parallel opportunity for men students. It is a timely topic because of the new construction around the building which blocks visibility and creates security hazards. It is especially concerning for night classes in the winter that take place when it is dark.

Educational Psychology and Counseling (Dr. Ralph Brockett reporting)

- Pam Brott has accepted the school counseling position.
- 3 ongoing searches: 1 for statistics and quantitative measurement; 2 for adult learning.
- The department is working on their strategic plan with the goal to finish by the end of the semester.

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

- 1 search for social science education
- Good turnout for their recent recognition ceremony. A special alumna was recognized (Dr. Benner). Buzz Thomas from the Great Schools Partnership was also recognized. New this year was the graduate student research award. The event was well attended and many people stayed for the Goodrich lecture which took place after the event.

Public Health (Dr. Paul Erwin reporting)

- The site visit from CEPH just completed. First time since 1975 that Charles Hamilton did not lead the reaccreditation process. The preliminary results have a couple of improvement areas, but probably no show stoppers. The final report will be received in several months.
- 1 active search and 1 search to be started soon.
- Hired a new accounting specialist, Bonnie Cryderman.

Adjourn

Dean Rider closed with these words of wisdom from Donnie Smith, CEO of Tyson Foods, “It’s not about what leaders do it’s about what leaders get done.” Dean Rider thanked the council and the meeting was adjourned.

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