

# MINUTES

## College of Education, Health, and Human Sciences Administrative Council Meeting March 8, 2019

**Council Members:** David Bassett, Sherry Bell, David Cihak, Jeff Cochran, Jeff Fairbrother, Ann Fairhurst, Sonja Hill, Courtney Holbert, Jennifer Jabson, Norma Mertz, Mary Jane Moran, Hollie Raynor, Bob Rider, Jana Spitzer, Jay Whelan

**Present:** David Bassett, Amy Broemmel (for Dr. Bell), Jeff Cochran, Jeff Fairbrother, Ann Fairhurst, Sonja Hill, Courtney Holbert (for Hollie Raynor), Jennifer Jabson, Demetria Mells (for Jana Spitzer), Norma Mertz, Mary Jane Moran, Hollie Raynor, Bob Rider, 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 February meeting. Dr. Mary Jane Moran moved to approve the minutes, Dr. Norma Mertz seconded, and all were in favor. The minutes were approved.

### **Announcements & Dean's Report – Bob Rider**

- Dr. Manderscheid, Provost is coming at 11:30 to meet with the department heads to discuss the process for announcing the interim at the end of July and the search for a dean in the fall.
- Send your nominations for all Faculty/Staff awards to Dean Rider and copy Randy Atkins. March 15<sup>th</sup> is the deadline.
- Ann and Dean Skadberg – New Award – Andrew D. Holt Endowed Professorship
- Non-Voting Student - Email your request for nominating? The student may be either an undergraduate or graduate student as long as he or she will be enrolled at UTK through the spring semester of the coming academic year and available to attend the annual meeting of the Board of Trustees in June.

### **Associate Deans' Reports**

#### **Jeff Fairbrother**

- SACS Reporting – we received our institutional level reviews—we had four different departments that were highlighted as most frequent receiver of advanced ratings for SACS. We also had some departments not doing as well and those issues need to be addressed by March 31<sup>st</sup>.
- Undergraduate Affairs – General Education format, Vol Core. The link is <https://ugcouncil.utk.edu/volunteer-core/>. Designation proposals deadline is Fall 2019 – October 15<sup>th</sup>. We need the course list populated, so the department showcase revisions should be submitted to the college by Spring 2020
- Contemporary Issues and Solutions link is <https://ugcouncil.utk.edu/contemporaryissues-and-solutions/>. This is a new graduation requirement, contact Jana Spitzer if you have questions
- No undergraduate proposals this month for curricular changes
- Enrollment & Admissions – We increased 36 % in our confirmed undergraduate students from last month
- Graduate Affairs – we had some curricular proposals approved by Graduate Council for several of our departments – mostly course changes and program revisions
- 3MT Semi-final – we had one of our college contestants in this, but he did not advance. Still waiting to hear if the other two college contestants advanced. The event went well, we had three faculty members who served as judges. Thank you to Michele Childs, Jay Chen, and Kelley Stohacker for serving.
- Faculty Affairs—We received two dossiers from TPTE for NTTF/Lecturer promotions, the committee is meeting on March 13<sup>th</sup> to vote
- TTF promotion and tenure – we were very successful – 11 cases were advanced to the Office of Provost
- Dean Rider thanked Dr. Fairbrother and Dr. Cihak for all their help with preparing the letters and all the department heads for doing a great job hiring and mentoring the junior faculty.
- Changes for PTT are that they want electronic copies for split votes at any level.

- UT is trying to get the board to change the policy related to the specific content we have to send to the highest levels.
- Research development workshop, a foundation funding workshop to be held on April 3<sup>rd</sup> from 12:30 – 2:00 p.m. in the student union room 270–Tomeka Hart, Gates Foundation will be a guest attending
- Dr. Whelan asked clarification on the General Education classes being maintained through 2027? We also have the Vol Core classes; we departments be required to teach two different courses? No, a couple of options were discussed. Department heads need to meet and discuss this as soon as possible in order to work through what the future should look like and how this will effect each department.

