

College of Education, Health, and Human Sciences
Administrative Council Meeting
January 9, 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, Dulcie Peccolo, James Remington, Bob Rider, Shawn Spurgeon, Dixie Thompson, Jay Whelan

Present:

Randy Atkins, Sherry Bell, Susan Benner, Ralph Brockett, Bob Cargile, Paul Erwin, Jeff Fairbrother, Youn Kim for Ann Fairhurst, Gayle Mathews, Norma Mertz, Mary Jane Moran, Dulcie Peccolo, James Remington, Bob Rider, Shawn Spurgeon, Dixie Thompson, and Jay Whelan. Stephanie Kit and Mary Mahoney from Career Services.

Welcome

Dean Rider welcomed the council and opened the meeting. He also welcomed Stephanie Kit and Mary Mahoney from Career Services.

Approval of Minutes

Dean Rider asked for a motion to approve the minutes from the November meeting. Dr. Thompson moved to approve the minutes, Dr. Mertz seconded, and all were in favor. The minutes were approved.

Announcements

Dean Rider recognized Dulcie's outstanding commitment to our college and wished her the best of luck for her retirement.

Career Services – Stephanie Kit and Mary Mahoney

- They have a team of 5 people who help students choose/change their career goals and guide them through the process. They have many resources available to help students learn about their majors.
- Last year they had about 120 students from our college that they met with and they also refer some students to our advising center
- They work with employer relations, with the Junior, Senior and Grad Students, helping them with internships and job placement after graduation and offer information about graduate school.
- They provide 6-7 staff who are consultants to our students that divide by college or majors
- 3 staff members oversee the various majors in our college – they help with job search, resume & practice interviews
- A handout was given showing a lot of data on the numbers for each area in our college, several high participated areas
- They oversee a class that targets and focuses on student athletes, helping them with job placement, resumes and interviewing
- If you are going to be out of town and don't want to cancel your class, they are happy to come speak on many subjects in the classroom, job search, resume, getting an internship etc., just let them know
- They assist employers and are always seeking new employers. If you know employers that are interested in working with us please let them know.
- They post positions in a system they call "Hire a Vol", students can log in and look for part-time, full-time or internships and send out "targeted emails".

- Extends to Alumni – the software package they spoke of goes to the Alumni as well regarding positions available
- Graduate School preparation is available as well
- Please make your faculty and students aware of Career Services and what they have to offer
- Spring Job & Internship Fair is February 11, 2015
- Encourage students to register in the “Hire a Vol” database – my UTK account
- They also collect “First destination data” for students, working on a new Google survey – following job update information
- Ask your students to complete the survey so they can collect more data for job placement
- They can send us the survey link and professors can ask students to complete in class etc.
- When students graduate they start receiving emails asking for information on what they are doing, if they are working in the field of their major etc.
- They welcome your ideas and would love for any help or suggestions you may offer

Dean’s Report – Bob Rider reporting

No Council of Deans meeting to report.

Associate Deans’ Reports

Dixie Thompson reporting

- 14 day reports were given out – very important that each department check over the bullets – the 14th day is Tuesday, January 20, 2015.
- Summer 2015 – timeline – an email was sent to department heads regarding a student survey sent back in Fall asking students their preferences regarding class times, why they take summer school courses, etc. We are hoping this helps choose good class time for students.
- Soon the proof copy for Fall 2015 will be sent. Dr. Thompson can send this to you digitally.
- The biggest challenge is getting the students to register for fall from the time they submit their applications– the registration system is not equipped to put them in summer seats. The Hope scholarship is changing to include 120 hours, so they are able to do some summer. We need to do a better job of marketing this to them so they can change their registration. Dr. Thompson will talk to Heather.
- Overall our PhD production is down. There are a couple of departments that the PhD program is up. It is important for us to look at this more closely, where we as a college, where the departments are in terms of University goals.
- Academic program reviews – Dr. Brockett, Dr. Mertz and Dr. Moran are set for this Spring. Dr. Fairbrother is set for next year – discussions will be coming up.
- Elements – Dr. Mertz reported that her faculty have not received notification yet and can’t log in. The faculty that tried couldn’t access it. Dr. Thompson sent a message through the college Listserv and attached a link to access Elements, if they didn’t get the email then they could not access it. Let Dr. Thompson know who did not receive the email. All faculty can access this link now through the “My UTK” website for Elements. You can manage your profile, there are support people that can help you narrow your profile. Send Dixie an email and she can help you get in contact with those people. Department heads are encouraged to ask the faculty to log into Elements and make sure their publications are there, correct, and no issues. If they can’t log in then Dr. Thompson needs to know so she can address it accordingly. We are asking faculty to put a minimum of 3 years to 5 years publications on Elements.
- Chancellor’s Honors Banquet –an email was sent about the research and creative achievement award – the other notifications have not been updated yet and should be updated soon. You should receive an email from Dr. Thompson asking for nominations for the Chancellor’s awards. Some of these awards require an endorsement from the Dean’s or college level. Dr. Thompson will provide any letters you may need – please give her a week to do these letters.
- P&T committee meets on Wednesday next week to start going through the files.
- Research – there is a new listserv that is being created for the people interested in NIH.

