

MINUTES

College of Education, Health, and Human Sciences Administrative Council Meeting Friday, February 10, 2017

Council Members: Randy Atkins, David Bassett, Sherry Bell, Susan Benner, Ralph Brockett, Bob Cargile, Jeff Cochran, Paul Erwin, Jeff Fairbrother, Ann Fairhurst, Jud Laughter, Gayle Mathews, Norma Mertz, Mary Jane Moran, Julie Morris, James Remington, Bob Rider, Jamia Stokes, Jay Whelan

Present:

Randy Atkins, David Bassett, Sherry Bell, Susan Benner, Bob Cargile, Jeff Cochran, Paul Erwin, Jeff Fairbrother, Jud Laughter, Gayle Mathews, Norma Mertz, Julie Morris, James Remington, Bob Rider, Jamia Stokes, Jay Whelan, James Williams, Kathy Abbott (Associate Registrar)

Welcome

Dean Rider welcomed the council and opened the meeting. He introduced Dr. Jeff Cochran, new department head in EPC, Dr. James Williams, attending for Dr. Ann Fairhurst, and Kathy Abbott, Associate Registrar.

Approval of Minutes

Dean Rider asked for a motion to approve the minutes from the last meeting (January 2017). Jamia Stokes moved to approve the minutes, Bob Cargile seconded, and all were in favor. The minutes were approved.

Online Grade Change Workflow - Kathy Abbott, Associate Registrar

The online grade change system replaces the paper process and is more secure. Department heads are typically who approve grade changes. Kathy needs to know from each department and program area who will be approving. There may be multiple approvers per program area and department. It will be a work in progress until the kinks are worked out. Approvers will need access to Banner INB. Kathy brought the appropriate forms for approvers to submit for access. INB is the backside of Banner and faculty are the only people who can enter grades or change grades—administrative staff are not permitted to enter grades. Paper grade-change forms can be used until June 30, 2017. The online process can be used to change grades from Spring 2011 forward. The paper forms should continue to be used to change a grade of F to an Incomplete or for grades from semesters prior to Spring 2011.

Kathy walked through the process of changing grades on My UTK. OIT has a short video that Kathy can send to the group if needed. Jamia is available to the college faculty who have questions or need assistance. The student and instructor receive a notification when the grade change is approved. The change is on the student's transcript immediately upon full approval. The whole process can be done in minutes, theoretically. Kathy is happy to meet with instructors to show them the process. Departments should email Kathy with a list of approvers if they did not do that yet.

Announcements and Dean's Report – Bob Rider

Chancellor Cheek was at the last Council of Deans meeting to give an update. The budget has been approved. Raises for faculty, staff, and administration are set at 3%. The University has to find the money for raises, and it isn't clear if there will be across-the-board or just merit increases. Governor Haslam is determined that all state employees will have a raise this year.

University email, social media platforms, and letterhead are to be used for university business related items only, even outside of work hours. Using these communication tools for personal use may give the appearance that a person is speaking on behalf of the university, which may not be the case. Julie Morris has developed guidelines that address this and she will redistribute them to the group as a reminder.

Dr. Jeff Fairbrother is distributing the proposed plagiarism policy (pertaining to dissertations). Dr. Dixie Thompson is getting more information for the process. The proposal is from the Graduate School to the Graduate Council. The Council may vote on it during their next meeting. Uploading and scanning the documents does not take much time, interrupting the reports is time consuming. UT only has 200 licenses for the software so that could really backlog access. Contact your Graduate Council representative to voice your opinion.

According to Dr. John Zomchick, interim provost, Elements will be the authoritative process for faculty evaluations sooner rather than later. The College of Business is piloting the program. Faculty should review their information in Elements; Dr. Mathew Theriot is the person to contact if changes are needed.

Jeanie Lim, our college representative on the Faculty Senate, has notified Dean Rider that we need to hold an election for open seats. There are three seats open and we need two candidates for each opening to hold a regular election.

Associate Deans' Reports

Susan Benner

Monthly travel allocations are posted on the SharePoint site.

James will be adding how the tech fee money was used in the previous 2 years on this year's tech report. This gives a better view of how the money is being used. The tech committee is scheduled to meet in February and March. They will be finalizing CEHHS priorities for the next request.