#### David Cihak

- Travel Allocations–Our college is allocated \$68,000 as of March 6<sup>th</sup>. The college has contributed about \$25,000 for international travel via SARIF. SAFIF has matched about \$24,000.
- Distant Education-Learning Investment and Growth Plan – a work group was formed; we are hoping to develop a proposal to share. If you have a program within your department that is interested in DE development, contact Dr. Cihak.
- UTK signed an agreement with the OPM Noodle (Operational/Online Performance Management). They are an online performance advancement company that offers a lot of services; three big services are Instructional Design, Marketing, and Student Acquisitions. They respond within 24 hours.
- TechFee Requests Award Process has started: Student TechFee committee met February 15<sup>th</sup> and are meeting again on Monday, March 11<sup>th</sup>. Department requests are due March 8<sup>th</sup>, originally, but extended until March 13<sup>th</sup>. April 1<sup>st</sup> is the deadline for submissions, TAB review/approval deadline is April 26<sup>th</sup>, colleges and departments will receive award notifications early May, 2019.

#### **Budget Report – Sonja Hill**

- Budget Request – The submission we did with the cabinet; they meet on March 14<sup>th</sup> – the should have an answer by April 1<sup>st</sup>.
- Iris Budget Process for FY20 - Starts March 27<sup>th</sup> ends May 2<sup>nd</sup>. Sonja will send an email to the business staff.
- Fee Request are due to Sonja on March 11<sup>th</sup>
- Performance Reviews are due March 30<sup>th</sup>
- Black Face Incident - Talk to students, watch students to see if anything is going on. There is a Student and Employee help line for anyone needing help.
- Code of Conduct Training – were due April 8<sup>th</sup>, but are now due on Monday 11<sup>th</sup>.

#### **Research & External Funding Report – Courtney Holbert (for Hollie Raynor)**

- Update on Research Incentive Plan–Clarification discussed on which faculty evaluation would be used for new hires that might be eligible this fall payments. Dr. Raynor is putting together some information that will be sent out soon.
- Two Events – 1.) Research Workshop hosted by ORE here in our college will be on April 8<sup>th</sup> from 12:30-2:30 with lunch being provided. Location TBD. 2.) Point of Interest workshop – Anyone wanting to partner with Knox County Schools – workshop to do a panel presentation showing their processes, held on April 15<sup>th</sup> from 2:30-3:30 in Mossman room 212.

#### **Advising & Student Services Report – Jana Spitzer (Demetria Mells for Jana)**

- Colloquium – They had 135 attendees and the announcement should be going out today about the winners. 1<sup>st</sup> Place Winner: Poster: Sarah Frankel: Department of Retail, Hospitality, & Tourism Management. They are considering moving the Colloquium to the new student union for next year.
- Vol Visions 2020 – Jana is working with each department, let her know if you have any questions about the General Education requirements.

#### **College Senate Report– Jennifer Jabson**

- They have 14 nominations for all of the awards.
- 4 dissertation nominations submitted.
- Sub-Committees have been convened and nomination packages have been distributed and they are in the process of reviewing them.

## **Departmental Reports**

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

- Searches – Art Clinical Position – she has a MFA in Art and was a teacher for over 10 years.
- Next week we should have the last candidate for the Communication Disorder position.

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

- Won \$10,000 in the 1<sup>st</sup> impressions contest for updating the Jessie Harris Building.
- Stephanie Benjamin received an internal grant, collaborated with an SEC faculty member and she is coming March 25<sup>th</sup> to do a workshop and presentation on Tourism and Public Traveling
- Sunday through Tuesday – UT Culinary Institute is hosting the Pro Start High School Competition in Hospitality and Culinary.
- Appalachian Spring April 12th

### *Public Health (Dr. Jay Whelan)*

- No report given

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

- Mid-Cycle Review is coming up next week, April 1<sup>st</sup> and 2<sup>nd</sup>

### *Kinesiology, Recreation, and Sports Studies (Dr. David Bassett)*

- New hire for the Professor of Practice position selected - Rachel Tatarski from Ohio State University

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

- Dr. Hollie Raynor received an RO1 from NIH – Gold Standard for 2.75 million
- Dallas Donohoe received a 1.5 million dollar USDA Grant
- Search Approved – 12-month faculty in nutrition, clinical nutrition and dietetics

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

- Pleased to have a new faculty member – Dr. Robert Rider

### *Educational Psychology and Counseling (Dr. Jeff Cochran)*

- Developing Counselor Training Committee – most of the space is ready and we are communicating across campus about how this all fits. We are expecting to launch in August.

## **Adjourn**

Dean Rider thanked the council and adjourned the meeting.

**Next Administrative Council Meeting  
Friday, April 5, 2019  
10:00 a.m. – 12:00 p.m.  
412 Claxton Complex**