- If you are continuing to have IRB issues, Dr. Thompson is still listening to these so continue to share these with her – things are not yet resolved.
- Dean Rider reported the most all vita's are back for SACS

Susan Benner reporting

- Travel is updated on Share Point site. We have allocated a total of \$63, 978, which includes \$4,030 to students. The deadline for student applications was late December. At the faculty level \$57,000 has been allocated for tenure seeking and about \$3,000 for clinical and research faculty.
- Update - Director for Marketing and Communications – the search committee is meeting this afternoon, they have a small group of top candidates. Melanie Bullard chose not to accept the job, no regrets, she was not a good fit. Brian Williams is a candidate who was a former employee from over 15 years ago and was under the IT structure.
- The Higher Education Act has been overdue for reauthorization for several years. It has an entire Title 2 section on accountability for teacher education and the proposed regulations that came out in November about ranking colleges and trying to close programs. Ranking each and every program. Looking at how well we are preparing teachers. Here at UT we probably have about 75-80 programs. Every program in the state of Tennessee will be ranked and rated—outstanding, acceptable, at risk, or it should be shut down. Criteria is, “how well students in teachers classrooms do on standardize tests.”
- There is a financial aid package within teaching at the federal level called “Teach Grants” – our financial aid office did not like the product and would not put it in place on this campus. The regulations will stipulate that only those schools that are rated at the top rating scale will be eligible to have their students receive the “Teach Grant.”

Student Services Report – Dulcie Peccolo reporting

- We had a great week starting the Spring semester with new student and transfer orientations and have had a lot of walk in students. A good job has been done by all!
- Collette Magoon moved to California, we are happy to have Tammy Reynolds(husband Doug who works for the Student Success Center) who will replace Collette. She has experience as an advisor in Arts & Sciences, most recently at Carson Newman.
- Staffing changes have gone well and training is still in progress.
- Nakesha has been hired by the Graduate School, so there will be some internal shifting in our office. Casey is taking on her responsibility and has applied for her position. Gayle is assisting with the search.
- New system on campus, SharePoint site, giving feedback on student academic standing. This week we received the list of our students from our college who are on probation from Fall going into Spring. We have 131students on probation, we are looking into what is happening and why. 57% are freshman; these kids are at risk and will be going through the academic success workshop. A fourth of these students are external transfer students. 53% have an ACT below 25. They are looking at this by majors and looking to see how to get them supplemental instruction. The key is that the campus as a whole has an 87% retention rate, freshman to sophomore currently. The retention rate for those on probation is 48%. All departments should have access to the new SharePoint site and we encourage you to look it.
- The Commencement site has been updated, so students can begin to send in their responses for attendance. For our college Commencement is Friday, May 8, 2015 at 6:00pm. Graduate Hooding is May 7, 2015 at 9:00am.
- The Carnegie designation was a positive result this time. Our college was very well represented. You will be contacted to do short publicity piece from the projects from your departments that were selected as exemplary.
- You should have received an email about the new model from the Office of Disability Services. There is an online application now for students. It means that faculty will now be notified

electronically. During departmental meetings you may need to discuss what approach you want to take to this.

- Dr. Thompson asked about math camp and if we received feedback, Dulcie reported that we received very positive results. No data has been reported yet if the math camp made a difference or not.
- The campus wide GPA is 2.0, anything below a 2.0 and you are on probation. Our college, the majors have a higher GPA requirement.