GSE is hosting a community engagement recruiting event on February 22, at Beck Cultural Center. The event is meant to increase interaction with the community and recruit a more diverse graduate student population.

GSE open house is planned for April 11, at the Visitors Center.

Ohio University has approached our college regarding a data sharing agreement for education. The GSE is in favor of participating. They would like to invite their own aspirational list of universities to participate, too. Dr. Benner has begun investigating how other colleges on campus participate in data sharing with other universities. She also is trying to learn the legal implications for the university.

Jeff Fairbrother

The next Graduate Council meeting is March 23. Marian Roman is the chair. Members from CEHHS are Hillary Fouts, Jennifer Morrow, and Amy Broemmell.

Dr. Fairbrother's report is on the SharePoint site. It includes upcoming dates.

He shared a faculty position table via email. It has generated positive feedback. It provides good guidelines for faculty evaluations.

Promotion and tenure dossiers advance to Provost Office soon. The deadline is March 3.

Faculty Mentoring Council Reception is March 1, 3-4:30 p.m., Holiday Inn World's Fair Park.

VolVision advising plan has been circulated via email.

Graduate School fellowships – March 22, is the deadline for returning students. Graduate School needs reviewers for fellowship applications; contact Ernest Brothers.

3MT (3 minute thesis) competition – CEHHS/CASNR/Law semifinal is scheduled for March 7.

Tennessee Fellowships for Graduate Excellence – Graduate School will be issuing guidelines for implementing and tracking.

More information is to come regarding abuses of leave of absence and 600 exemption policies. Discussion regarding that and the role of the credentials committee is ongoing amongst the associate deans and Graduate School.

Changes to the graduate certificate policy were emailed and posted to the SharePoint site. A change is coming to the number of hours. It gives the departments much more flexibility.

Dr. Fairbrother attended the Honors Week Deans Forum last week and met five of our honors students. The goal for the campus is to have 12% of the undergraduate population to be honors students. Our college is at 2.3%. We may need to think about how to increase.

Curriculum updates have been shared as they happen. Input is needed regarding the college timeline and process and then the CRC will need to approve. The goal is to provide additional support to departments and allow them

to have oversight of the proposals. The role of the CRC should be to vote to approve, reject, return for revision, or table. The committee should not be solving problems. When the CRC has to solve problems it creates issues with version control and can be very difficult to untangle when problems arise.

Departments have receive institutional feedback regarding SACS. Amendments to the reports are possible but not required.

Academic Planning and Performance Meetings (APPM) – have the data pack from the Provost and will begin drafting the report. Departments will have to provide input. The meeting with the Provost is scheduled for March 31, and the report is due 10 days before the meeting. The APPM data pack gives insight into what the university is measuring and will assist us to determine metrics for our strategic plan.

On April 6, at the Academic Council, Dr. Fairbrother, along with his co-fellows from the SECU ALDP, will be presenting results of a survey they did regarding barriers and facilitators for associate professors' progress towards promotion.

Budget Report – Gayle Mathews

Budget directors have requested guidance on how to administer Chancellor Fellowships. Each college does it their own way and there is no consistency on campus. There are tax issues on how the fellowships are paid so having them uniformly administered across campus would be a good idea. The way our college administers them may change based upon the guidance received.

An email was sent regarding course fee requests. They are due to Gayle on February 24.

The next college workshop for departmental staff is scheduled for March 23. Julie Roe and Dan McGuffey will be attending from HR to discuss topics such as UT Care, recruiting and Taleo, etc. Jay Taylor from Sponsored Projects Accounting will attending to discuss the post award process.

Student Services Report – Jamia Stokes

Commencement is scheduled for May 12. The ceremony starts at 8:30 a.m.; the stage party (department heads and College Senate president) should arrive by 7:45. Sarah Hillyer is the commencement speaker this year. Students will need to be checked-in and seated by 8:00.

Educators Hall of Honor Scholarship – no new nominations this year; a strong nomination from 2016 that will be forwarded to Randy; Andrea Arce-Trigatti was nominated by Ashlee Anderson in 2016 – EDPY.

Information Sessions are scheduled on February 22 and April 6 from 4-5:30 for CEHHS undergraduate students interested in majors and teacher education.

EURECA – April 17-21 – Submission deadline is March 11. Last year there were 16 participants from CEHHS; would like to increase that for 2017. CEHHS judging is on Monday, April 17 starting at 5:00 p.m. Awards will be announced on Thursday, April 20. Last year CEHHS provided \$600 in awards to top three presenters. The Office of Research also provides cash awards for top presenters. All departments are encouraged to participate. 6-8 faculty judges are needed.

Colloquium – Friday, March 3, 9-1:30 – Proposal review is happening right now; 80 submissions (40 posters and 8 oral presentations will be selected). Eight oral presenters will receive a \$500 travel award from the Dean. Graduate Students will be following up to confirm door prizes for poster presenters and best of show. Currently recruiting faculty judges for poster presentations. Dr. Williams and Dr. Wheat are the faculty spotlights.

Office Renovation – March 6-17 – Looking for office space the week of March 6 for advising appointments. CEHHS 427 conference room will be used for phone calls. Need space for five advisors: Dr. Mertz has one office; Dr. Bell has a couple of GA Offices; Dr. Cochran may have space.

A new advisor will be hired in March to support Advising 2020.

Research/External Funding Report – Bob Cargile

The process for general ledger budgets will be changing for awards. Faculty have been alerted of the change. PIs will have to set up the general ledger budget after the award is received. Accounting specialists in the departments should be able to assist them. Bob and Kelly are available to help, too. An account for the new award cannot be set up until the general ledger budget is complete.

Proposals are up for the first half of the year; 67 submitted for \$43.7 million. Twelve awards received for \$5.2 million.

Marketing & Communications Report– Julie Morris

Department heads will be receiving a draft of initiatives for 2017. She is trying to build frequency and focus on items that tie to the strategic plan. She also continues to work on branding for the college. Internal communications and working with staff who prepare communication materials is another area of focus.

Beginning in March, a monthly communication will be sent out including all of the events going on in the college. She is gathering items to include for March and is hoping departments will remember to notify her anytime they are planning events.

Jules is available to assist departments as they work to market themselves. Recruiting is especially a niche area for each department and is a difficult thing to do college-wide.

Development Report – Randy Atkins

Handout - monthly development report

Randy is emailing the nomination forms for the two BOA awards. The deadline is March 10. The deans will vet the nominees and the BOA awards sub-committee will select the winners.

College Senate Report– Jud Laughter

Handout – Minutes from College Senate meeting 1/25/2017 (draft)

Nomination for the Senate awards is also March 10. Dr. Laughter is sending an email with instructions.

Nominations are needed for the Graduate and Undergraduate Councils. The Senate has to run the elections and have representatives selected by April. Three representatives are needed for the Undergraduate Council and five representatives are needed for the Graduate Council—includes those rolling-off and proxies. Dr. Laughter will work with James to set up an online poll.

Please pass along any feedback on the changes to the bylaws. The changes also have to be voted on by the faculty.

The Jessie Harris Building is getting some work done. A letter of thanks is going to Dr. Zomchick and Chris Cimino.

There is a request for more transparency about the criteria for those going up early for promotion and tenure. There is no clear understanding across the college about the process. Clear expectations and criteria are needed for three different groups: (a) faculty coming from other places, (b) faculty who started here and want to go up early, and (c) faculty with clock stoppages.

Faculty are also interested in having in-house research support in both qualitative and quantitative methods.

The “Voice of All” topic for January was invisible labor, especially for faculty of color or other marginalized populations. A short article from The Atlantic was shared. The Senate is trying to work in several ways to address the issue of “service saturation” for faculty of color.

Departmental Reports

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

- Candidates coming to interview in February

Child and Family Studies (Dr. James Williams for Dr. Mary Jane Moran)

- 3 searches completed

Educational Leadership and Policy Studies (Dr. Norma Mertz)

- Candidates coming in to interview in February

Educational Psychology and Counseling (Dr. Jeff Cochran)

- Dr. Cochran assumes the role of department head on February 15

Time ran short and the following departments could not report:

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

Public Health (Dr. Paul Erwin)

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

Nutrition (Dr. Jay Whelan)

Adjourn

Dean Rider thanked the council and the meeting was adjourned.

**Next Administrative Council Meeting
Friday, March 10, 2017
10:00 a.m. – 12:00 p.m.
412 Claxton Complex**