Budget Report – Gayle Mathews reporting

- If you have any course fee changes the form needs to be returned by January 23, 2015.
- Our academic planning meeting for next year is scheduled for February 9, 2015.
- Budget adjustments, a few of you will be contacted. There are a few things with the budget adjustments that needed to be made on salaries, etc. Gayle will contact you in the next couple of weeks.
- Summer will be here soon and we will have that spread sheet to do again. Don't forget that Mini-term is part of summer (30% rule 2-3 years). Dr. Thompson reported, not official, that if we can get summer school enrollment up, then there is a greater possibility that this funding model will stay in place. If we don't then we may lose it. We will try to get the spread sheet to you sometime in May. We will need to do budget first.

Research/External Funding – Bob Cargile reporting

- No new research, we are at about \$9.7 million for the fiscal year.
- A Handout was given on the Continuity of Operations Plan; we will be testing it next week. You will receive an email that will have 2 steps to complete. Step 1 is to log on to system using your net ID and password and make sure you have access to the information that is there. Step 2 is to send either Beth or Bob Cargile an email with the directions that are in Step 2. If you have problems logging on, let Bob Cargile know.
- Dean Rider stated that Bob Cargile reported that we are about \$3 million over where we were last year for external funding. Continue to encourage your faculty to submit proposals. This year it was reported that proposals are down.

College Senate – Shawn Spurgeon reporting

- The first meeting is at the end of this month, a more detailed report will be given at our next meeting.
- Nominations for awards will start soon.

Development Report – Randy Atkins reporting

- There are no year-end numbers to be given at this time.
- We have had great success with a gift to Public Health; Dr. Erwin did a great job!
- Reminder, you should have received an email regarding the Fund Raising Summit on January 21. It is for everyone interested. It used to be called Fund Raising 101.
- Educators Hall of Honor is March 26. We should have a very good slate of nominees. We are expecting about 150 in attendance.
- The Dean's Board of Advisors meeting is March 26-27; highlighting CFS.
- Celebrate RHTM's Vol Starter project which was funded. The "Catering Kitchen" renovating the kitchen to better accommodate the events they do. Carol Costello is given a lot of credit for this, she sent an email to Advisor Board asking for help and within 3 days it was funded. Dean Rider reported the Carol also negotiated with Ruth's Chris Steak House to provide a portion of their dinner receipts to help fund the Catering Kitchen project. For the month of January, there is a special menu item to help fund this.
- Candy Livingston, Board of Advisors member, passed away on December 21, 2014. She was affiliated with Public Health.

Departmental Reports

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

- Two searches in Social Studies Education. Two retirements, Tom Turner and Dorothy Hendricks, both have been awarded emeritus status.
- Survived program review and it was positive.

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

- 2 searches; campus interviews start on January 15, 2015.

Public Health (Dr. Paul Erwin reporting)

- They are glad to have Clea McNeely back; she was away on leave for 6 months in India.
- Made an offer and it was accepted by Samantha Ehrlich, who is going to be Assistant Professor starting in February. She comes from UC Berkley
- Search for the Health Policy & Management position. Candidates will be in for interviews later this month.

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

- Their program review takes place the first two days after Spring Break.
- Search; bringing in applicants in the next couple of weeks.

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

- 2 faculty searches under way and nearing completion. Bio Mechanic position, a candidate has been identified and an agreement has been reached. Initial negotiations went well for the Sports Management candidate, but a huge stumbling block has been found in regard to spouse.
- Continuing to search for a coordinator for Academic Advising; hoping to bring a few people on campus starting this month.
- Lining up for two more searches next year.

Nutrition (Dr. Jay Whelan reporting)

- No report this month.

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

- 2 searches will be bringing 3 candidates in to interview in January.
- Another search; looking at 4 candidates.
- They are also going through a program review.

Educational Psychology and Counseling (Dr. Ralph Brockett reporting)

- Program review in March.
- CORE – The Rehabilitation Counselor Education accrediting body will also be coming in March.
- 5 searches going on right now, 3 candidates coming next week and more the following weeks.

Adjourn

Dean Rider thanked the council and the meeting was adjourned.

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